

# MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES HELD 6.30pm 23<sup>rd</sup> MAY AT ALFREDTON SCHOOL

**Present:**

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

**Apologies:** Martin Evans

**Absent:** Nil

## MINUTES OF THE PREVIOUS MEETING:

**MOTION:** That the minutes of the previous meeting held 11th of April are accepted as read

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

Moved: Charlotte/ Seconded: Marama

## MATTER ARISING FROM PREVIOUS MINUTES:

Anita will open the school house account with School Support.

Bus radios – see below.

Watermark will talk to Anita re the filters when they next come out.

## CORRESPONDENCE:

### INWARDS

Date Received	From	Content
1/5/17	MOE	Bank Staffing - 2016 Underuse
2/5/17	BNZ	Term Investment Maturity Advice
8/5/17	NZSTA	Annual General Meeting delegate
8/5/17	MOE	Education Gazette Vol 96 Number 7
9/5/17	-	Rob – NZ Education Year Book
9/5/17	-	Martin – NZ Education Year Book
9/5/17	-	Marama – NZ Education Year Book
15/5/17	NZSTA	STAnews May 2017 Issue 272
22/5/17	MOE	Tukutuku Korero Vol 96 Number 8

## STRATEGIC MATTERS:

### NAG 5 Health and Safety

Anita will draft a Policy regarding Staff Health and Well Being. This will be under “Worksafe” and Anita will draw up a procedure. Change *staff mental well being* to Students and Staff Health and Well Being.

The following has been added/amended in these words to Worksafe Policy:

1. A procedure will be held around staff and students health and well being
2. The Board supports a healthy balance between work and life and stress management.

These are now point 16 and 17.

We currently have a mice problem at school and Anita has contacted pest control to solve this issue. We will enter into a contract for monthly

Cats under The new classroom need to be trapped

## COMMUNITY CONSULTATION

Meetings held in the past have proven to be them most effective method of contacting parents in regards to the target students

Curriculum surveys are done termly.

Consulting with the community re the 10YP - Anita will send out information to parents re the order of priorities with spending the 10YP funds. Health and Safety first, etc

A discussion was held on the School Logo and whether it needs to be updated - Anita will write this up and bring to next meeting.

Student well-being also to be included in the questionnaire

Celebrate some successes with each question we ask (eg property based question, celebrate all we have done in the last 5 years).

The board continue to acknowledge the target students and the information flow between school and home as a means of consultation.

## SUCCESSION PLANNING FOR MID TERM ELECTIONS

Robert Thorneycroft and Martin Evans will be the BOT members up for the next mid term election.

A discussion was held in regards to the benefits of and whether to stay with the midterm elections.

## 4<sup>TH</sup> TEACHER

A discussion was had on additional staffing with the increasing roll was held the classroom configuration options for next year.

Russell discussed this at the ASCA meeting and pointed out that in helping to resource a school the best resource is the staff.

A decision needs to be made as to whether 2018 or 2019 has the most need.

AET money is still there as a back-up if required

A first time teacher will need .2 per week release, which Anita would need to cover while a second year teacher will have 0.1 release and be worth \$2000 more per year

The BOT Will look at a 2 year programme @ approx. \$45000 per year.

ASCA will be approached again

All in favour.

## FINANCE REPORT

A few queries from Marama re the latest monthly financial statement

- The Bus disposal figure was budgeted as GST inclusive, which is why the figure is different to actual
- Anita will talk to Graham re writing off assets
- Pest control will be included \$600 per year dues to mice infestation
- Also need to include tree lopping programme for Oak trees

## April Payments

**MOTION:** The Board ratify the payments made in April 2017 and accept the financial reports as a true and accurate record.

Moved: Anita / Seconded: Marama

## Annual Report

**MOTION:** The Board accept the annual report, auditors management letter and audit opinion and authorise the principal to upload these to the Ministry by the 31<sup>st</sup> of May.

All in Favour

## AUDIT PROGRESS (Audit Letter)

The BOT will go through the management letter at the next meeting

## **HEALTH & SAFETY REPORT**

Refer to Principals report and Health and Safety Report

### **RADIOS IN VANS – FOLLOW UP**

Bus radios – Anita only received 2 responses from the email sent out to BOT members. The fees are future proofed, and the only increase would be inflation adjustments.

Johanna said they use Teletronics and the company is very good to deal with.

**MOTION:** To purchase radios for all school buses from Techtronics

All voted, passed unanimously to purchase radios

### **SLIDE**

The metal slide needs to be repaired and at present has been taped off to prevent any student use.

Niall ???, (an engineer from Daggs Road )has Inspected slide and thinks it could be fixed for \$200 - \$300 with no guarantee or \$800 for a new one. A new slide would have 250mm sides which would be safer.

Robert is awaiting a quote for this.

Robert to approve drawings and if the cost comes in under \$1000 can go ahead.

## **PROPERTY REPORT**

Refer to Principals report.

A Contractor (Stu Farquhar from the Castlehill Road)is to do the grounds remedial work.

Need to clean up around pool, behind new classroom and bus car park to fill pot holes in bus drive. Due to the wet ground conditions now this will be left until the spring.

Robert and Martin were going to clean the tank but have not found time to do this as yet. The Board agreed to get Watermart to do this as it is their area of expertise.

The water needs to be tested

### **10YP COMMITTEE UPDATE**

10YP Committee met and discussed the appointment of the schools Property Manager for 2017 - 2022

Bruce Peck from Projectworks in Palmerton North has been appointed . Anita has informed Ashbys we will no longer be using them.

## **PRINCIPALS REPORT**

Anita read through her report.

Community of Learning

Appointment of Lynne Huddleston (Pahiatua School) to the position Lead Principal .

### **MOTION:**

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

Moved: Anita / Seconded: Russell

## **GENERAL BUSINESS**

### **TEACHER AIDE UPDATE**

2 Teacher Aide interviews are being held tomorrow.

If the right applicants are not there, an appointment will not be made.

### **INITIATIVES REPORT FOR JUNE**

This will be presented at the August meeting

**WINTER MEETING TIMES – HEALTH AND WELL BEING**

A request was made from the staff to hold meetings in the winter months at an earlier time, due to weather conditions and isolation of travel. This would only be for June and August as meetings are not generally held in July due to the school holidays.

The next 2 meetings will start at 4:00pm

**Next Meeting:** Thursday 15<sup>th</sup> June, 2017 at 4:00pm

Meeting closed at 8.15 pm

ACTION TABLE	
Action	By Whom
Cut down doors in the school house prior to tenant moving in	Rob / Martin
Talk to watermart about filter types and reuseability	Anita
Instruct School Support to open a new account for the school house	Anita
Instruct School Support to move school house reserves into the school house account and for the cost of the carpet to be debited from here	Anita
Interview and employ teacher aide	Anita
Draft a Staff Health and Well-being Procedure	Anita
Information re 10YP funding	Anita
Purchase Bus Radios	Anita
Organise Watermart to clean the Tank	Anita
Approve and action slide repairs/purchase	Rob