

MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES HELD 6.30pm on the 21st of February 2017

Present:

Anita Phillips, Charlotte Lawrence, Robert Thorneycroft, Marama Papworth, Johanna McKenzie,
Martin Evans, Russell Smith

Apologies: Nil

Absent: Nil

MINUTES OF THE PREVIOUS MEETING:

MOTION: That the minutes of the previous meeting held 5th December are accepted as read

MOTION: That the minutes accepted as read are a true and accurate record

Moved: Robert/ Seconded: Marama

MATTER ARISING FROM PREVIOUS MINUTES:

Native tree planting doing well, will plant more in the winter.

Concrete glare will be looked into now the new classroom is finished. Russell to do

CORRESPONDENCE:

INWARDS

Alfredton School Board of Trustees Correspondence



Board of Trustees Meeting February 2017

Date Received	From	Content
8/2/17	MOE	Education Gazette Vol 96 Number 1
8/2/17	NZSTA	AGM Notice of Motion
20/2/17	NZSTA	Professional Development
20/2/17	MOW	Tukutuku Korero Vol 96 Number 2
21/2/17	Simon & Lisa Hull	Risk Management Plan – Trail Ride

- Letter (emailed to Anita) from Neal Hull resigning from his positions of Caretaker and Bus Manager
6:55pm - Into committee
7:13pm - Out of committee

RESOLUTION:

A letter will be sent to Neal along with a leaving gift which Johanna and Russell will organise

The position of caretaker will be advertised. Anita will absorb the Bus Manager duties.

A roster to be set for BOT members until a caretaker is appointed

- Lisa and Simon Hull on behalf of Alfredton School Trail Bike Ride
A Risk Management Plan and Visitors Induction Form were presented by Lisa Hull.
The BOT authorise Martin to read the Plan and get back to Anita. If Martin approves it the BOT will accept it.
- Letter from Agri-Womens Development Trust.
See discussion below.

STRATEGIC MATTERS:

CHARTER ACCEPTANCE

2017 targets will be changed for Mathematics, Reading and writing

2017 WORK PLAN CONFIRMATION

2017 Work plan presented to the BOT

Accepted.

Moved: Marama/ Seconded: Martin

FINANCE REPORT

No report – too early in the year

Moved: Anita / Seconded: Marama

HEALTH & SAFETY REPORT

Refer to Principals report

PROPERTY REPORT

Robert looked around classroom and has signed off first stage

Final sign off not yet completed. Items still requiring attention are the dirt mound, window ledging, remedial work, fencing and the trellis around the tank.

Rob and Anita concerned about the deck roof but Interlink is happy with it. Anita will look into what can be done from here.

School house hedge to be left to grow back

The Invoice for Fire Alarm has not been paid yet, awaiting training which was part of the contract.

Refer to property report

Anita put forward a suggestion that all locks be changed so that they will all have the same key, would possibly only require the tumblers to be adjusted. Anita will look into this and bring her findings to the next meeting

The BOT thanked Martin for the pool maintenance over the holidays. A great job was done.

Water system re Principals report

Anita has a list for all property contacts and will create a document to record all information to enable all to know who to contact if required/necessary.

FENCING

A discussion was held around the fence at the end of the swimming pool, which was taken down to allow access for the building to be moved on site. This is a chance to link with all other fences if wished.

Discussion whether the fence at the back of the pool will be replaced as to what was there or railing in line with other fences.

Reinstate the fence with new fence posts. Interlink will cover the cost and will go with Robs recommendation.

Robert to talk to Don McIntyre

WATER

The Pleckville Water scheme is constantly having issues and the long term viability for the school needs to be considered.

Robert suggested we look into a monitor system for the scheme to watch for any issues with the water tank.

An indicator could be put into tank and will be monitored by BOT members/Staff who travel this road regularly

New tank is on site with the water tank on the new classroom.

Short term is ok but long term will need to be considered. Consider tank collection if needed in the future

Robert will do some research into this.

The BOT will approach the domain board for one fifth of the cost for the water scheme

PRINCIPALS REPORT

Anita presented her report.

MOTION:

The principals report is read and accepted by the Board of Trustees

Moved: Anita / Seconded: Johanna

GENERAL BUSINESS

COMMUNITY OF LEARNING UPDATE

No takers for the lead principal role.

It is possible a facilitator from the MOE will be appointed to run it. Will wait and see what happens

RENTAL OF SCHOOL HOUSE

A letter was presented from Agri-Womens Development Trust wanting to lease the school house.

At present Staff is quite stable and Anita recommends the commencement of the lease

Carpets are worn and have a musty odour, a leak under bathroom sink needs repair, spouting issues to be repaired and insulation needs to be done prior to end of year. Interior painting will need to be done in the future.

Currently there is \$10,000 in reserves

The carpets, leak and spouting are priorities.

Laser light at back door also needs replacing.

Only House reserves can be spent on the school house

- Quotes to be sourced for carpets
- Tararua Builders to be contacted for any repair work

Robert and Anita will look over the school house and note all issues that need to be done in 1 month, 1 year and 2 year time frames.

A Motion to lease once repair work is finished, which would be renewable annually in November.

Moved: Anita / Seconded: Russell

A Letter will be sent to Lindy Nelson (AWDT) by Johanna, stating agreement to lease with occupation to be started once all the required work is done.

NOHO MARAE

Anita proposes we change this to a day trip instead of overnight, as currently the ratio will not be met for junior students. Day trip will require a 1-4 ratio.

This will allow staff and students to ease into an overnight trip for ensuing years

Some concerns from the staff were voiced regarding location/distance, site facilities and lack of an onsite inspection to date.

A decision was made to take the Year 4 and up students on a longer day trip to Aohanga, taking own food.

Virginia Hawke and Annie Phillips are the teachers who will attend.

Anita will sort out the arrangements with Ginny and send out information.

RAMs to be done by Anita.

ASCA- SKI TRIP AND WISHLIST DISCUSSION

Anita attended the recent meeting and a suggestion for school ski trips was made. A discussion was held around this. The EOTC Policy will dictate which students can go.

The BOT support the idea but funding would need to be from ASCA.

A suggestion for a biannual trip for Year 7 and 8.

Anita to look into this and report back to the BOT next meeting. Pros and Cons will be considered.

ASCA have also requested a wish list. At present there are not a lot of requirements for this list

HORIZONS TREES

Fruit Trees to be removed as they have been planted too close to the weather station.

This is being left to Russell to sort and he will talk to Sue McKenzie in discussion as to what will happen.

OPENING

- This will commence at Noon on Friday.
- Russell to speak.
- Oldest and youngest students to cut the ribbons, (currently Amelia Percy and Pippa McLachlan)
- followed by BBQ lunch

Anita to sort the invitations.

Next Meeting: Tuesday, 14th March 2017 at 6:30pm

Meeting closed at 9:00pm

ACTION TABLE	
Action	By Whom
Look into remedy for white concrete glare	Russ
Smoke Alarms installed	Anita to check
Look into the trampoline pit and drainage	Anita
Gift and Card for Neal	Jo
Card for Sue and Evelynne	Jo, Russ to write Sue's
Advertise Caretaker position	Anita
Organise Roster for lawns etc	Anita
Read Bike Ride Info and report to Anita	Martin
New Classroom Deck Roof – what next?	Anita
Contact King & Henry re costs of one key/all locks	Anita
Create Property contacts document	Anita
Talk to Don McIntyre re fences	Rob
Look into Pleckville water scheme options	Rob
Organise house repairs/maintenance	Anita/Rob
Letter to AWDT	Jo
Noho Marae Trip change requirements	Anita
Look into Ski trip - Pros and Cons	Anita
Fruit Trees issues with Weather Station	Russ
Classroom Opening Invitations	Anita