

## ELSTHORPE SCHOOL BOARD OF TRUSTEES (BOT).

### MINUTES OF MEETING

MONDAY 10 JUNE 2024. ELSTHORPE SCHOOL SENIOR ROOM. 6pm

1. **Present:** Lucie Gilbertson (LG), *Presiding Member*; Nicola Wall (NW), *Deputy Presiding Member*; Rhonda Bartlett (RB); Ray Munn (RM); Viv Pearce (VP), *Staff Representative*; Tim Waite (TW), *Principal*; Ange Scott (AS), *Secretary*

**Meeting Opened:** 6:17pm

2. **Apologies:** Felicity MacLean (FM)

3. **Declarations of Interest:** Nil

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

5. **Minutes of Last Meeting**

RB moved and RM seconded that the minutes of the last meetings are a true and correct record. All in favour. Carried.

*Matters Arising:*

| Action   | By Whom | By When                                  |
|--|---------|--|
| Report for newsletter  | RB      | Not done                                 |
| Hazard walkaround  | NW      | Done                                     |
| Email approved BOT Minutes to VP and NW  | AS      | Done                                     |
| Distribute approved BOT Minutes to Staff   | VP      | Done                                     |
| Post approved BOT Minutes to the School Website along with Annual Financial Accounts             | NW      | Done                                     |
| PB4L Branding  | TW      | After re-build of classrooms             |
| Tank removal at Principal's House  | FM      | Got quote                                |
| Post and wire to be removed from the Principal's House that is dangerous                         | FM      | In conjunction with tank removal (above) |
| Contact Richard Scott re Pamu's contribution to the Beach Road Bus                               | LG      | Ongoing                                  |
| Painter for PAF's room   | LG/RB   | Ongoing                                  |
| Update/Review 5YA – follow up with Austin  | TW      | Ongoing                                  |
| Flag Pole – to be repainted. Lodged with Centralines and waiting for them to come.               | LG      | Ongoing                                  |
| Follow up with Hastings Intermediate or Havelock Intermediate re Technology availability in 2025 | TW      | Done                                     |
| Follow up re curtain funding and where the money is coming from.                                 | TW      | Confirmed from asset reserve             |

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| Follow up with Ministry about the old Junior Room and the idea that was raised by the Ministry of putting a temporary office in there. | TW    | Plan moving forward has changed. No further action required. |
| Organise Cattle Scheme Shout at the Patangata Tavern   | RM    | July 2024. To be discussed in the meeting.                   |
| Exterior Painting of the Principal's House   | RB    | Ongoing  |
| Revise and complete the triennial programme for the BOT  | AS/TW | Ongoing  |
| Accept the quote from Impact Alarms following site visit   | TW    | Accepted. In budget review.                                  |
| Purchase plastic box for sandpit toys  | FM    | Done   |
| Follow up with NZSTA re triennial vs mid term parent representatives   | AS    | To be discussed in the meeting.                              |
| Follow up with the accountants how the Principal's well-being fund can be spent  | NW    | To be discussed in the meeting.                              |
| Look into cell phone options through Spark for the TW  | VP    | Ongoing.   |
| Organise working bee   | NW    | Done   |
| Orange tubs around the library to be removed   | FM    | Done   |
|  |       |  |

Matters arising moved by NW and seconded by VP. All in favour. Carried.

## 6. Hazards

- BOT member (NW) walk around report:
  - Sacks are exposed in the Playground again. Get some kids on the spade during school time and shift it around. TW to organise.
  - Outside the PAF's – another broken paver/grill.
  - Tennis pole on the court. TW indicated the kids have put it there on purpose for riding scooters etc.
  - Corner of toilet block, the flashing had come off. NW has put it back.
  - Mat by back of staffroom is mouldy again. Look at alternative options when the new admin block arrives.
  - Dead smell under the admin block. VP advised that it's been there for about a month.
- BOT member to walk-around before next BOT:
  - RM
- Any additional items identified by staff?
  - Nil

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

- Action on items already identified:

| Hazard Item                                    |    | Update  |
|--|----|---|
| Swimming Pool – changing sheds need looking at | TW | Talked to Maria. Not much chance of getting any funding. RM to have |

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|--|-------|--|
|  |       | a look and see what could be potentially done.   |
| Swimming Pool – pool needs to be repainted as paint chips are going through the filter.                  | FM    | May need to empty over the winter. FM to follow up.  |
| Boat – fibreglass needs lacquering   | FM    | Still needs doing. FM to collect product.  |
| Gutters need to be cleaned out around the school   | FM    | VP advised that they are already done, quote attached (\$300.00) for future reference.   |
| High windows in middle room – options to avoid afternoon sun glaring in the classroom need investigating | FM/TW | FM has got quote to tint the windows as blinds/curtains aren't an option. Quote is \$1306.40 (attached). Money to come through Cyclical Maintenance Plan. LG moved. NW seconded. All in favour. Carried.<br>AS to advise FM that we can move forward with the quote. |
|  |       |  |

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

## 7. Principal

- Monthly Report (attached)
  - Roll currently sitting at 45
    - Tech – CHB schools have got together but haven't got any further. At this stage the options for Elsthorpe are:
      - CHB Schools (Cluster) A teacher going around the CHB schools etc doing tech as a cluster.
      - Hastings Intermediate (and they are happy to host us) but we need to decide if we want them on the bus travelling for that period of time.
      - Do something inhouse?
      - Talk to Paul at Waipawa Primary School as there may be an option to continue with them.
    - TW attended a 'Speak Confidently' course and took a bit out of it and got feedback.
    - In-house teachers only day held on the 31.05
    - Signed and returned plans for the new office and senior room
      - Upgrading the PAF's room as the admin building
    - Had a visit from the neighbour next door saying that they have a window chipped again, apparently due to a stone from the mower. The neighbour is wanting us to pay the full invoice. NW to draft a letter to the neighbour on behalf of the BOT.

- Replacement rugs in the Middle and Junior room – NIWE funding has been allocated to this.
- A suggestion has been made to create another resource room in the space used for Reading Recovery
- Elthorpe 5's is this Thursday at School. The purpose to hold it here is to show off the school – 46 teams coming to the school. Will see how it goes this year at the school..
- Ngtaï Whai is on 27.06. The school has been working hard at practicing for this.

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

#### **8. Curriculum Review – PB4L**

- TW went through the PB4L plan (attached)
- TW has suggested a revamp of the school newsletter
  - Celebrate the students success in and out of the school.

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

#### **9. 2024 Staffing Update**

- Staffing is tracking well for the year

#### **10. School Developments in 2024**

- Talked about above

#### **11. Change in Constitution – Number of Board Members**

- AS contacted NZSTA and was advised that the BOT need to publicly announce that we are having a BOT meeting and looking to reduce the number of board members.
- The next meeting is on Monday 5<sup>th</sup> August – public/community notice in newsletter on 29 July 2024 and posted on the school Facebook page
  - AS to formulate it and give it to Viv for the newsletter.
- Triennial vs Mid-term members – if you reduce the number of BOT members, the number of Triennial members must be greater than mid-term. This is how the BOT looks currently:
  - Triennial
    - Felicity MacLean
    - Rhonda Bartlett
    - Vacant
  - Mid-term
    - Lucie Gilbertson
    - Nicola Wall
    - Ray Munn
- The BOT were all in agreeance for Nicola Wall to stand down as a Mid-term member and switch over to be a Triennial member.

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

#### **12. School Uniforms**

- RB had an email from NZ Uniforms and outlined the following:
  - They will make some samples which will be sent to the school over the coming weeks

- They hope to have uniforms available by the end of Term 2
- Price list as it stands at the moment:
  - Full fleece - \$65 (image attached)
  - Polo - \$47
  - Sports Tee - \$50
- The BOT were all in agreeance for the old polo shirt to be discontinued to be worn by the end of 2025.

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

### 13. Policies

- Board Assurances *“Assure the board that proper steps/actions have been taken regarding the policy/procedure, and that they are up to date”*.
  - Appointment Procedure, Staff Conduct and Professional Development
  - Equal Employment Opportunities
  - Child Protection and Abuse Recognition and Reporting

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

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

### 14. Finance

- Approve Monthly Accounts
  - Cheque run for the period 1 April 2024 to 30 April 2024 totalling \$19,694 (attached).
  - BOT noted the larger payments and payments to staff/parents.
  - Monthly financial report adopted and all expenditure for previous month ratified.

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

- Overview of Monthly Account
  - NW did an overview of the accounts.

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

- Midyear Budget Review
  - TW had a meeting last Thursday with Maria from Eclypse (see attached feedback). The main items discussed were:
    - Expected decrease o \$11,000 on our ops grant – roll hasn't hit 57 students.
    - TW has a teacher who's contract needs looking at to make sure it is set up correctly.
    - Look into the process of getting the Cattle Scheme off the School books. Unwind it. RM to look into it with Maria and get some further info.

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

- Update/Review 5YA
  - TW to talk to Brad Gay.

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

#### 15. Cattle Scheme Update

- Another steer killed by Kahuranaki Station last week.
- Talking to RB re Cattle Scheme Shout
  - Date confirmed by the BOT to be Thursday 4<sup>th</sup> July – 6pm
- 15 cattle placed so far and more people to ring. Will place in July.

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

#### 16. Water System Update

- Nothing to report.

#### 17. Staff Update from Staff Representative

- VP advised nothing to report from the staff

#### 18. Property

- Houses
  - Community House
    - Tenants due to move out 16 June 2024.
    - Tenants confirmed - family going into the school house
    - Inspections completed on both properties – no issues to report

LG moved. RM seconded. All in favour. Carried

- Property Maintenance Plan
  - Nil

#### 19. Correspondence.

##### *Inwards:*

| Document and from                              | Summary  | Board comment or action (if any) |
|--|--|----------------------------------|
| Felicity MacLean (FM)                          | Notes for the BOT meeting  |                                  |
| Quotes   | Window Tinting/Shade Sales/Concrete Tank Removal/Gutter Cleaning |                                  |
| Discussion with NZTA re change in constitution | AS – 10 <sup>th</sup> June                                       |                                  |
|  |  |                                  |

##### *Outwards:*

| To whom | Description | Action |
|---------|-------------|--------|
|         |             |        |
|         |             |        |

Inwards correspondence accepted and outwards approved. LG moved. RM seconded. All in favour. Carried.

### General Business

- Concrete Tank removal
  - Quote received of \$2,880 + GST (attached).
  - The BOT thought the quote looked reasonable and the bet thing is to get rid of it.
  - The funds will come from the House account.
  - AS to advise FM that we can move forward with the quote.

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

- Shade Sails
  - Quote received in email format from FM (attached).
  - The BOT were all in agreeance to start with repair once the funding has been returned from the Ministry for PGC.

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

- Funding Applications (Helen – Funding Connection)
  - Waiting for response to the application that was submitted on 30 May 2024.
- Enrolment Pack
  - Ongoing
- Security Cameras for the School
  - Happy for it to come out of Asset Reserve
  - TW to accept quote and move forward with it
- Community of Elsthorpe Transport Trust
  - FM advised via email that the Beach Road Bus Invoice to the School was paid totalling \$1024.20. Current account balance of CETT is \$1791.59. Invoice attached.
- Working Bee Update
  - Success, got through everything except the Community House Gardens
- Patangata Bridge
  - RB advised that Dick from Higgins contacted her:
    - They are doing the bridge Monday 17 June - 3 tonne restriction, but unsure how long the restrictions will be in place (hopefully 5 days). Will affect the school bus. TW to look into it and advise families accordingly.

- Review of Wishlist

| Wishlist    | Responsible                       |
|-------------|-----------------------------------|
| Hockey Goal | Waiting for funding applications. |
|             |                                   |

**Meeting Closed:** 8.10pm

**Next Meeting:** Monday 5<sup>th</sup> August 2024 at 6.00pm, at Elsthorpe School

Signed:

(Lucie Gilbertson, Presiding Member)

Date:

**Action List:**

| Action   | By Whom  | By When                                  |
|--|----------|--|
| Report for newsletter  | NW       | ASAP                                     |
| Hazard walkaround  | RM       | Next meeting                             |
| Email approved BOT Minutes to VP and NW  | AS       | After meeting                            |
| Distribute approved BOT Minutes to Staff   | VP       | After meeting                            |
| Post approved BOT Minutes to the School Website along with Annual Financial Accounts | NW       | After meeting                            |
| PB4L Branding  | TW       | After re-build of classrooms             |
| Tank removal at Principal's House  | FM       | Contact Daryl Pugh                       |
| Post and wire to be removed from the Principal's House that is dangerous             | FM       | In conjunction with tank removal (above) |
| Contact Richard Scott re Pamu's contribution to the Beach Road Bus                   | LG       | Ongoing                                  |
| Painter for PAF's room   | LG/RB    | Ongoing                                  |
| Update/Review 5YA – follow up with Austin  | TW       | Ongoing                                  |
| Flag Pole – to be repainted. Lodged with Centralines and waiting for them to come.   | LG       | Ongoing                                  |
| Cattle Scheme Shout at the Patangata Tavern  | RM       | Thursday 5 <sup>th</sup> July, 6pm       |
| Exterior Painting of the Principal's House   | RB       | Ongoing                                  |
| Revise and complete the triennial programme for the BOT                              | AS/TW    | Next meeting                             |
| Look into Cellphone options through Spark for the TW                                 | VP       | Next meeting                             |
| Draft letter to neighbour re window for Lucie and Tim to review                      | NW/LG/TG | ASAP                                     |



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|--|-------|--|
| Notify the community/public that at the next meeting the BOT are looking to change the constitution to reduce the number of BOT members. | AS    | Next meeting                                   |
| Look to unwind the Cattle Scheme from the School Accounts  | RM    | Ongoing  |
| Advise FM that we can move forward with the quote for the concrete tank removal at the Principal's House                                 | AS    | ASAP   |
| Security Cameras – accept quote. Money to come out of asset reserve.   | TW    | ASAP   |
| Swimming Pool – changing sheds need looking at   | TW/RM | RM to have a look and assess what can be done. |
| Swimming Pool – pool needs to be repainted as paint chips are going through the filter.  | FM    | FM to follow up. May need to empty over winter |
| Boat – fibreglass needs lacquering   | FM    |  |
| Tinting of high windows in middle room   | FM/TW | Accept quote                                   |
| Playground – shift stones around to cover exposed sacking  | TW    | Get students to do it.                         |
| Broken tile/grill outside PAF's room   |       |  |
| Dead smell under Admin Block   |       |  |