**LAKE ROTOITI BOARD OF TRUSTEES MEETING**

**THURSDAY 5TH May 2016**

**Present**

Giles Panting, Phil Crawford, Rachel Allright, Dominique McCrostie, Alastair Nicholls, Nik Joice, Anna King

**Apologies**

Pat Gelling, Nicky Crawford

Ian Thorneycroft joined the meeting as an observer.

**Matters Arising**

**Lock Down procedure**

Giles had previously circulated copies of the draft Lockdown Procedure. Suggested signal for lockdown was proposed as ringing the school bell when children are outside (eg. morning tea or lunchtime). Both classrooms would need additional deadbolts to enable doors to be locked from the inside. Cellphones are to be used to alert teaches in classrooms, proposed to get specific prepay cellphones to sit on charge in classrooms as the designated lockdown phones.

Actions agreed on

– bolts on main doors to enable locking from inside

* specific prepay cellphones to stay in classrooms as designated emergency contact phones.

Giles to amend draft and recirculate.

**The minutes of the last meeting were proposed as accurate by Rachel Allright and seconded by Nic Joice.**

**Principals Report**

As attached (previously circulated).

Update on Fran Andrews – she needs to get police clearence from each country (Uk, Netherlands, USA) she has lived and worked in. She has completed Pclass licence, so now just waiting for police clearance which is going to hold up process a bit longer.

Stu is happy to continue on in the meantime but is concerned he is falling behind on other work. Giles told him to let him know and we could talk to Lisa Colley who has agreed to do relief driving when necessary. Al said he is happy to step up too.

**Finance**

DMcC had met with GP to go through the financial statements for December 2015 and asked that the Financial Statements for that month (previously circulated to BoT members) be accepted as accurate by the Board. Financial reports for April are not yet available as Tracy Younger is on leave this week. Moved to accept December 2015 DMcC, seconded GP, carried.

Minutes for March 2016 to be moved on at next board meeting due to a few coding errors in report.

For March 2016 donations are above budget thanks to givealittle page. Items to monitor are relief teacher/sick leave and caretaker costs which are sitting above budget currently.

**Property**

Not a lot of activity in terms of property as the pool has been taking up priority. 10 year plan is ready, waiting for the OK from the Ministry and they should be sending it through for a signature.

**Hazard Plan**

Doesn’t need to be seen by Ministry but we need say we have one. Giles to walk round and make note of hazards and Anna to do her own walk and then compare – taking a sensible approach. NB – our current Hazard Register only lists actual hazards and how we are managing and resolving them and not possible hazards.

Action – GP/AK

**School House**

Inspection done with comprehensive list of jobs to do was completed in 2015. Phil Crawford to get list to Anna. Fire was main issue that came up – not an efficient fire. Agreed that house needs to be maintained at a good level as it is likely to be used in the future to attract staff.

Action - Anna King to talk to Robbie and prioritise repairs and come up with options and costings. High priority would be fire but there may be other small jobs that can be done at low costs.

**Any Other Business**

**Health and Safety**

Phil to get hold of STA for Health and Safety Training

Hazard register to be done by next meeting by Giles and Anna

Giles will begin to go through the policies to see what we have.

**Principal’s Appraisal**

Appraisal process has completed for this cycle (start of Term 2 to end of Term 1). Malcolm willing to work again with Giles.

Giles requests board approval for the Appointment of Malcolm Baxter for another cycle. Four visits, total cost of $1250. Board approval given. Phil has agree to provide input on targets for the year.

Professional Development Budget (re: staff reimbursement for costs incurred)

Giles requests formal agreement from Board that some costs incurred for travel and accomodation would be covered by the board. Board agrees that it will reimburse costs at rate quoted.

Nicky presented a paper on second day about Philosophy with 5 and 6 year olds which was really well received with lots of positive feedback given. Nicky has been asked to help with some training of teachers as a result.

**Swimming Pool**

All received revised quotes. Discussions via email regarding painting or quatzoning the pool. Funds for the pool are in the savings account currently.

Giles to Confirm with Dave P that he is ok with the pool structure being removed sooner rather than later which would prevent it becoming an issue later when the pool construction begins.

Move to accept variation with final price of $366,355 Excl GST for the swimming pool. Alastair Nicholls moves on accepting. Seconded by Giles Panting. Unanimously agreed.

Dave P is nearly ready to submit plans, just waiting on engineer plans and final sign off for plans for the plant room.

Action for Nik and Phil to pump out the swimming pool.

**Battle for Our Birds**

Nik, Doc notification – there is a potential for an airial 1080 application, at this point it is looking at unlikely to occur due to the level of the rats. If it did occur it would be in July/August but would hinge on a few factors eg a jump in rat population. Looking at a potential ground operation though.

**Douglas Fir Tree Felling**

Desire/plan to fell two trees on TDC land as they are right next to the stream and are weedy and invasive. Being on a national park it’s a risk of spreading and taking over alpine environment. Question is asked if we would support that. Mixed response from the board, Phil Crawford to go back to Sandra with responses.

**Community Hall**

School not paying anything towards the use of the community hall. Paid $100k roundabout 2004. Giles asked Richard Osmaston to go back to Hall Committee for a proposal of what they think we should be paying with the suggestion that an hourly rate would be more acceptable.

**Returning Officer –** PC reminded the Board that the Board Elections will be held 3 June 2016. Nomination forms have been sent out.

**Meeting closed at 8.00pm.**

**Next Meeting – Thursday 26th May, 7.00pm**