

MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES

6pm, 2nd December 2019 AT ALFREDTON SCHOOL

CHAIRPERSON'S WELCOME

Present: Claire Audier, Brenda O'Donnell, Katie Falloon, Rob Foreman, Todd Heynes, Johanna McKenzie

Apologies:

Absent: Kate McKay

Declaration of Interest

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

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

CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

MOTION:

That the minutes of the previous meeting held on 4th November 2019 are accepted as read and that the minutes accepted as read are a true and accurate record

Moved:Katie / Seconded: Claire

MATTER ARISING FROM PREVIOUS MINUTES:

Claire spoke to people doing the new locks but the quote hasn't been received yet.

Lockdown procedure will be done will the change to school docs. This process is in progress.

Signs for the foyer carpet are up.

Bank Signatories are done. Jo is in the process of signing on for online banking.

No grants committee formally sorted but lots of options out there.

Great response to BBQ

A couple of people to be approached for the PR committee.

School house - electrician has been and fixed the outside light.

School land - discussed that 2020 could be the year of planning with the students, with the possibility of ending the lease if necessary. Option of working with current leasee.

STRATEGIC DISCUSSIONS / DECISIONS

1.1 STRATEGIC GOALS FOR 2020

To be discussed later

MONITORING AND REVIEW

1.2 FINANCE

New system working with Jo. Jo will choose a couple of transactions to check on each month. Also sighting bank statements monthly. Online banking sign on is underway.

Ratification of Accounts

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

Moved: Jo / Seconded: Claire

Finalise and Adopt 2020 Budget

The Budget will be approved via email or at the next meeting as we are awaiting figures for the bus changeover

Moved:Jo / Seconded: Brenda

1.3 HEALTH & SAFETY

Nothing to report.

A meeting was held in committee (prior to this meeting) regarding a health and safety issue.

2.3 PROPERTY REPORT

See Robs report.

A suggestion for someone to be monitoring this as a paid position. Maybe a staff member to do the pool course. Claire will take this to the next staff meeting.

UV filter for drinking water.. Claire cc'd Rob to the emails to and from Ordish & Stevens.

No warranty due to being self installed but Martin was not informed of this at the time of purchasing. Claire informed them we would pay for the service but not the UV controller. Claire has not heard back from them.

\$750 cost, possibility of claiming on insurance.(contents)

Water scheme is down and Rob has switched over to our tank supply.

New rules need to be done for the inside of the pool. Rob will do this.

The lock on the pool will remain the same. Padlock on door and could lock the original lock.

Rob will organise a spiel for the newsletter.

Nothing heard regarding the upgrade to Tui room. ESL are the project manager so Claire has left this to them.

Playground. 2 meetings have been held. Ideas for swings (2 options), 14x8 bark area, L shaped seating. Space at the back will be left for later options.

Josh Roberts will do any work required. BOT \$15,000 contribution.

Awaiting quote from builder for swing set and also for the bark

Documents sent out for consultation will be forwarded to MOE.

This will be sent out for Community consultation, then to ASCA, then presented for BOT approval ,and then finally to the MOE.

Timeline will be finalised early in 2020.

2.4 BUS

See bus report from Todd.

AoG scheme -Todd has looked at this and feels that this looks really good.

The buses would need to be serviced through the dealership, @30,000kms service.

With AoG there is no trade in and old bus needs to be purchased by them.

Todd is waiting for TRC Toyota to get back to him with a quote.

A quote received from Ford, \$22000 changeover.

Ben Johnston is now the parent representative on the bus committee.

One possibility for the relief driver position.

Replacing buses: Kate's bus is now over 100,000kms, which is currently the policy wording.

Todd to look into the benefits of changing over the buses at 100, 000 as opposed to higher.

Policy Bus Safety states 100,000 or 5 years changeover. The BOT will review this policy at first meeting next year. In the meantime, Todd will look into the price difference between 100,000 and 150000.

JDB232 will be changed over in 2020

Val will now forward fuel invoices to Todd as they are received.

2.5 ASCA

No ASCA meeting has been held since the last BOT meeting.

Uniform update - Fabric options and styles have been looked at. 2 full sets with colour ways will be presented for community consultation. Uniforms should be out by term 2 next year.

Logo - currently being tidied by graphic company and this will go to consultation as well, with the decision between the new one and the current one.

Stock drive is happening again this year, currently advertised in the newsletter.

2.6 PRINCIPALS REPORT

Claire presented her report.

Target Students

Claire presented the documents regarding target students

Mitchell (Truancy officer)has been in the school and has had more of a presence recently.

Annual Goals Review Consultation Summary

Claire presented this report.

Annual Goals to be set for 2020, Focus will be on Mathematics.

Claire presented the draft document.
Cohort tracking shows reading, writing and maths.

AoV Draft - not available at this stage

Will be presented first meeting next year

2.8 GENERAL BUSINESS

Netsafe

Instagram has caused a few issues from home which filtered into the school.
Claire would like to get Netsafe out to a community meeting, for parents to understand implications from modern social media. Possibility of being held in the hall.
Claire attended a N\$L meeting in which it was mentioned that there would be a per person charge for this service going forward. Claire will advise the Board when she has more information.

Principal Appraisal 2019 Summary

Katie read the executive summary from Mary Jones .
Katie commended Claire on a great appraisal report.

Principal Appraisal 2020

MOTION: Mary Jones is to be appointed to continue with Claire's Principal Appraisal in 2020.
Moved: Katie / Seconded: Jo

Tararua Kahui Ako

Claire, Katie and Brenda attended a de-brief meeting at Tararua College.
SWOT analysis Strengths, Weaknesses, Opportunities and Threats.
This was also attended by the MOE.
How can it be improved for this coming year?
Schools are unhappy and have been pulling out. The general thought is to give it another year.
2018 was a good year and 2019 is the one that it has fallen over in.
Katie feels we should stay in for this year and see how it goes. Schools are going to be now getting what they should have been getting.
In school teacher positions have changed and this provides an opportunity for Brenda to apply.
This would be funded by the MOE and not the school. After school hours once a term, mentoring staff within the school. Claire feels this is a great opportunity for Brenda to further her development in leadership. Brenda feels it will benefit everyone in the school, including students.
Schools that are pulling out have 2 terms interim in which they may opt back in.

Needing a new Lead Principal with one sole leader previously. MOE approval has been received for 3 co-leaders as there are no principals who meet the criteria on their own. The BOT are happy to remain in but will monitor how it goes.

ACTIONS FROM LAST MEETING:

BOARD ADMINISTRATION

CORRESPONDENCE INWARDS

November

MOE

Education Gazette Vol 98 Number 19

MOE

Tukutuku Korero Vol 98 Number 20

December

NZSTA

STAnews Nov/Dec 2019 issue 298

Pahiatua School

Enrolment Zone to be implemented

CORRESPONDENCE OUTWARDS

NIL

AGENDA ITEMS FOR NEXT MEETING

Next Meeting: 12th February 2020 at 6pm

Meeting closed: 8.20pm

ACTION TABLE

ACTION	BY WHOM
Approve Budget via email	All members
Newsletter re Pool	Rob
Look into Bus changeover km's	Todd
A O V	Claire

Organise Netsafe meeting	Claire

mat for under Val's chair Jo bank signatories Katie Forming a 'Grants' committee
Claire Thank you Christmas BBQ ? PR for school Todd Bus replacement Claire/Val
Electrician for School House