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| <p>-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.</p> <ul style="list-style-type: none"> ● 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. | |
| <p>Motion: That the previous minutes be accepted as true and correct. Moved: Alistair Seconded: Paul Carried: all</p> | |
| Reports | |
| <p>Correspondence:</p> <ul style="list-style-type: none"> ● 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 in-committee later in the meeting. ● Principal appraisal report has been received and will be discussed in-committee. <p>Principal's report:</p> <ul style="list-style-type: none"> ● 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. <p>-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.</p> <p>-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</p> | |

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| <p>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.</p> <ul style="list-style-type: none"> ● 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. | |
| <p>Motion: That the Principal’s report be accepted. Moved: Mike Seconded: Alistair Carried: All</p> | |
| <p>Finance report: May 2020 financial report presented by Megan</p> <ul style="list-style-type: none"> ● 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. ● The draft 2019 Financial Audit report was tabled for review by the Board. Alistair has spoken to BDO. Board authorised Alistair and Mike to sign a Letter of Representation and Statement of Responsibility as required by the auditors. | <p>Mike and Alistair to sign required documents.</p> |
| <p>Motion: That the draft 2019 Financial Audit report and the May 2020 Financial report be accepted. Moved: Megan Seconded: Mike Carried: All</p> | |
| <p>Property report:</p> <ul style="list-style-type: none"> ● 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 the specifications we had queried at last meeting have been addressed, plans have been given to MinEd property coordinator; process is underway. We are hoping to have the class done by summer holidays 20/21 but there could be delays. Paul cited a need for us as a board to be involved in the tender evaluation process. ● Fort in the playground: one end of the fort is ‘wobbly’. Currently blocked off so children can’t use it. Board discussed ‘safety’ versus ‘fun/challenge for children’ versus ‘governance responsibility’. Board requests a builder be asked to assess the fort and report back to next meeting (does it need strengthening, removed, adapted etc) | <p>Mike to check with Rob regarding board involvement in the tender evaluation process. Paul to approach a builder for assessment.</p> |

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| <ul style="list-style-type: none"> ● 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. 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 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). | <p>Paul to seek quotes and report back to the board via email.</p> <p>Paul to organise shelving underneath the two cabinets.</p> <p>Paul to purchase and paint.</p> <p>Paul and Mike to liaise and organise a working bee for Term 4 2020.</p> |
| <p>Motion: That the Property report be accepted. Moved: Paul Seconded: Alison Carried: All</p> | |
| <p>Health and Safety report: -Potential risk from headbanging under internet cabinets identified, plan made to eliminate. -Playground fort hazard previously identified and blocked off. See plan in Property report.</p> | <p>Mike do these need to be entered into our Hazard Register/Identification form?</p> |
| <p>Motion: That the Health and Safety report be accepted. Moved: Alison Seconded: Lesley Carried: All</p> | |
| General business: | |
| <p>Policy Review Term 2 -as per SchoolDocs review schedule</p> <ul style="list-style-type: none"> ● <u>Documentation and Self Review Policy</u>. Reviewed by the board. Satisfactory and reflects our current practice. This also includes <u>Recognising Student Achievement</u> which needs reviewing by Mike and Alison to reflect what is currently happening at school. <u>Employer Role Policy</u> reviewed by the board. Satisfactory and reflects our current practice. | <p>Mike/Alison to review please.</p> <p>Megan to lodge review on</p> |

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| <p>Draft financial statements 2019- reviewed in finance report.</p> <p>Children's art required- in his role as RDCC member, Paul has requested that the school children produce some art to reflect our community. The chosen pieces will be placed on flags/signs that the RDCC will place around the village streets alerting users of speed, and respect of our community. He offered some examples.</p> <ul style="list-style-type: none"> ● The designs need to be A4 in size, landscape orientation, visually simple to read, and can include the slogan “slow down in our town.” <p>Board Document to Community: Lesley presented this ‘flyer’ to the board for review. Once finalised, Mike will include it in the new enrolment parent pack, on the school website, and on SchoolStream for parents.</p> <p>Board meeting Minute taking role: Paul has approached a new member of the community and they would like to take on this role. Her name is Sjaan Field. This is a paid position of \$50 per meeting. The board accepted Sjaan into this role.</p> <p>Some Brass instruments are missing: they may be away being serviced? Some students may still have these at home.</p> <p>Discussion around current 2 vacancies on board: The board confirms we will proceed with ‘selection’ of Russell Ferens on to the board as previously discussed above. <u>Motion to select:</u> Alistair Seconded: Megan Carried: All</p> <p>Regarding filling the second vacancy our options are 1) select a specific 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.</p> | <p>SchoolDocs website</p> <p>Mike and Alison to facilitate. To be done by 24th June</p> <p>Lesley to edit further. Mike to follow up with Lesley and put in parent pack, on website, and on school stream.</p> <p>Paul to invite Sjaan Field to attend our next meeting.</p> <p>Mike to email Sue Ford asking if indeed some are being serviced/is there a list of kids loaning them?</p> <p>Having received brief from NZSTA Megan to advertise selection in newsletter and schoolstream.</p> |
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