

MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES

HELD 6:00pm, 19th February 2019 AT ALFREDTON SCHOOL

CHAIRPERSON'S WELCOME

Present:

Claire Audier, Russell Smith, Johanna McKenzie, Rob Foreman, Marama Papworth, Robin Gardner, Val Harvey (Minute Secretary)

Apologies: Nil

Absent: Martin Evans

Declaration of Interest

Marama Papworth is a relief bus driver.

2 Board members have relatives who are bus drivers.

APPOINT NEW CHAIRPERSON

Election of Chairperson

Russ will not be seeking re-election at the upcoming BOT election and would like to step down from Chairperson role. He will continue in the interim until a new chair can be appointed.

Portfolios/Succession Planning

Robin Gardner will be attending meetings until the elections; the staff representative position is vacant due to a resignation from the staff member.

MOTION: The Alfredton School Board of Trustees have decided to opt out of the staggered election cycle. In this case 2 trustee's term of office will be shortened. All trustees will go out of office at the same time at the next triennial election.
Moved: Jo / Seconded: Russ

The upcoming elections will be promoted in the newsletter.

STRATEGIC DISCUSSIONS / DECISIONS

1.1 POLICY/PROCEDURES

- **Approve 2019 Charter & Strategic Goals**
Claire presented the Charter and Strategic Goals. ASCA and Student Voice needs to be included in Goal 3 Relationship building. This will be sent out once the changes are made and will be approved via email.
The Board approve this document with these changes. Moved: Russ / Seconded: Rob
- **Fixed Asset Policy (NEW)**
The Fixed Term was approved.
\$750-00 is set as the capitalisation figure. BOT moved to accept this Policy
Moved: Russ /Seconded: Marama

MOTION:

Alfredton School's asset register maintenance is delegated to Education Services Ltd, a company specialising in education reporting. Education Services complies with all Financial Reporting Standards.
Moved: Russ /Seconded: Jo

- **3yr Review Calendar**
Claire presented the 3yr Review Calendar. This is a working document and will be adapted as necessary

2018 Annual Goal Review and Analysis of Variance are approved and can be sent away.
Moved: Russ /Seconded: Marama

MONITORING AND REVIEW

2.1 FINANCE

- Approve 2019 Budget

Approval was received from Russ Smith, via email dated 6th January 2019, for Claire to begin spending from the draft budget. The budget will get full BOT acceptance at the February meeting.

MOTION: That the Budget for the 2019 financial year showing a net operating deficit of \$ 20,177 with a cash surplus of \$18,479, income of \$304,507, operating expenditure of \$324,684 , depreciation of \$53,561, cyclical maintenance of \$10,750 and asset purchases of \$10,550 be adopted.

MOTION: That the Board authorises the Principal to spend within the budget. All proposed expenditure outside the budget is to be referred to the Board for consideration.

Moved: Marama / Seconded: Jo

- Key Management Personnel Remuneration
Board members to monitor hours over the year ready for the annual accounts
- Marama queried the balances for cyclical maintenance and transport reserves as they appear to have the opposite figures. This will be looked at as to the need to be swapped around.

MOTION: The Board ratify the payments made in December 2018 and January 2019 and accept the financial reports as a true and accurate record.

Moved: Claire / Seconded: Marama

Currently awaiting the outcome of 2 financial issues with the MOE due to the timing of payments and the closing of the trust account which was administered by School Support
October Ops Grant overpayment (made twice 18/10 and 8/11)
5YA payment has not been received

2.2 HEALTH & SAFETY

As per Principals report

2.3 PROPERTY REPORT

- Property considerations for 2019 5YA

5YA refurbishment of the junior room to be commenced this year.

The BOT will be getting Education Services to project manage this project

There is an ongoing issue with the light in the modular classroom. A light fitting needs replacing due to flickering but these are permanently unavailable. Will need to be programmed once the new light has been sourced.

ASCA have approved the cost of the plug for Life Education.

2.4 BUS

The Board officially approve the formation of a Bus Sub-Committee.

This will be made up of;

Claire, as Principal

Jo, BOT Representative,

Lynda Balfour, independent

Emma Mitchell, Bus driver

Todd Heynes, as a parent representative

Moved: Russ / Seconded: Marama

A resignation has been received from one of the bus drivers as from the end of Term 1, but possibly could be an earlier date.

The position will be advertised with a start date of Term 2, earlier if needed.

Jo to draw up the ad and it will be placed in the newsletter, website and facebook group.

Jo will talk to existing drivers as well.

Russ will write to Mauriceville re Dreyers Rock Corner turn around. This becomes increasingly dangerous with the amount of traffic on the corner, with a close call recently.

2.5 PRINCIPALS REPORT

Claire presented her Principals report.

The Board thanked Grant and Karl for their help over the holidays with some maintenance/repair jobs

Noted that 4 year 7 students left at the end of the year. (not 3 as reported)

Moved: Claire Seconded: Marama

2.6 KAHUI AKO (COL) UPDATE

First meeting for Claire next week.

2.7 GENERAL BUSINESS

- Principal Appraiser to be appointed

Leanne England has moved so is now unavailable to be Claires appraiser.

Claire has given Russ a list if names for this and Russ will follow up on this.

- Update on ASCA meeting

No progress on the playground has been achieved, 2 more people will take this project on. Staff and Student voice will need to be considered in any decisions. Needs to be approved by the Board prior to anything commencing. There is no provision for this in this year's budget.

Claire attended the recent ASCA meeting and they have agreed to fund;

- Ipads 10 for junior room
- Power socket for Life education
- Beans for bean bags
- Flippers for swimming.

A thank you to Martin for the maintaining of the pool over the school holidays will be placed in the next newsletter. Jo to organise this.

Russ will discuss the taking over of the pool with ASCA.

- Report on Technology meeting

Brenda attended this meeting for only the first 30 minutes due to a prior appointment.

Russ will request the minutes of this meeting.

- Cleaner, Librarian and Office Admin Pay rates

To be discussed in committee later in the meeting

- Board iPads and email addresses

Emails being sent to BOT email addresses, due to confidential information in these. A request to please monitor these and respond to emails. If iPads are not being utilised, they could be useful in classes.

CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING:

MINUTES:

MOTION: That the minutes of the previous meeting held 30th November are accepted as read

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

Moved: Russ / Seconded: Rob

MATTER ARISING FROM PREVIOUS MINUTES:

Bus register will be updated at the bus committee meeting held next week.

Motion:

\$12,500 (50% of the purchase cost of the new bus LYM321) will be transferred from the reserve. Claire and Val will action this.

Moved: Marama / Seconded: Russ

The Tiraumea Bus Committee still have funds and we can approach them for financial assistance with the Tiraumea runs

Rubbish has been removed from the grounds

ACTIONS FROM LAST MEETING:

All done

BOARD ADMINISTRATION

CORRESPONDENCE INWARDS

February

MOE	Managing Asbestos at your school
MOE	Education Gazette Vol 98 Number 1
Tararua District Council	Annual Building Warrant Fitness
MOE	Education Gazette Vol 98 Number 2
NZSTA	STANews Jan/Feb 2019 Issue 289
NZSTA	A
GM	
Auditlink	Workshop on meetings, minute taking.

CORRESPONDENCE OUTWARDS

Nil

AGENDA ITEMS FOR NEXT MEETING

Next Meeting: Tuesday 19th March 2019 at 6pm

8.30pm The Board of Trustees went into committee. Val Harvey left

8.45pm The Board came out of committee

Meeting closed at 8.45pm

ACTION TABLE	
By Whom	Action
Board	Promote upcoming elections in newsletter
Board	KMP hours to monitor
Jo	Advert for bus driver vacancy and talk to bus drivers
Russ	Letter to Mauriceville School
Russ	Follow up on Claire's appraiser
Jo	Thank you to Martin
Russ	Talk to ASCA re swimming pool
Claire/Val	Transfer from reserves for bus purchase and check on the balances