

# MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES

## 6pm, 12th February 2020 AT ALFREDTON SCHOOL

### ***CHAIRPERSON'S WELCOME***

**Present:** Brenda O'Donnell, Katie Falloon, Rob Foreman, Todd Heynes

**Apologies:** Jo McKenzie

**Absent:** Claire Audier (skyping in)

### **Declaration of Interest**

Rob Foreman – Son in Law of Shona Godfrey (Bus driver) and Husband of Alex Foreman (ASCA Chairperson)

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

### ***BOARD COMPLIANCE AND BEST PRACTICE***

#### **1.1 Elect Chair**

Brenda nominated Katie to continue in the role of Chairperson. Seconded by Todd. Accepted by Katie.

#### **1.2 Role of Chair**

This information is in the BOT handbook to read if required.

#### **1.3 Delegations**

##### **RESOLUTIONS:**

For any Personnel and Staffing matters the Board authorises a sub-committee, consisting of the Board Chair and any two other trustees, to have delegation where necessary.

For any Behaviour Management matters the Board authorises a sub-committee, consisting of the Principal and any two other trustees, to have delegation where necessary.

The Bus Committee holds full authority to make any decisions.

Moved: Katie, Seconded: Brenda

All agreed

The above sub-committee's will have full decision-making responsibility on behalf of the Board. They may refer back to the Board if they deem it necessary.

#### **1.4 Trustee code of behaviour policy**

A mention of this code of behaviour and reminder to all members.

## **1.5 Board Vacancy**

Kate McKay has resigned from her position on the Board.

The Board has 2 options to fill this position

- select to fill the vacancy
- run a by-election.

Brenda stated we need to reflect our community if we go to selection.

The BOT has decided to go to a by-election. Katie will look into appointing a returning officer.

## ***CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING***

### **MOTION:**

That the minutes of the previous meeting held on 2nd December 2019 are accepted as read and that the minutes accepted as read are a true and accurate record

Moved:Katie / Seconded:Rob

### **MATTER ARISING FROM PREVIOUS MINUTES:**

The budget is still to be approved via email , with some amendments.

Katie spoke to ASCA re the PR Group and will continue working to get this up and running.

Pool keys were done and information was put in the newsletter.

## ***STRATEGIC DISCUSSIONS / DECISIONS***

### **2.1 CHARTER**

#### **Confirm and Approve 2020 Strategic Plan**

The Annual plan is taken from the Annual Goals, and reflects how the teachers will make this work.

The Board read through this with Claire (via Skype)

Katie suggested the BOT could work with the student council to organise an activity or event, involve the student council in the planning of camp and fundraising.

Possibility of 'upping' the school camp in an attempt to prevent the loss of students at intermediate level was mentioned.

The Annual plan was approved with all in agreement.

## ***MONITORING AND REVIEW***

### **3.1 FINANCE**

No finance report.

December and January payments will be ratified at the next meeting.

### **Accept 2020 Budget**

Claire read through the alterations as documented.

The bus changeover will be held off until after the first bus committee meeting.

Technology fees - see General Business

The finalised budget will be emailed out for approval , due to Claire and Jo not being in attendance.

### **3.2 HEALTH & SAFETY**

One of the swings has been ripped. Rob to fix the coverings on the chains and look into a replacement swing seat.

### **3.3 PROPERTY REPORT**

#### **Tui refurbishment update.**

Brenda talked with Josh Roberts. He will be putting the Autex up tomorrow.

The painter should be here next week so will aim for Thursday for carpet cleaning.

The hot water cylinder has been removed but now unsure if this will affect the shower.

The MOE agreed to fund the gib and the wiring but not the pink batts. There are 2 leftover bales at the schoolhouse and suggested that these are given to Josh. Claire to talk to him next week about this.

Wormald will place the speaker back in March with their monthly check. (awaiting for builder to finish)

#### **Wall behind Kiwi**

Quote received from Josh Roberts. \$1361.03

Accepted via email as attached.

See Property Report from Rob.

Claire responded that the teaching staff were not prepared to undertake the maintenance training required for the pool.

### **3.4 BUS**

#### **Driver Resignation**

A resignation from a driver, due to moving from the district .

#### **New Bus Runs**

A meeting was held on 6th January. A decision was made to re-design the bus routes and drop to 3 buses.

1. Tiraumea /Pa Valley
2. Route 52 / Daggs Road
3. Eketahuna / Flat Bush Road (pm only) / Castlehill

The Bus Committee will go over these and check if all is going well.

Todd voiced a concern with the safety of the size of the new bus and the road conditions. New enrolments arriving from that road so will need to be looked at.

### **Bus Purchase**

AOG scheme has proved to be unsuitable as they don't do contracts for buses over a 10 seater. Will be purchasing from Fagans, cost \$54000 plus GST. Trade price 22,000. 16 seater or without a tow bar 18 seater. Toyota appeared not to be interested in quoting.

The 2nd bus is likely to be a bit more for resale but will look into that. This money will go back into the transport reserve.

Todd looked into the trade-in pricing difference of keeping the buses longer, approximately every 25000 kms loses \$3000 in depreciation.

Claire to look at the bus policies in school docs and report back at the next meeting.

Todd is looking into fuel contracts to see if we can get a better deal.

### **3.5 ASCA**

ASCA approved the donation of \$4,000 for camp. \$4,000 for ChromeBooks and \$2,000 for opportunities.

### **Playground Update**

See attached MInutes from the Playground Sub Committee.

### **Trail Bike Ride**

All organised.

Alex Foreman is doing an awesome job and looking like no costs with great support and donations.

Simon Hull will do a ride around.

Katie is helping Alex with the food.

Documentation will be presented at the next Board meeting.

### **Uniform Update**

See Uniform Update Report

Made progress and have 2 design concepts, shorts polo jacket and pants

ASCA will be doing a bbq at the Alfredton Horsesports

### **3.6 PRINCIPALS REPORT**

Claire presented her report. All have read.

MOU with ASCA is not finalised. Katie will sit down with Alex Foreman and Claire in the near future.

## **Logo Update**

New concepts for the Logo, these need to be put together and voted on.

Some great ideas from the students but nothing from the community.

Consultation will go out as to whether we stay with the current style or change to a new version.

## **2019 Strategic Goals Review & AoV Report**

Presented by Claire

Rob queried on the 'above' category as to them just staying as above.

No one 'at' made it to 'above'.

## **2020 Strategic Goals - Annual Plan**

Truancy percentages - Ministry 94%, Alfredton 90%

Discussion on truancy and how this can be improved.

Having Mitchell in school seemed effective so this will continue in 2020.

Moved : These documents are approved by the Board and will be uploaded to the Ministry.

Moved: Katie, Seconded: Rob

## **2.8 GENERAL BUSINESS**

### **Technology Fees**

The 2020 technology fees have increased to \$100. Previously it was \$70 with a \$35/\$35 split paid by BoT/Parents.

The BOT are all in agreement to split the \$100 this year as \$65 / \$35 paid by BOT / Parents.

### **PE Shed/Vandalism**

It seems someone is getting into the PE shed and climbing through from the front part of the shed, accessible from the roadside. Rob will sort this and make it impenetrable.

Some odd things are happening in the grounds and might need to be monitored.

Surveillance camera signs to be put up as a deterrent. Rob to look into this.

### **School Investment Package**

\$50,000 from the MOE.

Ideas need to be put forward for a classroom or learning space. Plans can be run past ESL Property .

Claire requests that the Board put some thought into what we could benefit from and bring ideas to the next meeting.

The funds cannot be used for anything that needs consent, needs to be upgrade not maintenance.

The time frame of 2 years to use. Will be revisited at the next meeting.

Rob will contact Phil at ESL to discuss the 10ypp and the \$50,000

### **Resolutions via Electronic Means**

#### **Teacher Aide Position**

**MOTION: I would like to propose/move that the Board of Trustees commits to funding a Teacher Aide for 16 hours per week for 40 weeks (term time only) of the 2020 school year at a cost of \$14,500. The Teacher Aide will work predominantly in the Middle/Kiwi Classroom as a support for all students who require extra support for learning and behavioural needs.**

Moved: Katie / Seconded : Claire

Emails attached. Thread commenced November 11th 2019, December 11th 2019

#### **Wall Behind Kiwi Room**

A quote was received from Josh Roberts for a wall to be built on the back of the Kiwi Room. This was discussed at a few meetings ago as we have quite a bit of rain driven into this space resulting in wet shoes and lockers.

All agreed.

Emails attached. Thread commence January 28th 2020

Todd asked if the BOT would be happy for a seat/bench to be placed in the avenue of oaks trees. Todds family has a long standing connection with the school and The Brannigan family would like to donate a seat along the pathway. All agreed this would be a great addition to the avenue. Todd will bring something to the next meeting to confirm.

### **ACTIONS FROM LAST MEETING:**

#### ***BOARD ADMINISTRATION***

#### ***CORRESPONDENCE INWARDS***

Letter from Mary Jones - Principal Appraiser.

Mary confirmed she would continue in the appraiser role . Katie will read the contract.

#### ***CORRESPONDENCE OUTWARDS***

*NIL*

### **AGENDA ITEMS FOR NEXT MEETING**

**NIL**

**Next Meeting:** 4th March 2020 at 5.00pm

**Meeting closed: 8.00pm**

**ACTION TABLE**

<b>ACTION</b>	<b>BY WHOM</b>
By-election - appoint returning officer	Katie
Continue with organising PR committee	Katie
Source swing and repair	Rob
Bus Policies in School Docs	Claire
Look into fuel contracts	Todd
MOU with ASCA	Katie
PE shed - block off to stop intruders	Rob
School Investment Packages ideas	All members
Contract Phil at ESL re 10YPP and \$50,000	Rob
Read appraisal contract	Katie