Board of Trustees minutes

16 June 2020



		Lake Rotoiti School
		Lake Kotoiti School
Present: Mik	ke, Alison, Paul, Alistair, Megan, Lesley	
Attending: R	ussell Ferens (observer)	
Apologies:		
Declaration of	of interest:	
Motion: That	t the above items be accepted. N/A	
Moved:	Seconded: Carried:	
Agenda item	ns:	
Policy	y Review Term 2	
- Docu	mentation and Self Review Policy	
	(Including Recognising Student Achievement)	
- Empl	oyer Role Policy	
Draft	financial statements 2019 - for board review & signing (for	
audit	cor)	
	•	

Discussions and decisions:	Personnel
Matters Arising: (from 19 May 2020 minutes)	
 Swimming pool committee meeting - Alistair still to organise a 	Alistair to
pool committee meeting.	organise a pool
 Sports trolley purchase - Megan has sent an email to Kea Kai 	committee
requesting funding for the sports trolley. They requested more	meeting.
information which she supplied. Still awaiting further response.	
Mike and Alison suggested that in light of the new storage shed	
being built later in the year that they hold off purchase of the	
sports equipment until the shed is complete. This way they will	
have somewhere to store the new gear and can be sure further	
rodent damage will be limited.	
 10x new ipads have been purchased. 	
Filling board vacancy	Having received
- Based on the last meeting's decision to approach Russell Ferens	the correct
for co-option to the board, Alistair has asked and Russell is willing	format/wording
to join the board.	for advert
-Alistair noted that this process is actually called 'selection' and	Megan to post
not 'co-opting' to the board.	intentions with
-Russell has been selected based on his previous experience on	Lake Rotoiti
the board and his skills in finance, and the understanding that he	Newsletter
will take the finance portfolio upon joining the board.	coordinators.

- -Alistair sought guidance from NZSTA and they have confirmed we can select a person with a specific skill set to the board. We are required to advertise our intentions of selection, in the community newsletter. If unopposed we can then confirm a new member to the board.
- Minute taker role Lesley reported that VC is not available to do this. See general business.
- Credit card procedure Megan followed up with our Office
 Manager DMcC regarding use of this procedure. DMcC states
 that the schooldocs policy is clear, requires invoice/receipt of
 purchases to be provided, and the statement then gets signed off
 by the board. And is confident this procedure is being followed
 by all staff correctly.

Motion: That the previous minutes be accepted as true and correct.

Moved: Alistair Seconded: Paul Carried: all

Reports

Correspondence:

- Letter of resignation (from board) has been received from Lesley.
 The Board regretfully accepts her resignation. Board noted their appreciation for Lesley's support over the past year and the value she has brought to the board.
- Additional correspondence received will be discussed incommittee later in the meeting.
- Principal appraisal report has been received and will be discussed in-committee.

Principal's report:

- Principal's report was presented.
- Discussion was held about pros and cons of the school belonging to the Nelson Community of Learning (COL) and a possible shift to the Waimea COL. Mike had a meeting with the local MinEd Senior Advisor around this.
 - -Mike outlined to us some of the benefits which include: access to a key support role relating to high need learners (Learning Support (LSC)) is directly linked to our membership with a COL, and if required will save teachers a lot of time; staff professional development (PD) is accessed within COL (sourcing and applying for own PD is time consuming); extra funding (approx. \$1100) is available to us; and lastly networking opportunities. Some of the disadvantages include: there is currently no LSC attached to Waimea COL; the PD available is not necessarily appropriate for our teachers/school; there is a lot of time spent in meetings for COL ie time spent away from classroom; the future of COL uncertain; and the Nelson COL/LRS links are tenuous, perhaps the Waimea COL will be more relevant for our school.
 - -After much discussion the board resolved to remain a member of the Nelson COL until the end of the year, at which time we will

review our membership based on the possibility that the Waimea COL may obtain a LSC role. If this happens we will then consider moving over to the Waimea COL. Mike and Alison will continue to take their COL opportunities based on the benefit to our children. • Since Mike has accessed the app 'staffsync' he now has at least 8 teachers (2 local people) he and Alison can call upon if required. Great! • ALL ALIM - Alison reported on her involvement. Her focus in the classroom is on 'basic facts'. • Lesley enquired of Mike how he is settling into his new role here at Lake Rotoiti School. Mike is transitioning/settling in well, and enjoys being here. He feels well supported by all. Motion: That the Principal's report be accepted. Moved: Mike Seconded: Alistair Carried: All Finance report: May 2020 financial report presented by Megan Mike noted the insurance cost seemed high, and inquired with the Office Manager. This is a one-off annual cost. It is in fact below the proposed budgeted amount for 2020. Mike and Alistair The draft 2019 Financial Audit report was tabled for review by the Board. Alistair has spoken to BDO. to sign required Board authorised Alistair and Mike to sign a Letter of documents. Representation and Statement of Responsibility as required by the auditors. Motion: That the draft 2019 Financial Audit report and the May 2020 Financial report be accepted. Moved: Megan Seconded: Mike Carried: All **Property report:** New shed design tabled: Mike confirmed that expressions of interest will be called for, the MinEd Project Manager, Rob, is to contact local builders to clarify needs. Council has given approval to build it on the edge of the boundary. We are hoping for an October completion. • Multipurpose classroom refurbishment: Mike confirmed that all Mike to check the specifications we had queried at last meeting have been with Rob addressed, plans have been given to MinEd property regarding board coordinator; process is underway. We are hoping to have the involvement in class done by summer holidays 20/21 but there could be delays. the tender Paul cited a need for us as a board to be involved in the tender evaluation evaluation process. process. Fort in the playground: one end of the fort is 'wobbly'. Currently Paul to approach blocked off so children can't use it. Board discussed 'safety' a builder for versus 'fun/challenge for children' versus 'governance assessment. responsibility'. Board requests a builder be asked to assess the fort and report back to next meeting (does it need strengthening, removed, adapted etc)

	T
 School house: Discussion around maintenance needs. Paul sought permission from board to seek quotes and advice for: - fireplace replacement with wetback and hot water cylinder, - retro fitting or new double-glazing of north and west wall windows -painting of exterior and roof. 	Paul to seek quotes and report back to the board via email.
 Board gave Paul permission to seek quotes and please bring back to board a prioritised proposal, by email if necessary. Internet cabinets: A risk of banging head under the 2 internet cabinets (in Junior class and Office) has been identified. Paul suggested we build shelving units under each. This will eliminate the possibility of moving under them. Board approved the building of shelves under the cabinets with a budget of up to \$1000. Paul volunteered to do so. Spouting on newly painted office block: Painters did not complete the painting of spouting! Paul sought permission to purchase 4L of paint and finish the job. Some work is required around school property: Paul proposed 	Paul to organise shelving underneath the two cabinets. Paul to purchase and paint. Paul and Mike to liaise and
we hold 2x working bees each year. BBQ/drinks afterwards. The next one for 2020 to be at the beginning of term 4. (Alistair reiterated that in his opinion, yes holding a working bee is a great way to get the community involved, but let's not put too much pressure on our parents; if there is considerable work to be done the school/board are in a position to contract a local tradesman to do any work, so keep this in mind). Motion: That the Property report be accepted.	organise a working bee for Term 4 2020.
Moved: Paul Seconded: Alison Carried: All	
Health and Safety report: -Potential risk from headbanging under internet cabinets identified, plan made to eliminatePlayground fort hazard previously identified and blocked off. See plan in Property report.	Mike do these need to be entered into our Hazard Register/Identific -ation form?
Motion: That the Health and Safety report be accepted. Moved: Alison Seconded: Lesley Carried: All	
General business:	
Policy Review Term 2 -as per SchoolDocs review schedule	
 <u>Documentation and Self Review Policy</u>. Reviewed by the board. Satisfactory and reflects our current practice. This also includes 	
Recognising Student Achievement which needs reviewing by Mike and Alison to reflect what is currently happening at school. Employer Role Policy reviewed by the board. Satisfactory and	Mike/Alison to review please.
reflects our current practice.	Megan to lodge review on

SchoolDocs website **Draft financial statements 2019**- reviewed in finance report. Children's art required- in his role as RDCC member, Paul has requested Mike and Alison that the school children produce some art to reflect our community. The to facilitate. To chosen pieces will be placed on flags/signs that the RDCC will place be done by 24th around the village streets alerting users of speed, and respect of our June community. He offered some examples. • The designs need to be A4 in size, landscape orientation, visually simple to read, and can include the slogan "slow down in our town." **Board Document to Community:** Lesley presented this 'flyer' to the Lesley to edit board for review. Once finalised, Mike will include it in the new further. enrolment parent pack, on the school website, and on SchoolStream for Mike to follow parents. up with Lesley and put in parent pack, on website, and on school stream. Board meeting Minute taking role: Paul has approached a new member Paul to invite of the community and they would like to take on this role. Her name is Siaan Field to Sjaan Field. This is a paid position of \$50 per meeting. The board attend our next accepted Sjaan into this role. meeting. **Some Brass instruments are missing:** they may be away being serviced? Mike to email Some students may still have these at home. Sue Ford asking if indeed some are being serviced/is there a list of kids loaning them? **Discussion around current 2 vacancies on board:** The board confirms Having received we will proceed with 'selection' of Russell Ferens on to the board as brief from NZSTA previously discussed above. Megan to Motion to select: Alistair Seconded: Megan Carried: All advertise selection in Regarding filling the second vacancy our options are 1) select a specific newsletter and

person based on skill/knowledge, 2) hold a bi-election, 3) continue with

only 6 members. Alistair sought advice from NZSTA, they confirmed all

three options are valid.

schoolstream.

The board has decided we will await the outcome of the above selection process and review at the next meeting.	
Paul thanked Alistair for the time and commitment he has given to the board/chair over the last year. All noted their appreciation. Mike spoke regarding bus income: the MinEd is cutting our bus income by 25%, due to COVID-19 lockdown.	Megan to discuss with DMcC & Mike implications on our 2020 budget
Community Conduct policy: as per our policy of 'communicating with parents' and commitment to policy review Megan suggested we make this policy available/known to our parents/community please.	Mike to send a school stream highlighting this policy.
Public excluded: Motion: That the public be excluded from the following part(s) of the proceedings of this meeting namely agenda items Principal Appraisal report , and Confidential correspondence . The grounds are that the matter is one of personnel and the reason is to protect the privacy of the individual(s). This motion is proposed to comply with Sec 48 of the LGOI & M Act 1987 and the special requirements when moving to exclude the public. Moved: Alistair Seconded: Megan Carried: All	
The Chairperson advised that the Board is now in-committee at 8:46pm and members of the public must leave the meeting room, which they did so. The public will be invited back into the room when the in-committee portion of the meeting is finished. The meeting resumed in public at 9:01pm.	
Agenda items for the next meeting: • Minutes of last meeting to also include in-committee minutes	Megan to print off for the next meeting.
Meeting closure: Time 9:03pm Next meeting on: 28 st July 2020 at 7pm Further agenda items will be called the week prior to the next meeting.	