**MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES**

**29th September 2021 @ 6PM**

***CHAIRPERSON’S WELCOME***

***Present: Katie Falloon, Alison Hill, Rob Foreman, Robin Gardner, Kate McKay, Johanna McKenzie, Lesley Rogers Fiona Healey (minute secretary)***

***Apologies:***

***Absent:***

***DECLARATION OF INTEREST***

Rob Foreman – Son in law of Shona Godfrey (Bus Driver)

Johanna McKenzie – Daughter in law of Sue McKenzie (Librarian and Gardner)

***CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING***

***MOTION:*** The minutes of the previous meeting held on the 31st August 2021 are accepted as read and that the minutes accepted as read are a true and accurate record.

**Moved: Katie / Second: Kate**

***MATTERS ARISING FROM PREVIOUS MINUTES***

* Alison changed BOT Lists for complaints procedures

***STRATEGIC DICUSSIONS/DECISIONS***

* 1. **Policy Review**

*Behaviour Management – Remove Green Tickets and have more certificates*

*Alison to change on the Website. Katie to email school Docs*

***2.1 Finance***

*- Finance Report provided by Johanna. Please see attached report*

***MOTION:*** The Board ratifies the payments made in August 2021, and accepts the financial reports as a true and accurate record.

**Moved: Johanna / Second Alison**

**2.2 *Health and Safety***

*Health and Safety Report Provided by Lesley. Please see attached report.*

“Keep the Gate Shut” sign needed for the Gate.

Lesley to organise

* Electricity has been checked
* Heating getting checked

***2.3 Property***

***-*** Property Report provided by Rob. Please see attached report.

- Pool Pump has been sorted.

- Rob has put in an insurance claim

- Looking into an automatic pool cleaner between $800-$900.

- There has been some vandalism at the school, looking at possibly getting some type of security cameras

- Rob to drill tank covers onto the tanks

- Alison to contact Maxine regarding Security.

***2.4 Bus***

- Bus report provided and read out by Katie. Please see attached report.

***2.5 Principal’s Report***

* Principal’s report provided by Alison. Please see attached report.

***2.6 General Business***

*Pets Day – Level 2*

*Lambs and calves only. Divide into two groups, Juniors and Seniors. Juniors go first with their Lamb or Calf while Seniors wait in the Hall, once finished we swap the groups over and the Juniors go to the Hall. Children with no pet to are to be in the Hall. Scan or sign and wear a mask by people attending pets day is a must. Possibly provide lunch packs for Kids. Games are to be moved to Christmas.*

*Production*

*Moved to 5th of November 6pm. Gives us more time to hopefully of moved down to level 1*

*Oak Tree maintenance*

*Cut trees before 4 meters of the powerlines and resource rooms, to be done after the New Year. Cost of about $5000. Then they shouldn’t need doing for another 5 years.*

*Katie to send an email.*

*Native Garden –*

*All funds have been received. Put into the budget so that the school can pay.*

*SIP Project*

*Out Door Tables, If we are to put up a structure we need quotes from Builders.*

*Play Base area – gates, Perspex, chalk boards etc*

*Loose Parts area – tyres, pipes, pellets etc*

*Katie to talk to the ministry*

*Concrete needed between the Kiwi room and new swing sets, as it gets very muddy during the winter.*

*Strategic Plan – Develop the Native Garden.*

***Katie Moved us into Committee at 7.06pm***

***Robin Gardiner Left the meeting at this stage.***

***Moved out of Committee at 7.45pm***

***Correspondence Inwards:***

***Correspondence Outwards:***

***Next Meeting Date:*** 20 October 2021, 6pm

***Meeting closed: 7.45pm***