

# MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES HELD 6.00pm 17<sup>th</sup> of MAY AT ALFREDTON SCHOOL

## Present:

Anita Phillips, Russell Smith, Robert Thorneycroft, Marama Papworth, Neal Hull  
*Teachers - Annie Phillips, Virginia Hawke*

## Apologies:

Leave of Absence: None

## Absent:

Scott Kennedy

## STAFF PRESENTATIONS: FOCUS STUDENT INITIATIVES

Annie and Virginia presented their data on their target students. They listed all the things they have been doing with the focus child and the impact so far from this.

Both have experienced very good success with this initiative.

A good discussion followed with questions from the board regarding the information received.

Also, a discussion was held regarding the ALIM programme this year.

Russ commented to the staff that they had a winning combination going on and asked was there anything the BOT could do, if there was anything that was needed.

The BOT thanked both Annie and Virginia and they left the meeting at 6.46pm.

## MINUTES OF THE PREVIOUS MEETING:

**MOTION:** That the minutes of the previous meeting held 12<sup>th</sup> of April are accepted as read

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

## MATTER ARISING FROM PREVIOUS MINUTES:

Valerie Harvey has taken up the position of Minute Secretary.

## CORRESPONDENCE:

### INWARDS

Date Received	From	Content
March	MOE	Education Gazette Vol 95 Number 5
March	Green Party	Safe to Schools Policy
4 <sup>th</sup> April	ERO	Wellbeing for Success – resource for schools x2
4 <sup>th</sup> April	ERO	Wellbeing for Success – effective practice x2
12 <sup>th</sup> April	MOE	Education Gazette Vol 95 Number 6
2 <sup>nd</sup> May	MOE	Education Gazette Vol 95 Number 7
2 <sup>nd</sup> May	NZSTA	Registering delegate at AGM
2 <sup>nd</sup> May	MOE	Bank Staffing balance
2 <sup>nd</sup> May	NZSTA	STAnews March 2016 Issue 261
9 <sup>th</sup> May	MOE	Education Gazette Vol 95 Number 8
16 <sup>th</sup> May	NZSTA	STAnews March 2016 Issue 262

## STRATEGIC MATTERS:

### NAG 3 REVIEW

There are 3 Policies in this NAG which will be reviewed.

- Appointment
- EEO
- Principals Appraisal

### Appointment Policy

Only thing Anita found as appointment of principal appointment were in some points relating to provisionally registered teachers, The Board would not hire a PRT for a Principal position...

- Removing words provisionally registered....to registered teachers. Would not appoint provisionally registered to position of principal

Remove

- Teaching registration policy is no longer in place, this is actually a procedure

Remove parts in brackets

Anita made all the required amendments to the policy online in the meeting, visible to all members.

**MOTION:** All amendments and changes were approved by board

Russell/Marama

### **EEO policy**

Added: The principal will be delegated the role of EEO officer and all EEO requirements will be reviewed bi-annually by the Board.

**MOTION:** All amendments and changes were approved by board

Russell/ Robert

### **Principals Appraisal Policy**

The Principal will be monitored on the expected Principal outcomes as outlined in the Annual Principal Performance Agreement and Job Description approved by the Board Chairperson.

**MOTION:** Amendment accepted by the board

Russell/Marama

The Reimbursements procedure was removed to the Finance NAG 4 as it did not belong in NAG 3

### **MAORI CONSULTATION**

Feedback received from community consultation was that the Maori community did not want to be isolated and would prefer to have any consultation made as an all-inclusive general consultation

Anita gave her suggestions as to how this could be done.

- Going to iwi,
- Could be done by canvassing everyone but take into consideration the Maori community
- Could review with parents but include everyone
- Wider community
- Iwi

What do the board want????

In regards to community consultation, this year Anita feels we need to go into the wider community of the Alfredton district as this hasn't been done recently, with a specific lens/focus on Maori stakeholders for our students.

The Board will think about the list of who and how. i.e. iwis, key holders

Invite specific groups like domain board, playgroup

The Chases would be part of this group. Local artist, carver, Joseph, Tararua College teacher in charge of Maori

Incorporate with a school day as in like the family sports

Next meeting members will come back with some tangible lists of who can be incorporated and what they can bring into the school. Also some questions

Contacts, questions, bring along to next meeting.

Plan will be done next meeting

### **SUCCESSION PLANNING – ELECTION PREPARATION**

2 parent nominations have been received, with another one to come.

Staff nomination also to come in.

### **FINANCE**

Marama met with Anita on Friday and went through reports. She is satisfied that all is looking good

Caretaking and Cleaning codes will be over budget but other codes will balance this out

No concerning areas

Taylor's Pool Services account has been paid and looks like a big payout but this is covered by Taylor's and ASCA donations

#### **April Payments**

**MOTION:** All payments for April 2016 were ratified by the Board of Trustees.

Marama/Neal

#### **DRAFT AUDIT REPORT**

This report was received today and Anita presented it and went through the findings and recommendations.

1. The BOT accept this as acceptance of the plan was not previously minuted

**MOTION:** The BOT officially move that the 10 year Property Plan, as per Ashbys plan from 2015 be accepted

Anita/Russ

2. This was queried with School Support with the following response;

*2. Re Balance sheet not budgeted for:*

*In your budget, we include all important, material and meaningful balance sheet items such as the net opening cash figure and the closing net cash figure after all major cash movements such as transfers to reserves, finance lease payments, capital asset purchases and painting payments. Our experience with including anything more, is that it does not add value to the information we supply to schools or to their understanding. The most meaning is gained from understanding the various Reserve types (operations, Cyclical Maintenance, Assets & Other) and the movements through them. Also, it is very difficult to prepare a budgeted balance sheet when the closing balances from the previous year are not finalised until up to 31<sup>st</sup> May the following year when the audit is complete. If you as a BOT feel you are not getting the information you require, please let me know.*

3. This was queried with School Support with the following response;

*3. Draft Balance Sheet not balancing. I agree this comment is correct and apologize for this error. It should be noted however that the balance sheet was not required to be audited. Also 2015 is the first year we have used the new Kiwi Park model developed by the MOE. The first versions of this model released contained many errors. We based our version of the model, on the MOEs November release, as we had to load 2013 actual, 2014 actual and 2015 budget figures in preparation. Even the final version was still inadequate to cope with all the reporting variations that schools have. A task group has been established to stabilise the model for 2016 which should give sufficient time to build in all the checks and balances that a good model should have.*

4. This was queried with School Support with the following response;

*4. Unacceptable number of Adjustments. I agree there were a lot of adjustments. Due to the newness of the model (referred to in point 3, above) many of the adjustments related to spacing, wording and information disclosure changes. You had already advised of the correction to the Alfredton Trust donations and related van purchases, which was a fairly complex and unusual transaction. But one requests from your auditors was not correct, relating to their treatment of your finance lease - they eventually agreed to our treatment of it. The number of other journal entries was quite minor in both number and materiality, but did get down to the level of a late invoice for \$216 being adjusted for.*

5. Separation of Duties - Anita expressed disappointment with this being put in again as this was discussed last year and accepted by the auditors yet nothing has changed from then

6 Accept this one

#### **MOTION:**

The Board of Trustees accept the Auditors management letter and consent to Anita sending this information to the auditors

Anita/Rob

#### **HEALTH & SAFETY**

- Training will be done for People Safe as soon as a suitable day can be found.
- Bark has been placed on the playground

## PROPERTY

The water filter is back, Water mart installed this but do not appear to have great knowledge regarding this model. The quality of water coming through causes a brownish film on the light tube which causes the issue. Neal stated he can clean this in future. The reading drops from 58 down to as low as 51. Power cuts will now be an issue for water as we are reliant on power for the pump on the back up tank. The plumber is coming to do the zip and drinking fountains next month.

## PRE-FAB UPDATE

Anita had a meeting with Interlink and MOE. The Prefab will be situated as per the plan received – on the field behind the school house and off from the court. Neal will be the person the council will contact regarding water, plumbing, sewerage etc. The teachers have looked at colour schemes but there is a limit on the say in the colours of many items. Autex will be in bold colours... Black, blue, green, bright orange. Lockers will be installed instead of cubby holes due to weather. There is not a lot of flexibility for choices overall. The BOT decided to let the staff make the colour scheme decisions. Room will be set up so it can be inter-changeable for different classes but will initially be for Virginia Hawke.

### MOTION:

The board accept the proposed site for the prefab and are delegating all colour and furnishing choices to the staff  
Russell/Neal All in agreement

## PRINCIPALS REPORT

The report was read by the Board.  
Error in report - should say Masterton Plumbing not Masterton Electrical

Robert queried the Tiraumea bus run in regards to the run not leaving earlier when the first run (McKenzie – Flat Bush Road) is not happening. If a permanent change for the term happens with the first run then Tiraumea run parents will be notified and the run will leave earlier on those days.

Russ queried with Anita appraiser...ensuring her goals are matching the goals of the school, found they already had and assured Board that this has happened.

National Young Leaders Day was very worthwhile and good feedback was received from the children, which was published in the newsletter.

### MOTION:

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

Anita/Russell

## GENERAL BUSINESS

### ERO PROGRESS UPDATE

All information requested has been sent

Russ thanked Neal on behalf of BOT as this is his last meeting in the staff rep position prior to the election

Meeting closed 8.32

**Next Meeting:** Tuesday 14<sup>th</sup> June at 6:30pm

ACTION TABLE	
Action	By Whom
Maori Consultation	All members