

ELSTHORPE SCHOOL BOARD OF TRUSTEES (BOT).

MINUTES OF MEETING

MONDAY 13 MAY 2024. ELSTHORPE SCHOOL SENIOR ROOM. 6pm

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

Meeting Opened: 6:14pm

- 2. Apologies:** Nil
- 3. Declarations of Interest:** Nil
- 4. BOT report for next newsletter:**
 - RB

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	FM	Not done.
Hazard walkaround	RB	FM did it for RB
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. Need to upload Annual Financial Accounts though.
PB4L Branding	TW	After re-build of classrooms
Tank removal at Principal's House	FM	FM Contact Daryl Pugh. Going to come and meet onsite
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
Follow up with Brad about removal of the big trees	TW	With the Ministry as part of rebuild.
Painter for PAF's room	LG/RB/TW	Ongoing
Update/Review 5YA – follow up with Austin	TW	Ongoing
Flag Pole – to be repainted. Waiting to hear from Centralines	LG	Lodged in with Centralines

Hockey turf – need to put some shade cloth along the wood chip edges as the wood chips are coming through the timber barrier and onto the turf.	RM	Done.
Contact Brad Gay re timely distribution of the minutes to the BOT after the meeting and approval?	NW	Done. To be discussed in meeting.
Follow up about replacement parent representative on the BOT with NZSTA	NW	To be discussed in meeting.
Follow up with Hastings Intermediate or Havelock Intermediate re Technology availability in 2025	TW	Trying to work out a time to catch up.
Accept Lewis's Curtain Quote	NW	Underway
Follow up Curtain funding with Helen or PAF's	TW	To be done.
Follow up with Ministry about the old Junior Room and the idea that was raised by the Ministry when they were onsite of putting a temporary office in there.	TW	The contact is currently injured and off work.
Take the Sports Shirt to NZ Uniforms to see if they can create one identical.	RB	Done. To be discussed in the meeting.
TW to get his father to look over the NZ Uniform contract	TW	Done.
Follow up with accounts re Cattle Scheme Query of amount around \$14,000	TW	Done. TW emailed the BOT the reply.
Organise Cattle Scheme Shout at the Patangata Tavern	RM	To be organised.
Work with Eclipse to work out how to reconcile the GST back to the school for the Cattle Scheme	RM	RM has a plan. To be discussed in the meeting
Exterior Painting of the Principal's House	RB	To be discussed in the meeting
Talk to Tammy re advertising the Community House early as it's going to be available shortly due to the tenants house being built.	RB	Done
RB to arrange heat pump servicing in the houses prior to winter	RB	Done
Organise chimneys to be swept (including schoolhouses)	VP	To be done on Sunday 19 th
Revise and complete the triennial programme for the BOT	AS/TW	To be done. Waiting on TW.
Accept the quote from Impact Alarms	TW	Another site visit to be arranged. Wednesday 15 th May. VP will show them around.
Follow up with Eclipse with using money from the Asset Reserve for the purchase of the Security Camera system	TW	Done. TW emailed the BOT. Email attached.

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

6. Hazards

- BOT member (FM) walk around report:
 - Mats outside the bathroom are a trip hazard
 - Have been replaced.
- BOT member to walk-around before next BOT:
 - NW
- Any additional items identified by staff?
 - Orange tubs around the library – the staff have asked for them to be removed. To be done at the working bee.
 - Plastic Box required for sandpit toys. The BOT approve the purchase of a plastic box for the sandpit toys of up to \$469 (quotes attached).
 - NW moved. RB seconded. All in favour. Carried.
- Action on items already identified:

Hazard Item		Update
Swimming Pool – changing sheds need looking at	TW	To follow up with Brad Gay
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.
Need to find replacement pest control company due to Mandy moving overseas.	FM	Done. New company arranged.
Boat – fibreglass needs lacquering	FM	Working bee. FM in the process of following up.
Concrete needs to be sprayed before winter	FM	Done. To be done again in a month.
Gutters need to be cleaned out around the school	FM	To be done at the next working bee.
Hole in grass by office needs filling with topsoil	FM	Done
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. TW to ask at budget meeting where the money is to come from. Quote is \$1306.40

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

7. Principal

- Monthly Report (attached)
 - Roll currently sitting at 45

11. Change in Constitution – Number of Board Members

- LG had a discussion with NZSTA in regards to filling our vacant position. Our BOT is made up of:
 - 3 triennial parent representatives
 - 3 midterm parent representatives
- NZSTA have recommended that we put a motion forward to have the BOT made up as the following:
 - 3 triennial parent representatives
 - 2 midterm parent representatives
- Need to have more triennial vs midterm.
- At the next meeting the BOT will vote on changing the number of Board members of the constitution regarding the number of the parent representatives.
- AS to investigate triennial vs mid-term positions.

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

12. School Uniforms

- RB indicated that the product codes are currently being made, once they have been made we can start ordering.
- As there is small quantities of the existing uniform in stock, the school is to continue to sell them. Polo/sport tees proofs sent through.
- Waiting/looking at setting prices.
- RB to send through proof of polar fleece – going to be black with logo and Elsthorpe.
- The BOT are all happy with the uniforms. RB to go ahead.

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

13. Policies

- Policy Review *“Review the policy/procedure and share with relevant stakeholders so they can also provide feedback”*
 - Employer Responsibility Policy
 - Appointment Procedure
 - Equality Employment Opportunities
 - Teacher Relief Cover
 - Safety Checking
 - Police Vetting
 - Classroom Release Time
- Board Assurances *“Assure the board that proper steps/actions have been taken regarding the policy/procedure, and that they are up to date”.*
 - Safety Checking & Police Vetting for Non-Teachers
 - Teacher Registration, Certification, and Police Vetting
 - performance Management

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

TW also sent through a link and the BOT will undergo the Policy Reviews (if they haven't already). It seems some of the BOT were having log-in troubles today.

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

14. Finance

- Approve Monthly Accounts
 - To be done at the next meeting as VP didn't send it in time for the meeting.

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

- Overview of Monthly Account
 - NW did an overview of the accounts.
 - LG raised that there is a well-being fund of \$11,000 in the account that it is for the Principal to spend on their well-being. NW to ask the accountants how the money can be spent? NW to report back to the BOT.
 - It was suggested that the school purchases a cell phone for the Principal on a plan. To distinguish between personal and work and to have in case of emergencies. Go with Spark and go through the school account. VP to look into options.
 - RB moved. FM 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

- Not a lot to report over the past two months.
- Audit by sample – have been asked to do an audit by sample. They have selected three farms and are in the process of doing this.
- Need to organise the cattle scheme shout and getting weaner calves on farms (June and July). RM advised that he will co-ordinate the shout and placement at the same time.

16. Water System Update

- One major problem where a valve blew out in one of the tanks. RM has repaired and replaced the part.

17. Staff Update from Staff Representative

- VP advised nothing to report from the staff

18. Property

- Houses
 - Principal's House/Community House
 - Cleaned the guttering
 - DMAK has serviced the heat pumps
 - RB went through the end of year summary

- Tenants at the community house have handed in end of tenancy notice – end 6th June.
 - Property manager has started advertising the house
- Property Maintenance Plan
 - Nil

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

19. Correspondence.

Inwards:

Document and from	Summary	Board comment or action (if any)
Quotes	Window Tinting/Plastic boxes	
Discussion with NZTA re change in constitution	LG – Thursday 9 th May	
Email from TW	Asset Reserve Money	

Outwards:

To whom	Description	Action

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

General Business

- Brad Gay – Distribution of minutes
 - NW reported that the staff rep/principal are welcome to have an informal chat with the staff following the meeting. No documentation is to be involved. They can't officially have the minutes until it is approved at our next meeting.
- Funding Applications (Helen – Funding Connection)
 - LG signed the resolution.
 - Application to Grassroots Central will be submitted.
 - NW moved. RB seconded. All in favour. Carried.
- Enrolment Pack
 - Ongoing
- Security Cameras for the School
 - See above.
- Community of Elsthorpe Transport Trust

- There has been an increase in costs to the Beach Road Bus invoice. The school/trust need to cover more of the invoice/shortfall.
- The BOT agree to cover the shortfall from the Community of Elsthorpe Trust account of \$1,024.20.
 - RB moved. LG second. All in favour. Carried.
- Working Bee Update
 - The last working bee was a school working bee on Friday 1st March.
 - Need to arrange another one over a weekend
 - To be done when all the leaves have fallen – proposed date Sunday 9th June – 1pm to 3pm. FM will be away but NW happy to organise.
 - Jobs to be done:
 - Remove tubs
 - Leaves
 - Gutters – FM to engage a contractor to do this
 - Boat
 - Re-distribute sand in sand-pit
- Review of Wishlist

Wishlist	Responsible
Hockey Goal	Waiting for funding applications.
Shade Sail Replacements	Waiting for funding application. FM & RB are going to get updated quotes

Meeting Closed: 8.07pm

Next Meeting: Monday 10th June 2024 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	NW	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	Next meeting
Follow up with Hastings Intermediate or Havelock Intermediate re Technology availability in 2025	TW	Next meeting
Follow up re curtain funding and where the money is coming from.	TW	Next meeting
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	Next meeting
Organise Cattle Scheme Shout at the Patangata Tavern	RM	April/May 2024
Exterior Painting of the Principal's House	RB	Ongoing
Revise and complete the triennial programme for the BOT	AS/TW	Next meeting
Accept the quote from Impact Alarms following site visit	TW	Ongoing
Purchase plastic box for sandpit toys	FM	Next meeting
Follow up with NZSTA re triennial vs mid term parent representatives	AS	Next meeting
Follow up with the accountants how the Principal's well-being fund can be spent	NW	Next meeting
Look into Cellphone options through Spark for the TW	VP	Next meeting
Organise working bee	NW	Sunday 9 th June