

MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES HELD 6.30pm 9th of AUGUST AT ALFREDTON SCHOOL

Present:

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

Apologies: Nil

Absent: Nil

CASUAL VACANCY APPOINTMENT

The Board resolved under Section 105 of the Education Act 1989 to fill the casual vacancy by selection.

As less than 10% of eligible voters (0%), within 28 days, requested the Board to hold a by-election the Board is filling the position by selection.

Martin Evans has been selected to fill the casual vacancy

Moved: Russell / Seconded: Anita

Russell gave Martin a brief overview on the Boards systems and how the system works.

MINUTES OF THE PREVIOUS MEETING:

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

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


Moved: Marama / Seconded: Johanna

MATTER ARISING FROM PREVIOUS MINUTES:

- Anita has set a date for the Maori consultation but has not heard back from all approached
- House Trees still to be purchased. Horopito House will be changing name, possibly to Kowhai
- People Safe - Anita has still not received training from People Safe and if there is no improvement in the communication from them she will consider withdrawing from this service next year.
- Promotions committee is underway. An article has been published in the Bush Telegraph with Caleb Mitchell's leadership award
- Working bee was held but still some of the rails to be finished/ This will done alongside the native tree planting
- Smoke Alarms have been ordered (10 year battery life) and Neal Hull (caretaker) will install these
- Native Tree planting was discussed with ASCA and they are donating towards this.

CORRESPONDENCE:

INWARDS

 Alfredton School Board of Trustees Correspondence		
Date Received	From	Content
18/6/16	MOE	Education Gazette Vol 95 Number 11
18/6/16	NZSTA	Annual Report
20/06/16	Anita Phillips	Leave Request *****
27/6/16	MOE	Overpayment
4/7/16	MOE	Tukutuku Korero Vol 95 Number 12
25/7/16	MOE	Education Gazette Vol 95 Number 13
25/7/16	NZSTA	STAnews June 2016 Issue 264 (5)
25/7/16	NZSTA	Trusteeship- a guide for school trustees (7) Making a difference : Trusteeshandbook (7)
8/8/16	MOE	Tukutuku Korero Vol 95 Number 14
8/8/16	ERO	School Evaluation Indicators
8/8/16	NZSTA	Board Election – voting papers *****
8/8/16	Ashby's	SPA for Fire Alarms *****
8/8/16	Ashby's	SPA for Septic Tank Upgrade *****

Additional Inwards

- Leave Application

Anita left the room due to a conflict of interest.

A letter has been received by Anita requesting leave for the last week of Term 3, 2017

MOTION: That the Leave request by Anita Phillips is approved.

Moved: Russell / Seconded: Robert

STRATEGIC MATTERS:

MID YEAR BUDGET REVIEW

A mid year budget review proposal was presented by Anita and Marama

A discussion about this proposal resulted in the following suggestions for the future

- \$10,000 reserve for the schoolhouse
- The Alfredton book possible given to the seniors as a leaving gift
- Trading Stationery possibly being paid for by ASCA next year

The Cleaners wages have increased dramatically, due to the change in cleaner and the school house still being used until the end of the year. Caretaking hours have also been increased and will need to be considered for next year. The epi-pen has blown the medical budget and needs to be considered whether it is essential to hold on site. This will be looked at for next year's budget

MOTION: The Board accept the mid year adjustments to the budget as prepared by the finance committee, with

Income:

Government Grants:	\$130,177
Investment Income:	\$2,700
Local Funds:	\$61,576
Bus Operations:	\$41,262
TOTAL:	\$235,715

Expenditure

Learning Resources	\$74,516
Administration	\$44,813
Property	\$57,192
Local Fund Costs	\$3,835
Depreciation	\$48,833
TOTAL:	\$229,188

Surplus: \$6,527

Capital Expenditure \$184,940

Moved: Russell / Seconded: Marama

HEALTH AND PE CURRICULUM

Refer to Principals Report and the Health and PE Curriculum review, Anita read through this and provided clarification for everyone.

Kiwisport reporting is included in this report.

All classes are currently studying the Olympics

The BOT provide good budget support for this area.

A letter to be sent to Becks McKay, thanking her for her support with cross country training and also to Liz McTaggart for the swimming training.

Russell to write these and forward to Anita to be sent out

Anita wants to publicly thank Ginny for all the work on the Health and PE over the year so far.

A query was asked about the criteria used to award the Sporting trophies at prizegiving. Any school events are the first criteria, with outside participation being a deciding factor if required.

It was decided clarification of the awards needs to be announced so everyone is made aware of the criteria for selection.

NAG 4

All members to look at the policies relating to NAG 4 before next meeting and this will be revisited then.

MID YEAR DATA REPORT

Refer to Principal's report

This report is a best guess, on the conservative side, on how the students are tracking and is not finalised data. Target programme is working very well, with only 2 students who remain a concern.

MAORI CONSULTATION

Refer to Principal's report

The date has been set for 29 August.

Anita approached Rathkeale College, St Mathews Collegiate School, Tararua College, Wairarapa College and Warren & Everlyne Chase

A response has been received from only Tararua College and the Chases at this stage.

FINANCE

A run through of the monthly finance reports was done by Anita and Marama, with the differences explained between the full report and the shortened report received from School Support.

Anita explained the information contained in the short report for everyone.

A query whether we need to be funding any planting to be done around the new building, which is all covered by the project.

Marama explained that she is now checking on a couple of random invoices and following through the process of authorising and processing.

June and July Payments

MOTION: The Board ratify the payments made in June and July 2016 and accept the financial reports as a true and accurate record.

Moved: Anita / Seconded: Marama

HEALTH & SAFETY

Refer to Principals report

PROPERTY

Refer to Principals report

NATIVE TREE PLANTING

This is going well; students are designing plans, ASCA and Playgroup will assist with purchasing trees, a visit from Tararua District Council.

BNZ Closed for Good: ASCA applied for this and have been successful in their application. 7 staff from the BNZ will be out to assist on 31st August.

Unfortunately Anita, Val and Ginny are all away with professional development training on this day

Health and Safety....an induction will be given to the visitors to the school. Anita will prepare this and give to Rob

The school House Groups tree planting will be done in Term 4, in conjunction with the family generation day Chases could be approached to do an opening and blessing on the 2nd September. This is to be advertised.

Plants are not secured as yet so Anita will give Rob lists of plants as soon as possible.

Jody McLachlan will supply calf sawdust for mulch and year 7 and 8 students can be involved in giving assistance for this.

SCHOOL PADDOCKS

A discussion was held on the decision regarding the school paddocks.

Robert proposes that the 1.6 hectares to be leased out to Don McIntyre in the short term. In the future it would be good to get back for an orchard and adding to the sports grounds i.e. long jump pit, bmx track
A decision for a 2 year period or 3 if necessary and fertilisation is a requirement of the lease. The paddocks must be returned in permanent pasture at the end of the lease.
Anita will contact Dean from the ministry for a lease agreement for Robert to take to Don.

PRINCIPALS REPORT

Anita presented her report
ERO review received and this will be summarised by Anita in the next Mighty Oaks newsletter and placed on the website.

A decision still needs to be made regarding the police vetting of parents. This will be done on any volunteer who has one to one access with students' i.e. volunteers on school camp, reading programme with students

MOTION: The Board of Trustees adds the police vetting of all volunteers every three years to our Child Safety Practices in the school.

Moved: Anita / Seconded: All in favour

MOTION:

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

Moved: Marama / Seconded: Johanna

GENERAL BUSINESS

ASCA WISHLIST

Johanna gave a run down on the recent ASCA meeting which was a good meeting

- The request for assistance with the native tree planting was approved. A big concern re the ongoing maintenance was voiced, which will be covered by caretaking and keeping the students involved with this in the future.
- A donation towards the Camp costing was approved
- A query regarding interschool opportunities with Maths and Science was voiced. Anita said at present there are in Maths but not science. REAP courses are offered in various areas and Anita will look into science fair for the future. Also the Agri-kids competition to be looked into. Parents are interested in assisting with this

Anita will attend the next ASCA meeting to discuss these items.

Charlotte passed on Ginny's thanks to ASCA for the opportunity with gymnastics.
Communication is very good with ASCA at present

Wishlist for ASCA

Discussion re the benefits of leasing/upgrading of computers

Desktop computers for Charlotte in the junior room

Continuation of the native planting

Consideration to attending larger events, such as Big Brass Band show, orchestra etc. Charlotte will look into possible shows that could be coming up and are suitable.

The BOT will finalise the wishlist prior to the next ASCA meeting.

CAMP – PRE APPROVAL APPLICATION

Anita presented an Event Proposal for camp this year. This camp is entirely based around the Health and PE Curriculum area.

Refer to this proposal for full details.

A point to note are that this camp is fully catered this time and is included in the \$8500 total cost

Anita will be the only teacher attending and will be taking 5 parents on camp with her, which one must be a BOT member. The decision on who to take will be made on a skills-based selection.

Anita is to put the information out in an upcoming newsletter explaining what the requirements will be.

