ELSTHORPE SCHOOL BOARD OF TRUSTEES (BOT).

MINUTES OF MEETING

MONDAY 9 JUNE 2025. VIA MICROSOFT TEAMS 7pm

1. **Present**: Lucie Gilbertson (LG), *Presiding Member*; Nicola Wall (NW), *Deputy Presiding Member*; Felicity MacLean (FM); Ray Munn (RM); Tim Waite (TW), *Principal;* Ange Scott (AS), *Secretary.*

Meeting Opened: 7.04pm

2. **Apologies:** Rhonda Bartlett (RB); Viv Pearce (VP), *Staff Representative*

3. **Declarations of Interest:** Nil

4. **BOT report for next newsletter:**
   - RB

5. **Minutes of Last Meeting**

   LG moved and FM seconded that the minutes of the last meeting are a true and correct record. All in favour. Carried.

   Matters Arising:

Action	By Whom	By When
Report for newsletter	VP	Not done as RM did report.
Hazard walkaround	RB	Not done.
Email approved BOT Minutes to VP and TW	AS	Done.
Distribute approved BOT Minutes to Staff	VP	Done
Post approved BOT Minutes to the School Website	TW	Done
PB4L Branding	TW	After re-build of classrooms
Contact Richard Scott re Pamu's contribution to the Beach Road Bus	LG	Ongoing
Update/Review 5YA	TW	Ongoing
Look to unwind the Cattle Scheme from the School Accounts	RM	Ongoing
Flag Pole – to be repainted. Trying to get it done with the buildings	LG/TW	Ongoing
Exterior Painting of the Principal's House	RB	Ongoing
Plants to be planted at Principal's House	FM	Ongoing
Talk to Chanel about getting seeds from the Oak trees and sprouting them	NW	Ongoing
Complete Beach Road Bus Invoice(s)	VP	Done (?)
Let Haylee Moody know that she can put hooks up in the Middle Room for backpacks	VP/TW	TW to talk to Jim to do this.

Tree Trunk from fallen tree. Follow up with Mark Ferguson for options	LG	Worth milling if they're 3m. Measure up at the working bee.
School Uniforms – follow up with NZ Uniforms re quality	NW	To be discussed at the meeting
Water system – look into monitoring options for the top tank	RM	Ongoing
Community of Elsthorpe Transport Trust – complete charity return	FM	To be done.
Working Bee	FM	Sunday 15th June

Matters arising moved by LG and seconded by FM. All in favour. Carried.

6. Hazards

- BOT member (RB) walk around report:
  - RB did not complete as there is a lot going on at the school at the moment.

- BOT member to walk-around before next BOT:
  - FM

- Any additional items identified by staff?
  - Nil

LG moved. FM seconded. All in favour. Carried.

- Action on items already identified:

Hazard Item		Update
Boat – fibreglass needs lacquering	FM	Working bee
Clean picnic tables	FM	Working bee
Trampoline – top zip is broken	FM	Working bee
Monitor Wasp nests around the school	FM	Ongoing
Big tree on the corner of the library/senior room is lifting all the concrete. Look to remove	BOT	Working bee

Hazards review moved by LG and seconded by FM. All in favour. Carried.

7. Principal

- Monthly Report (attached)
  - Roll currently sitting at 44
  - Haylee completed a PB4L course on 23.05. We will have a Staff Meeting regarding PB4L on 10.06.
  - Banked staffing balance – sitting at $7,646 deficit.
  - We still haven't completed the turf clean yet. It needs doing. $750 (we have passed our complimentary cleans). TW will book it in for the school holidays. NW said that Playgroup were also looking at cleaning their black mats (TW to let Hannah Walsh know if the turf cleaners can do that surface as well).

- Classroom signs are here and can be put up on the classroom doors at the working bee.
- Sam Patterson (Te Taiwhenua) and Chelsea (Health Nurse) met with our Senior girls on 23.05 at school. The talk went really well.
- TW met with the boys on the 23.05 to discuss several topics.
- TW has a water testing proposal to share in General Business.
    - A little bit more expensive that what we are already doing (if you don't take fuel costs into account).
    - TW suggested we stick to what we've got.
    - Next time we do water testing, we will test the school houses done, along with the school.
    - LG asked that TW gets reimbursed for his mileage (which he currently isn't doing).

FM moved. RM seconded. All in favour. Carried.

8. Upcoming BOT Elections

- Election date – 17th September 2025
- AS is the returning officer (selected at meeting earlier in the year) and will liaise with VP to get the process underway after the school holidays.

9. School Developments in 2025

- The school developments are well under-way and the new buildings have arrived on site.
- We're on track for completion in Week 9 of Term 3 so the finish line is now firmly in sight.
- A little bit of discretion over the colours as what has been delivered appears to be different to what was apparently signed off. TW following up.

10. School Uniforms

- NW still to follow up with NZ Uniforms.
    - NW to also follow up about back orders for new school children.

FM moved. TW seconded. All in favour. Carried

11. Policies

- Board Assurances "*Assure the board that proper steps/actions have been taken regarding the policy/procedure, and that they are up to date".*
    - Employment Policy and Equal Employment Opportunities
    - Child Protection and bus Recognition and Reporting
    - Curriculum and Student Achievement Policy
    - Cell phones and Other Personal Digital Devices

TW went through the Board assurances (attached), and everyone was happy.

LG moved. NW seconded. All in favour. Carried.

12. Finance

- Approve Monthly Accounts
    - Cheque run for the period 1st May 2025 to 31st May 2025, (attached) totalling $35,464.
        - BOT noted the larger payments and payments to staff/parents.

- Monthly financial report adopted and all expenditure for previous month ratified.

FM moved. NW seconded. All in favour. Carried.

- Overview of Monthly Account
  - NW did an overview of the accounts and the current financial situation of Elsthorpe School.

FM moved. NW seconded. All in favour. Carried.

- Update/Review 5YA
  - Painting to be done on the school buildings/houses this year. Need to look to get three quotes. TW to get a quote, Wilton International, Over the Hedge. LG to ask RB. Remove changing sheds from the list.
  - Need to get professional opinion on the flag pole. RM to drill a hole and assess the state of the flag pole at the working bee on Sunday.

LG moved. NW seconded. All in favour. Carried.

13. Cattle Scheme Update

- 4 steers killed this month – sold at a high value
- Getting some good results this year, the catch is that we need to buy back in the higher price bracket though.
- Prices are high at the moment, looking to place 20-30 cattle out to farmers this month.
- RM noted that in the long run we are still making a really good profit.

14. Water System Update

- No water issues this month,
- RM is yet to look into monitoring options for the top tank. Looking to get to the Sports Club AGM to see if they can help contribute to the monitoring options.

NW moved. FM seconded. All in favour. Carried.

15. Staff Update from Staff Representative

- Nothing to report. VP not at the meeting.

16. Property

- Community House
  - The following updated was provided by RB (who was not at the meeting):

DRAFT

Rhonda

Hi everyone ,just an update on housing .Tennants, as you know, vacated premises on community house, and bond was paid back .Harcourts said the family that was looking at the house that I spoke about at the last meeting came and visited but felt it was very close to the school a bit put off by that .Harcourts had a person contact them over the weekend about the house, but he hasn't responded to their phone calls today, so fingers crossed they r to follow up on this over the week but no kids for the school .If this falls through, they are suggesting a rent reduction, maybe $425.00 as the agent said, there is a glut of rental housing at the moment, so there are a lot more choices out there for people .Discuss this tonight and see what you all think and let me know what you think going forward .They are hoping to place it on all community pages again .Viv, I'm hoping the air con has gone into Victorias house, and Dmak has sent the invoice to be paid .If so, can I please have a copy of the invoice please so I can put it in my file .Sorry, I haven't done a hazard report this time round, but I'm sure there's quite a few hazards around the grounds .Sorry, I'm not at the meeting .

- The BOT were all in agreeance to start advertising the property at $425. It's been advertised for a month at the current rate of $450 with little to no interest.
- The BOT discussed the idea of putting a privacy screen up between the school and the house to help attract tenants.

FM moved. TW seconded. All in favour. Carried.

- Principal's House
  - Nil
- Property Maintenance Plan
  - Nil

LG moved. NW seconded. All in favour. Carried.

17. Correspondence.

Inwards:

Document and from	Summary	Board comment or action (if any)
Elections in September email to LG		

Outwards:

To whom	Description	Action

Inwards correspondence accepted and outwards approved. FM moved. NW seconded. All in favour. Carried.

General Business

DRAFT

- Jubilee
  - Meeting is yet to take place
  - NW to follow up with Sandy

- Community of Elsthorpe Transport Trust
  - VP talked to FM about putting some money towards the invoice.
  - Need to look at fundraising again to increase funds as the balance is very low.

- Working Bee
  - Sunday 15th June. List is the same as at the last meeting.
    - Move mulch/spread chip (leave until summer or it's dry enough to do it and not make a mess)
    - Ask Luke Giddens what we could possibly do with the trunks if they're not millable. Need to confirm the length of the logs.
      - RM has said he can remove it off site until we decide what to do with them if they're in the way.
    - Outdoor classroom
      - Blackboard paint
      - Posts x2
      - Marine Ply
      - Felicity - seats
      - VP - limestone
    - Picnic tables
    - Boat
    - Remove tree

- Water Testing Proposal
  - Discussed above in Principals Report

- Catherine Wedd at Elsthorpe School
  - RM asked TW if Catherine Wedd still coming at the end of the month to the school? If so, have we got a plan in place?
    - TW confirmed Friday 27th June - 12.45pm to 1.45pm.
    - TW will be teaching in the senior room that day.
    - He would like to show her around the school
    - TW mentioned if any adults want to come down that they're welcome.
      - RM said he was interested

- Review of Wishlist

Wishlist	Responsible
New/Replacement Shade Sails	
Swimming Pool – Upgrade Changing Sheds	
Swimming Pool – Shade Sail	
Sandpit - Shade Sails	FM advised if we want to put a permanent structure up it would need to be properly done (to avoid liability). Shade sails are a better option.

DRAFT

Meeting Closed: 8.41pm

Next Meeting: Monday 4th August 2025 at 6.00pm, at Elsthorpe School

Signed:

(Lucie Gilbertson, Presiding Member)

Date:

Action List:

Action	By Whom	By When
Report for newsletter	RB	ASAP
Hazard walkaround	FM	Next meeting
Email approved BOT Minutes to VP and TW	AS	After meeting
Distribute approved BOT Minutes to Staff	VP	After meeting
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PB4L Branding	TW	After re-build of classrooms
Contact Richard Scott re Pamu's contribution to the Beach Road Bus	LG	Ongoing
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Plants to be planted at Principal's House	FM	Ongoing
Talk to Chanel about getting seeds from the Oak trees and sprouting them	NW	Ongoing
Complete Beach Road Bus Invoice(s)	VP	ASAP
Get Jim to put hooks up in the Middle Room for backpacks	TW	
Tree Trunks from fallen tree. Measure and decide what to do with them.	RM	
School Uniforms – follow up with NZ Uniforms re quality	NW	Ongoing
Water system – look into monitoring options for the top tank	RM	Ongoing
Jubilee	NW	Ongoing

DRAFT

Community of Elsthorpe Transport Trust – complete charity return	FM	
Working Bee	FM	Sunday 15th June
Arrange cleaning of the school turf/playgroup black surface	TW	School Holidays
BOT Elections – Returning Officer	AS	17th September 2025
Follow up with colours of the new school buildings	TW	
School Buildings – quotes for painting	TW/LG/RB	
Look at Flagpole to see if it is rotten.	RM	Working bee
Boat – fibreglass needs lacquering	FM	Working bee
Clean picnic tables	FM	Working bee
Trampoline – top zip is broken	FM	Working bee
Monitor Wasp nests around the school	FM	Ongoing
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