

MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES

15th April 2020 via Google Meet at 5:30pm

CHAIRPERSON'S WELCOME

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

Apologies:

Absent:

*Brenda O'Donnell is currently the Acting Principal, therefore the Staff Rep position is unfilled.

*Claire Audier is attending the meeting as a guest with speaking rights but no voting rights.

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)

CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

MOTION:

That the minutes of the previous meeting held on 11th March 2020 are accepted as read and that the minutes accepted as read are a true and accurate record

Moved: Katie / Seconded: Brenda

MATTER ARISING FROM PREVIOUS MINUTES:

PR Committee - Katie and Brenda still working on it

Pool been winterized and has been topped up with water.

Signs for the security - this has not been done. Moved to action table for Katie

A query if the written Playground proposal was received. . This has not been received as one was not done. Claire then did one but it wasn't what the MOE required. More discussion will be held in General Business.

STRATEGIC DISCUSSIONS / DECISIONS

1.1 POLICY/PROCEDURES

- **Update on SchoolDocs**

We are currently working through the checking of the school specific documentation and the sign off process. Katie will finalise this

MONITORING AND REVIEW

2.1 FINANCE REPORT (see report)

● **Ratification of Accounts**

MOTION: The Board ratify the payments made in February and March and accepts the financial reports as a true and accurate record, with the proviso that when lockdown ends Jo will check the monthly payments listed.

Moved: Jo / Seconded: Katie

MOTION: The Board give a mandate to Johanna McKenzie to sign off on invoices to be paid via the BNZ online banking, as required.

Invoices will be coded by Val then scanned and emailed to both Jo and Brenda. Val will load payments online and Jo will authorise the payment.

Moved: Katie / Seconded: Brenda

● **Code 3465 - Travel**

The travel code 3465 currently only has a budget of \$300 and is already over budget. Also, 2 travel claims for private vehicle use are to hand for payment. There will be more in the future as staff are claiming this now, when previously they have not. Staff do carpool where possible.

MOTION: The Board approved increasing the budget for Code 3465 by \$600 to a total of \$900

Moved: Katie / Seconded: Rob All in agreement

● **Support Staff wage increase and Drivers Increase**

The payroll increases, as per the November 2019 minutes, have not been processed yet.

These will be actioned as soon as possible.

The Support Staff Collective Agreement wage increase has only been paid to the staff member who is a union member.

Any non union members are required to sign an Individual Employment Agreement before the CA increase will be actioned. No IEAs have been done as yet.

These will be signed off as soon as School reopens from the COVID19 closure

MOTION: The Board will honour the decision, as per November minutes and staff will be paid back pay to the beginning of the year.

Moved: Katie / Seconded: Todd All in agreement

- **Staff internet usage**

As Brenda O'Donnell is on capped data for her home internet, she will be reimbursed for any internet costs she incurs as a result of the online distance teaching.

All other teaching staff have unlimited data so there will be no impact in that respect.

3.2 HEALTH & SAFETY

Brenda has put in the Access to Schools form. No one is allowed on site until that is approved .

There will be a day to access devices for families that need one, families will be given a date and time frame for picking the device up. Brenda will leave in the school mailbox, monitored, for time frame and if not picked up then she will then put them back inside.

A meeting was held for staff re day one remote teaching. Parents kept informed by Facebook posts and email to those parents not on facebook.

Day one was overwhelming for a lot of families and Brenda wants to reassure parents that students do not have to do everything. There is not any new learning but aiming for consolidating learning.

Updates from MOE are received day by day. At this stage no time frame for reopening.

We need to remember 2 of our teaching staff have children and they need to be homeschooling them as well.

All information can be found on MOE site.

3.3 PROPERTY REPORT

- **Tui Room refurbishment sign off**

As per Principals report: *Josh Roberts has been paid in full prior to Lockdown in good faith as ESL were unable to come and complete the final sign-off. This will take place once the lockdown has been lifted.*

- **School Investment Package**

A discussion was held on ideas for usage. Some suggestions of an outdoor area / play based area incorporated into the new playground.

This money cannot be used for the pool.

Katie will start an email thread regarding this.

Brenda is clearing the school mail during the lockdown.

3.4 BUS (see report)

School is currently off limits so Todd cannot take photos of the bus as yet.

The Covid19 Contract Variation -DR School Transport Assistance Contract was received via email. The Ministry will pay 75% of the total amount for April.

Payments for March will be in full as usual.

April to June in full as usual/

July to September in full, less 25% pro rated for days that school was closed in April

This needs to be signed and returned by Friday. Katie will organise this

Brenda queried what will happen when school reopens in regards to staff who are compromised as we will only have one bus driver available. Will need to wait and see when the level 3 criteria is announced.

All in agreement.

Katie will get Brenda to sign the agreement and send it off

3.6 PRINCIPALS REPORT (See report)

NAG5 - Date amended from April to March

3.7 GENERAL BUSINESS

- **National Emergency Closure 26-27th March**

- **Playground Improvements**

No written proposal has been received from the Playground committee.

No site works has been included and figures are inconsistent figures with some GST inclusive and some GST exclusive.

ASCA minutes received do not mention \$10,000 from Tiraumea Improvement Society .

The MOE form requires minutes to be included.

BOT agreed to release \$15,000 with ASCA \$30,000.

Figures on both minutes are not the same.

A query as to why the Application form for the playground was not filled in by the committee Claire did on behalf of the committee

Brenda suggested that with the length of time and several changes in both BOT, Principal and ASCA executives we start from the beginning again and get this project sorted.

BOT and ASCA executives all need to be working together, with a discussion on what is best for the students and best for the school.

While in Level 4, this is a good opportunity to think about what is needed and where the money is best spent.

Claire will send all this documentation to Brenda.

BOARD ADMINISTRATION

CORRESPONDENCE INWARDS

Dean Ashton, MOE - School Investment email
MOE - DR Contract for signing
School Docs - sign off

CORRESPONDENCE OUTWARDS

- MoE School Closure 12th March

AGENDA ITEMS FOR NEXT MEETING

Nil

Motion: That the BOT moves into committee at 7.05pm.

Val Harvey left the meeting.

- **Staffing (in committee)**
- **Parent Rep Selection (in committee)**

Brenda did these minutes

Motion: That the BOT moves out of committee pm

Next Meeting: to be confirmed

Meeting closed: to be confirmed

ACTION TABLE

ACTION	BY WHOM
PR Committee	Brenda and Katie
Purchase Security signs	Katie
Sign off School Docs	Katie
DR Resourcing contract sent back	Katie

