

MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES

10th March 2022 @ 7.30PM

***Meeting date was changed and the meeting held online via google meet due to Covid19**

CHAIRPERSON'S WELCOME

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

Apologies: Lesley Rogers

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 8th February 2022 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

– Delegation for interim authority if Alison is unable to fulfil her role temporarily as Principal due to Covid19 related illness.

Alison has spoken with both Natasha Bond and Robin Gardner and the best solution is for Natasha to take on the responsibility supported by Robin. If both Alison and Natasha are unable to fulfil the role, Robin will take on the responsibility. At the point where none were available to fulfil the role the school will likely be closed due to staff shortages relating to Covid19.

MOTION: The Board approves Alison delegating authority to Natasha Bond in the first instance, and Robin Gardner if Natasha is unavailable, in the instance that Alison is unable to fulfil her duties as Principal due to Covid19 related illness.

Moved: Alison / Second: Johanna

- Adding Kate McKay to Banking authority is still being processed due to restricted hours as a result of Covid19.

STRATEGIC DISCUSSIONS / DECISION

1.1 Minute Secretary Appointment and Role

Bailey Deys-Shailer has expressed interest in the Minute Secretary role. Bailey has former school administration and minute secretary experience.

MOTION: The Board appoints Bailey Deys-Shailer to the position of Minute Secretary for the Board of Trustees.

Moved: Katie Second: Johanna

Katie will organise the job description (including both public and in-committee minutes), laptop and access to files the role requires.

1.2 Policy Review

- Recognition of Cultural Diversity. No change required
- Staff Leave. No change required
- Separated Parents, Day-to-day Care, and Guardianship. No change required.

1.3 Introduction of Annual Reviews

To ensure compliance and more regular review the following two policies will be added to the BoT work plan for annual review:

- Staff Wellbeing
- Equal Employment Opportunities

As a part of the Equal Employment Opportunities policy the Board requires an EEO Officer to be appointed. Alison will also highlight these policies via the school website.

MOTION: The Board appoints Alison Hill (Principal) to the role of Equal Employment Opportunities officer.

Moved: Katie / Second: Kate

MONITORING AND REVIEW INCLUDING PRINCIPALS REPORT

2.1 FINANCE

See attached report prepared and provided by Johanna and Kate.

- EdPay has created a separate code for Bus Depreciation - approved by Jo.

- Bank Staffing and Supernumerary:

Alison noticed a discrepancy in Bank Staffing. Through investigation it was found that Joy's change in option for supernumerary resulted in the school being responsible for her remuneration until the date she was due to finish. This was not disclosed to Alison at the time the change was approved. It is unviable to continue to fund Joy until the end of March therefore Joy has agreed to finish her position on Tuesday 15th March. Joy's Severance will not begin until 31st March.

Alison has actioned NOVO6 to Edpay to officially change the leaving date as agreed (Tuesday 15th 2022)

Alison is also contacting resourcing with regards to bank staffing not matching the March Roll return. Bank staffing should be 2.87 but have only been receiving 2.79.

MOTION: The Board moves to write off the 2021 debts to the total of \$18.20

Moved: Jo / Second: Rob All Agreed

Kate to be added as a signatory on monthly statements as a second finance officer.

MOTION: Kate McKay is added as a signatory on the monthly statements as a second finance officer. All other signatories remain the same at present.

Moved: Jo / Second: Katie All Agreed

MOTION: The Board ratifies the payments made in January 2022 and accepts the financial reports as a true and accurate record.

Moved: Jo / Second: Robin

2.2 HEALTH AND SAFETY

- Nothing new to report (Lesley)

Camp 2022 has had to be postponed. New dates are to be confirmed for sometime in June 2022. More details to follow at the May BOT meeting.

2.3 PROPERTY

See report provided by Rob.

Discussion regarding security cameras which have been installed and are operating. Rob to organise login details/codes for Katie and Rob to access footage. Three weeks of footage will be available to view at any one time. This should give sufficient time for any damage which has occurred to be noticed and investigated.

~2.4 BUS

See report provided by Katie.

Bus communication - There have been a couple of instances where communication has been an issue between parents and school/drivers. It is acknowledged that communication can be difficult if no parents are at home. Messenger App is used by most parents but not all.

Alison to remind drivers that if the bus is early for some reason that they must wait at the stop for parents if it has not been pre arranged with parents for an early dropoff.

Solutions to help ease any miscommunication or confusion going forward to be relayed by Alison to all parents. This will include:

- Encourage parents to use messenger app if possible but if not then to agree on an alternate form of reliable communication.

- Organise with parents to have an agreed second transport contact if contact is an issue due to working out of signal, not locally etc.

- Express to parents that it is important to notify school of changes in transport early in the day (unless really not possible) to ensure there is sufficient time for communication between parents, staff, drivers etc.

Bus Policies -

Katie and Alison are going to review bus procedures and transition all Bus policy and procedure to school docs.

2.5 PRINCIPALS REPORT

Report provided by Alison.

PACT - Alison and the staff are looking into how to report levels and assessment findings in a way which is going to be well received by parents and shows specifics within progression.

Covid - School is seeing some impact from Omicron, currently at least 6 families isolating with 2 confirmed positive cases.

School has received RAT tests from the MOE, these will be distributed to staff as required.

Alison has indicated the need for flexibility if bus routes become affected.

Teaching staff are trying to keep separate bubbles to mitigate the risk of all staff being affected at once.

Note: Special Education and Target student reporting will occur at the May meeting due to absence of students affected by Covid.

2.7 GENERAL BUSINESS

- Triennial Election Date.

Katie proposed that we go with the suggested date of 7th September 2022 as the election date for triennial elections.

MOTION: The board adopts the date of 7th September 2022 as the election date for the Triennial BoT elections 2022.

Moved: Katie / Second: Jo

- SIP Project.

See update provided by Katie.

- Native Garden.

See update provided by Kate.

Suggested that Fonterra could be approached for sponsorship for garden/BBQ lunch for helpers on planting day. Kate to look into this.

- School House.

School house had required electrical compliance completed and power switched back on.

Rob has potential tenants, he will ask them to be in touch with Katie to organise a viewing.

Gardens, a general tidy and clean will need to be completed before any tenants move in.

- Rubbish.

The Council is to tidy the rubbish cage previously used for rubbish pickups for local residents. Cage is no longer available for use which means no where for school to dispose of rubbish and recycling.

Alison will speak to Rachel about the possibility of rubbish removal as a paid part of the cleaner role.

2.9 IN COMMITTEE

MOTION: The Board moves to in-committee at 8.55pm to discuss and resolve staff and remuneration proposals.

Moved: Katie / Second: Kate

MOTION: The Board moves to come out of in-committee at 9.17pm.

Moved: Katie / Second Jo

BOARD ADMINISTRATION

Correspondence Inwards:

- Auditlink Questionnaire (for Chairperson)

Correspondence Outwards:

- Auditlink Questionnaire (returned by Chairperson)

NEXT MEETING DATE: Tuesday 17th May at 5.30pm

