

**LAKE ROTOITI BOARD OF TRUSTEES MEETING**  
**THURSDAY 26<sup>TH</sup> May 2016**

**Present**

Giles Panting, Phil Crawford, Rachel Allright, Dominique McCrostie, , Anna King, Ian Thorneycroft

**Apologies**

**Appointment of Officers**

Chairperson: Chair was handed to Giles to call for the nomination of Chairperson. Anna King nominated Phil, Rachel seconded it with all in favour. Chair is passed back to Phil.

Property Portfolio Holder: Giles nominated Anna, Phil seconded. Carried by board.

Finance Portfolio Holder: Rachel nominated Dominique, Seconded by Ian, carried.

**Matters Arising**

Lockdown procedure

Giles has updated with changes from previous meeting. Board is happy with it. Giles proposed that the Board adopt the procedure, Phil seconded, carried.

Action: Bolts still need to be installed on inside of doors to be locked from inside and cellphones to be purchased to remain in class room for lockdown communication. GP to speak to Robbie Thomson

Hazard Plan

Giles has had brief discussion with Anna and has received examples.

Action: rollover from previous meeting to create a plan. GP/AK

Health and Safety Board Training

Action: Phil to follow up

Swimming Pool Pump Out

Pump out to commence one weekend when its not raining. Phil to organise.

Minutes – Confirmed by Anna, seconded by Giles

## **Reports**

No principal report

## **Monitoring**

### Finance

Discrepancies in March report have been resolved. Some clerical budget need to be allocated to admin for Tracy's wages (previously reported as teacher-aid/support). Other discrepancies related to 29 February invoices that system didn't know what to do with.

April – need to monitor the staffing, particularly the relief teacher salaries. There has been a fair amount of PD which has affected this, not a lot of planned PD for remaining school year.

Giles moves to accept March and April Financials, seconded by Dominique.

### Health and Safety

Possible NZEI workshops coming up that Giles may want to go to.

## **Any Other Business**

### **Co-Opting Staff Rep**

The board cannot co-opt a staff rep which is a legal requirement. A staff rep needs to be elected to the board. Ingrid has researched and concluded that in a month or two we need to have a by election amongst staff to elect a staff rep to the board.

**Ingrid to run that process.**

### **Swimming Pool Update**

Giles spoke to property advisor at ministry, they are now requesting latest financials as a long period of time has lapsed. Tracy been in touch with accountant for draft accounts.

Aquaflow has tracked down actual land title which is under local iwi. They will draw up the contract which we won't be able to sign until ministry approval is gained.

Aquaflow have quoted to take apart the structure and left in a neat pile for someone to remove. They are happy to take photograph evidence as removing it. There is allowance in budget to remove other debris such as changing rooms, lean tos etc – he is fairly flexible on this. Recommends it is better to leave quote as is and let them take it down as they have insurance and hazard management plans in place.

Colour – difference between light blue and darker blue is \$2,000. Board agrees to leave colour as quoted – 'ice blue'

## Action – Giles to forward financial statements to MoE

### **Community Consultation**

Board needs to consult with parent community annually.

Suggestions for focus –

- meet/introduce new board
- health curriculum consultation (requirement) – anything to do with Health and Safety
- cyber safety – draft document prepared and ready to go out for discussion
- police checking for all parents

Date decided for Friday 29 July 2016.

### **Community of Learning**

Minister has signed to say Lake Rotoiti is now part of the Nelson Schools Community of Learning (9 schools). Achievement targets have been set for us which are boys writing, girls maths, moari and pasifika learners.

Good to develop networks and opens access to PD and possible grants. Currently stalled a bit as a lead principal needs to be selected.

### **Child Protection Procedure**

Draft policy was circulated, linked to vulnerable childrens act and all schools are required to have a CPP. Standard CPP from School Trustees Association modified to reference existing policies.

Suggested change is to remove note about having available on internet and instead saying it is available on request, board agreed.

### **Bulk Purchasing Contract**

New contract that schools are now able to access. Government agencies are able to buy products (such as cleaning materials, office supplies) at preferential rates.

Giles has signed the school up to enter the contract with preferred suppliers. It's not a binding contract so it is possible to use alternative suppliers. Should make considerable savings through it (many items are discounted at 40 – 60%).

### **School House Upgrades**

Anna circulated quotes and suggestions through emails. Small repairs, eg tapware has been approved for replacement/repair.

School house is in a very poor state with some fairly unsafe/unhealthy issues, eg condensation and insulation problems.

Robbie can insulate the lounge room, hallway and one bedroom but has no time for bathroom, laundry, kitchen, dining and other two bedrooms.

Bathroom – really needs to be completely refitted.

Windows – some still single glazed, Robbie can retrofit double glazing.

Robbie – recommends cutting back plantings around the house to let in the sun.

Action: Anna to give Robbie go ahead to do the part insulation installation then when he is free at end of year to finish it (get a quote first). Giles to give Kirsten first option to cut back plantings around house and if not then talking to Matt Sillars.

### **School Bus Run**

New 5 year old starting 26 June down Wairau Valley. It means at the end of the day if everyone is on bus there is not enough room for all children.

Action : Giles, Dominique and Rachel to form a working party to look at bus times and stops and sort out the best way to handle it.

### **Training for New Board**

Possibility of attending a training session on Governance. Blenheim 28 June or Nelson 29 June. Board agrees to do training session on Blenheim on 28 June.

Action : Giles to register everyone.

### **VAN ASCH**

Funding has been approved from Van Asch (0.12 of a full time teacher) to assist a student– other students can benefit it as being part of group learning. Assistance needs to be given by a qualified teacher over several days of the week. The teacher will be contracted for 3 hours a week on a fixed term basis. Training is also available.

Action : Giles will go ahead with a the advertising/appointment process.

**Meeting closed at 8.40pm.**

**Next Meeting – Monday 4 July , 3.00pm**