

MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES

7th December 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 Gardener)

CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

MOTION: The minutes of the previous meeting held on the 10th November 2021 are accepted as read and that the minutes accepted as read are a true and accurate record.

Moved: Katie / **Second:** Johanna

MATTERS ARISING FROM PREVIOUS MINUTES

- BOT Members to get their hours to Val
- A Qualified Electrician can do the compliance check on the School House. Does not have to be an inspector.

Amendment:

- Minutes from the 19th May 2021 BoT meeting did not have Johanna McKenzie written down as present at the meeting, when in fact she was there in attendance.

STRATEGIC DISCUSSIONS/DECISIONS

1.1 2022 BOT Work plan

Katie presented the 2022 BoT workplan.

Motion: The Board adopt the BoT work plan for 2022

Moved: Katie **Second:** Jo

1.2 Charter Review 2021

A review of the School Charter and Annual Strategic Plan for 2021 was read out presented to the BOT by Alison.

A lot was achieved despite Covid restrictions during the year.

All were happy with the report.

2.1 Finance

- Finance Report provided by Johanna. Please see attached report

Motion: The Board ratifies the payments made in March 2021 and April 2021 and accepts the financial reports as a true and accurate record.

Moved: Jo / Second: Katie

Discussion had regarding a query from the Auditors which Valerie asked for clarification around:

“What is the threshold for significant expenditure that the board approves?”

Board response to the query is as follows: There is no specific amount set down as a threshold for significant expenditure but anything which sits outside the adopted budget would be considered significant and require board approval. All expenditure is reconciled and any requested money transfers between accounts requires justification and authorisation from two board members.

Alison presented the Draft Budget. This budget was put together by Alison, Katie, Kate, Jo, Valerie and Kerrie from Education Services. All BoT members have read the draft budget.

Motion: That the Draft Budget for 2022 be accepted.

Moved: Johanna / Second Katie

The server which was approved, quoted and approved to be replaced in 2021 has not yet occurred. Robin and Alison to attempt to find another company/professional to complete this job ASAP.

2.2 Health and Safety

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

Traffic light system to come into the start of the 2022 year for schools, we are currently working at level 2.

Alison read out the ‘orange’ traffic light system rules.

Everyone attending camp next year must be vaccinated.

If a Covid positive case linked to school is found the MoH and MoE will guide the school through procedures.

2.3 Property

- Property Report provided by Rob. Please see attached report.
- 18th January Auditing will be done on the lighting starting at 5.30am for 5 hours.
- Rob going to clean out the guttering.
- Robin Gardiner is going to check the pool water daily morning and afternoon.

2.4 Bus

- Bus report provided and read out by Katie. Please see attached report.
- Possibly need another relief driver that is living closer to the school. The board will assess this in 2022.

2.5 Principal's Report

- Principal's report provided by Alison. Please see attached report.
 - Student Achievement Data Review 2021
- Alison provided a report on the Student Data, the children are making great progress and an action plan has been put into place for 2022.

2.6 General Business

Pool Keys – Can open the pool to the community, Key will cost \$30, All are required to sign in and sanitise.

Prizegiving 2021 – Alison provided an action plan on how this will work at the current Alert Level (2). As there are unvaccinated attendees this will be held outside on the school grounds and separated into groups of no more than 50 with sufficient Social Distancing. There will be gazebos up for shelter from the weather.

Minute Secretary – Fiona is leaving the area so has resigned as minute secretary for the board.

Motion – That Fiona's letter of resignation be accepted.

Moved: Katie / **Second:** Kate

Staffing: Letter going to parents tomorrow (8th December)

Alison read out the well written letter to the parents regarding the Staffing for 2022.

Motion: That staffing provisions of 2.5 for 2022 are accepted.

Moved: Katie / **Second:** Jo

Helen Roberston and Joy Jackson have both nominated to be 30 week supernumerary at Alfredton School.

Robin will be working 0.7 Full Time Teaching Equivalent plus 0.1 permanent board funded to make him 0.8 FTTE.

BOT Elections 2022 - These have been pushed out from June to September 2022 now.

Fiona Healey Left the meeting

2.7 In Committee:

Motion: The Board move to in committee to discuss the Teacher Aide requirements for a student at 7.43pm.

Moved: Katie

All Agreed

The Board moved out of Committee at 8.40pm

Correspondence Inwards: SIP, Ministry of Ed
Minute Secretary Resignation

Correspondence Outwards:

Next Meeting Date: To Be Confirmed in January 2022

Meeting closed: 8.42pm