

MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES

HELD 5:30pm, 24th June 2019 AT ALFREDTON SCHOOL

CHAIRPERSON'S WELCOME

Present:

Claire Audier, Brenda O'Donnell, Katie Falloon, Rob Foreman, Todd Heynes, Kate McKay, Johanna McKenzie (late) Val Harvey (Minute Secretary)

Apologies:

Absent:

Declaration of Interest

Rob Foreman – Son in Law of Shona Godfrey (Bus driver)

Jo McKenzie – Daughter in law of Susan McKenzie (Librarian and Gardener)

STRATEGIC DISCUSSIONS / DECISIONS

1.1 POLICY/PROCEDURES

❖ NAG 5

Child Abuse

- Amendments required of wording to Oranga Tamariki (formally CYFS).

A query regarding the safety of students in interviews. Claire to enquire at the Agency Forum and see how other schools handle this. She will report back to the Board for approval and this policy will then be signed off.

Emergency Procedures

- Traumatic Incident to be added in the objective.
- Procedures 1b amended to *fire bell will ring continuously*
- Basic Procedure for Accident - 2a to become 2b and 2a will be *follow specified radio operation procedures.*
- Basic Procedures for Traumatic Incidents. Point 1 wording in brackets amended to *(the most appropriate person will be delegated this position at the time)*
- Lock down needs to be added to this policy.
- Emergency Kits. Point 1 amended to *Each family will be asked to provide food and a comforting item for their children.* Point 3 added *Emergency Blankets provided by the school.*

Emergency Kits - These are currently not included in the emergency kits. Kate will look at pricing for emergency blankets with a possible option for ASCA to fund these.

- Policy recommendations to ensure preparedness for the above procedures. First bullet point amended to *Children to be reminded of the reasons for emergency procedures. Practice for these possible events will take place at intervals throughout the school year.* Last bullet point - removed *phone tree.*

A query as to whether school wide notification of any anaphylaxis students is required.

Outdoor Education / EOTC –

- Procedures - Wording amended to *Require parents to fill in a permission slip at the beginning of the year to enable classes to go out of the school grounds for educational purposes within our local district (Tararua Kahui Ako), Require separate health and/or consent forms to be completed by parents for all other trips further afield, Most excursions for New Entrants to Year 2, 3 & 4 children to be within the school or local district, and Once every two years we offer Year 5 - 8 children a camp experience of up to five nights duration at an approved camp area. Involve parents, caregivers from*

the initial stages of planning all Outdoor Education and EOTC experiences. Ensure that children are not excluded from participation in Outdoor Education and EOTC programmes.

Swimming Pool

- Point 5 and 6 removed. Toilets are not available.

The policy in the swimming pool area needs to be replaced with the updated one.

Regarding Point #2 a discussion was held on whether any consequences if this is not adhered to. A decision was made that this would result in losing the privilege of a key. This point to be added to the disclaimer and pool guidelines. Rob to look into the legal requirement of this.

Work Safe

- Procedures. Point 15 The Hazard Register will be reviewed first time through with Claire and Kate. This will be looked at and broken down into quarterly sections. Kate and Claire to go over this. Walk through to be done in the last week of term.

Point 16 - Wording added *every second year as per Board work plan* to the end of the sentence.

MONITORING AND REVIEW

2.1 FINANCE

Jo went through the report, mentioning that expenditure is only at 26% up to 31 May 2019

Salaries Year to date is at 30%, this needs to allow for holiday pay etc for end of year.

Bus depreciation to be looked at as it appears there are 2 codes for depreciation.

Invoices received for two items not budgeted for;

Stihl Shop \$384 for the Billy Goat Leaf Vacuum Hose

CAC Electrical Testing \$983.83 for annual testing

Agreed and moved these invoices for payment.

Bank Signatories need to be amended.

Russell Smith and Marama Papworth need to be removed and Katie Falloon (Current chairperson) is to be added.

Claire has prepared the Mid Year Budget Review with Education Services. Jo and Claire to look over this in preparation for the next meeting.

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

Moved: Claire / Seconded: Jo

2.2 HEALTH & SAFETY

Claire and Kate will do a walk-through next month.

2.3 PROPERTY REPORT

- ❖ Scope of Works for Tui Room Refurbishment

The over spend in the Huia Room upgrade means less funds available for the Tui Room upgrade.

This has been put out for tender.

Scope of work includes walls (upgrade similar to Huia room), sliding doors, new cylinder going, new sink, cupboards spruced up, windows, heat pump and painted. The current carpet and vinyl will remain.

Emergency exit from Tui needs to be removed. Will have emergency locking on it.

Claire will contact the successful business (for the Tui room work) and get them for a quote for the other doors in the school

Rob will contact Martin for the wintering of the pool. He will get Martin to go through it all with him and feels he will then be able to go from there.

There seems to be keys still out in the community. Looking to go with security keys for class rooms and continue with the current keys for necessary community access. (ASCA, caretaker etc.)

Guttering to be cleaned out in the holidays, as per the maintenance contract

Induction needs to be looked into for Property Project coming up.

2.4 BUS

Sub-committee meeting was held last week.

Kate Smith has been appointed as the Lead driver, with extra hours for this position.

❖ Sub-committee meeting decisions

☐ Tiraumea Run. Possibility of a new student from out of zone. They have been advised the bus will not be going out of zone and pickup will be set at Blundells as this is our current last stop.

☐ Lynda looking into different funding with the MOE, possibility of going to per km funding.

☐ Need to look into the funding versus expenditure.

❖ The TSL needs to be updated, adding new members and removing previous members. Also need to add who hold Certificate of Knowledge. Driver training needs to be sorted as well.

❖ Jo will follow up Bus Route signs from the District Council,

❖ 3 buses are to be booked in for new School bus signage to be affixed, probably in the holidays.

☐ Drivers Meeting to be held for going over timesheets and updated handbook

2.5 PRINCIPALS REPORT

Claire presented her Principals Report and read through with explanations to new members.

Kahui Ako structure needs to change as Lead Position term is finished and no current members are eligible to stand. Applying to Ministry for changes.

❖ Mid-Year Data review

Claire presented the Mid-Year Data Review.

Reporting against the curriculum levels. End of 2018 year data was not correct so some students have gone backwards.

Brenda recently attended PD on Mana Potential and gave a brief rundown on this to all members.

This will be rolled out into her class next term, tied into a well-being unit.

Also, Claire and Brenda attended a session around anxiety, depression, wellbeing and mindfulness.

A start has been made on staff professional development on the Maori curriculum document. This will also be taken to the board.

Brenda would like to see community consultation with the Maori community.

Maths needs to be focussed on next year, basic knowledge appears to be dropping off.

Parent engagement will commence with the Parent Teacher interviews.

❖ Target Students

Cohort Tracking Report was presented and Claire explained to members.

There was discussion on the results and what staff are doing together to improve school wide as a unit, not individually.

2.8 GENERAL BUSINESS

- ASCA – Playground re the Playground

A letter was received from Jody which Claire read.

The area will be out the side of Kiwi class where the long jump pit currently is. The long jump pit will be relocated down the end where the current climbing frame is. Timber from that will be repurposed for this project.

Tree funding will be sought from families, with the opportunity to purchase a tree as a donation from the family. The School will purchase and invoice families who participate in this.

\$15,000 is currently in the Asset Reserve for this. ASCA also have funding set aside, approx. \$30,000 from trail rides.

Sensory garden -Soil is here, totara fencing is done, lime ready to go in.

This garden will transition nicely into new playground area.

The BOT will request more detail from ASCA, with the need to know in more detail what they propose to do with their funding and what they propose for the BOT contribution. The BOT are happy to approve this via email thread so as to enable ASCA to commence with this project.

CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING:

MINUTES:

MOTION:

That the minutes of the previous meeting held on 22nd May 2019 are accepted as read.

Moved: Rob / Seconded: Jo

That the minutes of the previous meeting held on 10th June 2019 are accepted as read.

Moved: Katie / Seconded: Kate

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

Moved: Rob / Seconded: Jo

MATTER ARISING FROM PREVIOUS MINUTES:

Thank you to Rob for the metalling on the driveway

ACTIONS FROM LAST MEETING:

Toilets need to go back onto the scheme.

BOARD ADMINISTRATION

CORRESPONDENCE INWARDS

June

NZSTA	STANews May 2019 Issue 292
MOE	Education Gazette Vol 98 Number 9
NZSTA	Trusteeship - A guide for School Trustees 2019 (x7)
MOE	Tukutuku Korero Vol 98 Number 10
NZSTA	STANews June 2019 Issue 293

NZSTA Sarah - Overview and plan going forward from Needs Analysis at last meeting.
Letter from Jody McLachlan - Playground

CORRESPONDENCE OUTWARDS

Nil

AGENDA ITEMS FOR NEXT MEETING

Nil

8:00 pm

Katie moved that the BOT move into committee.

Out of committee at 8:17pm

Todd will contact NZSTA

Claire will contact the Teachers Council

A meeting will be organised with all involved.

Next Meeting: 12th August 5.30pm

Meeting closed at 8:25 pm

Todd ran through an issue that came to light at the recent meeting.

Discussion around a staff member and incidents. Todd will contact NZSTA.

Three people from the Board: Katie, Todd and Jo

Katie checked the staff member has had support

Contact NZSTA, meet with Driver (and their support person if required)

ACTION TABLE	
By Whom	Action
Jo	Organise the amendments to bank signatories
Claire and Kate	Health and Safety walk through
Claire	Discuss new locks with whoever gets contract for building in Tui upgrade
Rob	Talk to Martin for pool wintering
Jo	Follow up on bus signs with Council
Katie	Forward plan from Sarah to all members
Kate	Induction for Property Project coming up
Claire and Jo	Mid year Budget Review
Claire and Todd	Drivers meeting

