

MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES HELD 6.30pm 14th of JUNE AT ALFREDTON SCHOOL

Present:

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

Apologies: Nil

Absent: Nil

Russell welcomed the new members to the BOT

APPOINTMENT OF CHAIRPERSON

Anita called for nominations in the position of chairperson

Russell Smith was nominated by Robert Thorneycroft, seconded by Marama Papworth. Russell accepted

MINUTES OF THE PREVIOUS MEETING:

MOTION: That the minutes of the previous meeting held 17th of May are accepted as read

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

MATTER ARISING FROM PREVIOUS MINUTES:

NIL

CORRESPONDENCE:

INWARDS

Alfredton School Board of Trustees Correspondence



Board of Trustees Meeting June 2016

Date Received	From	Content
23/5/16	MOE	Education Gazette Vol 95 Number 9
24/5/16	Alfredton Travel Trust	Closed Travel account and Final donation
7/6/16	NZSTA	STAnews May 2016 Issue 263
7/6/16	MOE	Education Gazette Vol 95 Number 10
13/06/16	The Mind Lab	Post Graduate Certificate in Applied Practice
13/06/16	NZSTA	NZSTA President and Board Elections 2016
10/6/16	Scott Kennedy	Letter of resignation

• Letter from Carol Wingate on behalf of the Alfredton Travel Trust , \$4806.53 total final donation from them
There is a distinct lack of numbers in reading books for some groups of the middle and senior classes.

Motion : Money received from AET (\$4806.53) to be allocated to the purchase of reading books for the middle and top end of the students.

Moved by Anita, Seconded by Russell. All in favour

The BOT made a decision that funds will be increased around literacy for couple of years in the budget and will be monitored to ensure they reflect the required needs.

- Letter of resignation from Scott Kennedy which was read out by Marama

A notice of the Casual vacancy notice is to be placed in next newsletter.

- Letter from Mind Lab offering digital scholarship.
Anita is very keen to do this and the BOT have agreed for her to look into this.

STRATEGIC MATTERS:

MAORI CONSULTATION PLAN

The members referred to the Principal Report and went over the Maori Consultation information presented in this report.

Russell updated the new members on the background of this discussion and how the Maori consultation could be implemented keeping in line with Ministry requirements and the community respectfully

A discussion was held regarding the points in this report.

A suggestion was made about the possibility to include interested community members in the consultation as well as the list in the report. Anita will consult with the Iwi listed. Russell and Marama would like to attend this meeting as well. Warren Chase to be contacted regarding a marae visit to Aohanga. Anita will take to the next step and arrange the meetings for this consultation

NEW BOARD INDUCTION

The BOT went over the 5 key points for new trustees. Russ explained and recommended these practices to be followed. The BOT meeting is the place to hold discussions and then the resolution is reached. This is the decision that is made by the BOT and is what is to be portrayed to the community, not personal opinion.

Trustees Code of behaviour was also read out.

A brief discussion was held regarding meeting procedures. Working on a “No surprises” attitude with all items to be placed on the agenda

Conflict of Interest was explained

NAG Policy Review. Russ explained the difference between policies and procedures.

BOT Job Descriptions were run through and all members were advised to familiarize themselves with these.

Appointment of Positions:

Staff Representative – Charlotte Lawrence

Finance – to be retained by Marama Papworth

Property /Health and Safety – Robert Thorneycroft will take Property and retain Health and Safety, with the intention of the member filling the casual vacancy to take Health and Safety on.

Secretary – Johanna McKenzie

Moved by Russell/ Seconded by Marama

INITIATIVES REPORT

This report is updated and presented to the BOT in Term 1, 2 and 3 of each year

Russell explained the purpose of this report to the new members.

Anita has updated this report to incorporate the recommendation received from ERO...to celebrate kids who have made accelerated progress even if they are not meeting standards.

Anita talked through this report to everyone.

In response to a question, Charlotte ran through how the situation is working for her in the school house and the focus students.

Staff are all working together to ensure succession as the student’s progress through the year levels and class and teaching changes.

Charlotte explained the rich tasks, which promotes thinking rather than a single answer

A suggestion was made by Russell to plant trees to match the house groups; Rata, Rimu and Horopito

The student council is working well and raising leadership skills of students involved.

FINANCE

Marama met with Anita on Thursday last week

Discussion was held regarding the purchase of books which are required for middle and senior classes

The caretaking and cleaning codes are tracking to go over budget due to the following;

- Appointment of cleaner after contract for cleaning ceased.
- unforeseen issues with water and sewerage

May Payments

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

Anita/Marama

Robert would like to sit in on next meeting for finance to further his understanding of the finance reports

HEALTH & SAFETY

Anita read through the Health and safety from her principal's report.

Robert questioned whether a gun incident covered by policy. Anita confirmed this, covered by Emergencies Procedure.

People Safe training is proving difficult to get done due to problems with suitable dates. Anita will be doing this training offsite

VCA Police vetting was discussed and decisions will be made at the next meeting

Theatre sports workshop was not as good as hoped. One child has been asked to participate in an inter-school competition

Promotions committee could be proactive in the new building.

A suggestion to promote the aspect of the parents and children who have both attended Alfredton school was made. Staff will look into this at the staff meeting

PROPERTY

A discussion was held around information from the Principals Report

In addition the following was discussed;

- The septic tank caved in and has been fenced off, marked with danger tape.
- School will require Building WOF from now.
- Disabled Marked Car parking required

MOTION: The Board will consider re-painting library and/or replacing the autex on walls

Approval was given for Anita to open discussion with Lee Ashby regarding this and come back to BOT at a later meeting

Key outcomes from discussion

- School house needs smoke alarms in every bed room now and insulation by 1/7/19
- Spray paint will be lifted from courts after surveying completed
- Need to finish off the railing fence and Rob will organise a working bee to complete this
- Planting native trees in September once Anita and Annie have finalised the plan created by the senior students. Anita to ask ASCA to help out with this. Would be looking more at a netting or 9 wire fence. Senior boys could be involved in this. Anita will get info around storm water drainage in the native planting area from Lee and forward to Robert. Grant McLaren to be approached regarding planting and trees

PRINCIPALS REPORT

Anita ran through this report
ERO very positive experience for all staff

The BOT need to make a decision about police vetting volunteers to the school.
Anita will send guidelines from Vulnerable Childrens Act to all members and the board will revisit at next meeting

MOTION:

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

Anita/Robert

GENERAL BUSINESS

A query was voiced regarding shelter for students waiting for the bus.

Charlotte passed on a message from the staff to say thank you for all the fantastic support during ERO which was a positive experience.

Meeting closed 8: 45pm

Next Meeting: Tuesday 9th August at 6:30pm

ACTION TABLE	
Action	By Whom
Arrange meetings for Community consultation	Anita
Contact Ashby's regarding Library update	Anita
Send guidelines from VCA to all members	Anita
Organise House Group Trees	Anita
Advise Rob of next finance meeting	Marama
Follow up training with People Safe	Anita
Discuss ideas around generation attendance	Anita
Talk to Promotions committee about using new building to our advantage	Jo
Organise Neal to paint disable carpark site	Anita
Organise working bee	Rob
Smoke alarms installed in school house	Anita
Approach ASCA re native tree funding	Anita
Approach Grant McLaren	Rob