

MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES

8th February 2022 @ 5.30PM

CHAIRPERSON'S WELCOME

Present: *Katie Falloon, Alison Hill, Rob Foreman, Robin Gardner, Kate McKay, Johanna McKenzie, Lesley Rogers*

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)

BOARD COMPLIANCE AND BEST PRACTICE

1.1 PORTFOLIOS

No election of a new chairperson is required for 2022 as triennial elections are due to take place this year in September. Katie is happy to stay in the role as Chairperson until the elections are complete. All members of the board are happy with this.

All other board members to retain responsibility for their portfolios as follows:

Jo – Finance, Rob – Property, Lesley – Health & Safety, Kate - Supporting all where required & Katie – bus.

Kate will work alongside Jo to learn the finance portfolio procedures. Jo and Kate will work together to complete the financial reports over the next few meetings.

1.2 ROLE OF CHAIR

Katie provided a brief description of the role of the Chairperson. A detailed description is found in the BoT handbook.

1.3 DELEGATIONS

Resolution:

For any Personnel and Staffing matters the Board authorises a sub-committee, consisting of the principal and any two other trustees, to have delegation where necessary.

Resolution:

For any Behaviour Management matters the Board authorises a sub-committee, consisting of the principal and any two other trustees, to have delegation where necessary.

MOTION: The above sub-committees will have full decision-making responsibility on behalf of the Board. They may refer to the Board if they deem it necessary.

Moved: Katie Second: Lesley All agreed.

Delegations need to be considered in the instance where Alison is unable to fulfil her role due to reasons relating to Covid-19.

Robin and Natasha suggested as suitable candidates. Alison to investigate this further and decide which areas the delegations need to cover for the school to function in her absence.

Alison to email the board to get any required delegations adopted as soon as possible.

1.4) TRUSTEE CODE OF BEHAVIOUR

Katie gave a brief reminder of the Trustee Code of Behaviour. The code of behaviour can be found in the BoT handbook.

CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

MOTION: The minutes of the previous meeting held on the 7th December 2021 which were presented to the Board be amended as follows:

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

Moved: Johanna Second: Katie All agreed

(note: The inclusion of payments ratified for October 2021 and November 2021 were included in the original motion and agreed by the board on December 7th 2021 but went unrecorded by the Minute Secretary at the time).

MOTION: The amended minutes of the previous meeting held on 7th December 2021 are accepted as read and that the minutes accepted as read are a true and accurate record.

Moved: Katie

Second: Rob

All agreed

MATTERS ARISING

Server still needs sorting. Alison has spoken to ROSCO again and will get this sorted ASAP.

STRATEGIC DISCUSSION/DECISION

2.1) CHARTER

MOTION: The Board accept and adopt the 2022 Charter and strategic plan for Alfredton School.

Moved: Alison

Second: Katie

All Agree

2.2) Policy Review

Policy Review for Term one will occur at the March meeting as per the 2022 workplan.

MONITORING AND REVIEW INCLUDING PRINCIPALS REPORT

3.1) FINANCE

See attached report provided by Johanna.

MOTION: The Board ratify the payments made in December 2021 and accepts the financial reports as a true and accurate record.

Jo presented the outstanding payments for 2021.

MOTION: The board agree to write off the outstanding amount of \$72.10 specific to one outstanding debtor invoice.

Moved: Jo

Second: Rob

All agree

The remainder of the outstanding debtors will be contacted with a final payment reminder before any further outstanding amount is considered as being required to be written off by the board at the next meeting.

Alison presented the finalised 2022 Budget.

The current deficit presented is due to the replacement of a bus due in 2022.

MOTION: The Board approves and adopts the 2022 budget.

Moved: Alison

Second: Katie

All agree

Kate will need to be added to the banking authority so she is able to help prepare the financial reports.

MOTION: Kate McKay to be added to the Alfredton School banking authority. Other 4 signatories will remain the same: Alison Hill, Valerie Harvey, Johanna McKenzie and Katie Falloon

Moved: Katie

Second: Johanna

All agree

3.2) HEALTH AND SAFETY

Alison presented a Covid Framework for how we will operate within the traffic light system as a school.

MOTION: The Board adopts the Covid Framework while in the current settings and will review and make changes where necessary or as requested by the principal.

Moved: Katie

Second: Alison

All agree

The Co2 monitor has arrived and is showing that classrooms are well within the safe zone and are getting sufficient ventilation at present.

Alison is checking booster requirements for any camp volunteers. She is also contacting camp activity hosts with regards to whether they require vaccine passes or not.

Staff have been preparing for online learning in an instance where individuals or whole school need to transition to online learning. Online projects are prepared and a request to families to indicate the need for a device to be supplied has been sent out.

If Covid presents in the community and parents choose to keep their children at home, online learning will be available even if school is open. Keeping students engaged is key.

3.3 PROPERTY

See attached report provided by Rob.

10YPP will include reroofing of buildings and changes to Block A to create a lighter and more ventilated classroom.

Security Cameras:

Rob has investigated security cameras following several events of vandalism and advice from the local police officer. The camera's quoted will provide visibility across a large area of school grounds and will be located where they should be free from damage. The system will be connected to the school wifi and store recordings for a selected period. Cameras will be installed, and the system set up by MVC Electrical. See attached quote from MVC Electrical.

Katie has investigated the legalities around operating cameras 24/7 at school and this is fine as the Board is very clear on the reason for installing (security and deterring vandalism) and operating and ensure they are not placed where intrusion or breaches of privacy are going to be an issue.

MOTION: The board approve the purchase and installation of security cameras and the operating system at the cost of \$3988.65

Moved: Rob

Second: Katie

All agree

3.4) BUS

See attached report provided by Katie

3.5) PRINCIPAL'S REPORT

See attached report provided by Alison

Alison shared the Year 8 Graduate Profile – see attached

3.6) GENERAL BUSINESS

BoT triennial elections: Elections are set out for the 5th-23rd September, likely to be an electronic voting system. Training will be provided for this.

Actions required by the BoT leading up to the elections will be promotion and finding a returning officer to run the elections.

Resolution Via Electronic Means:

Teacher Aide:

MOTION: The Board agree to employ Rachael as a Teacher Aide for Term one 2022 to work with an individual child from 9am-1pm daily.

Moved: Alison

All agree via email 28/01/2022

Staffing:

MOTION: The Board approves the request from Joy Jackson to change her option from being redeployed for 30 weeks as supernumerary at Alfredton School to requesting long service leave from the Ministry of Education as a result of the 2021 surplus staffing process.

Moved: Katie

All agreed via email 28/01/2022

3.7) IN COMMITTEE

MOTION: The Board move into in committee for an update regarding the December 2021 in committee matter at 6.55pm

Moved: Katie All Agree

Out of Committee: 7.02pm

Next Meeting: 8th March 2022 at 5.30pm

Meeting Closed: 7.05pm