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Wallacetown School Board of Trustees

Minutes of Monthly Meeting

Wednesday 2 July 2020 at 7.30pm

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**Present:**

Lauren Wilson (Acting Principal), Carl Stewart (Chair), Kelly Hibbs, Ana Ridley, Doug Jukes.

**Apologies:** Sandii Cullimore

**Declaration of interest:** Nil

1) Confirmation of previous minutes from Zoom meeting 27 May 20

***Accepted: Doug/Kelly***

2) Matters Arising from previous minutes

- a) Bank Authorities – Carl to contact WBC to have Kelly set up as Administrator
- b) Kelly to set up Annie’s logins once this completed.
- c) Overdue accounts -1<sup>st</sup> letters sent out, Annie to follow up with second letters.
- d) ASC. Tracey McLennan can help in mornings as required. Discussion on hours, fees as with accreditation, we will always need 2 staff on. Carolyn, Ana & Lauren to meet during holidays.
- e) Bible in schools/Launchpad: Survey. Held over until term 4.
- f) Fort Playground – not being demolished. Quote or lumber from Goldpine for repairs. Scrap metal merchant to be organised by Doug to remove the tractor and other scrap metal lying around.

Move that Mike Hartigan Order the Lumber from Goldpine and commence work on repairing the Fort Playground.

Moved Carl Stewart

Second Doug Jukes

All in Favour

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### 3) Correspondence

- a) Inwards – Resignation from the Board received from Danna Zhang Thomas.
  - Resignation from the Board received from Sandii Cullimore.
  - Letter from parent Ellen Morrison
  - Letter from Katherine Morrison
- b) Outwards – Responses to Parents Ellen Morrison & Katherine Morrison.

### 4) Reports

#### Financials (May)

- Discussion on Bad debtors – Annie to draft 2nd letter to send to two families who have long ongoing outstanding debts, as no response to first letter.
- Covid 19 increased the costs for cleaning and sanitation (as expected).
- EZIWEB-cancel this account (Annie), this will also cancel the School web page.
- Yellow Pages – Can this be cancelled as not many people use this facility (Annie).
- Audit papers for 2019 complete, just need to study, sign and comment on them where necessary( Kelly)
- Documents for the painting tender signed. The school should be painted every 9 years, and that was 2019.
- Kelly discussed the cashflow for the remainder of the year.

### 5.) Principal Reports

- Reports explained by Lauren
- 51 Students, with 4 new entrants due to start term 3, 4 students to go up to room 3.
- LSU Coordinator room – Plan and Budget started on this multipurpose space.
  
- Meeting went “ in committee” 9.06PM
- Meeting “out of committee” at 9.26pm

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6.) Charter

- Extension for completion of this has been granted by MOE
- Discussion to remain with the current vision, until a new principal appointed, and then revisit it.
- Carl & Ana to continue working on their appointed 'goals'.

5) Property and grounds (Doug)

- Discussion on contract for the Caretaker. Wording for duties/job description to be looked at.
- Rubber matting under swings needs replaced, Carl to see if he can source some.
- Pool. Discussion on the hours that Mike Hartigan spends on this and should be separated from his general hours.
- Gates, fence, sump (by office) to be repaired - Doug

6) Whānau (Ana)

- Nothing to report.

7) General

- Quote from Tim Beer (Focus Computers?) to be obtained to 'wipe' computers and set up Google docs/Accounts.

Move that Anne Lindsay be appointed as the returning officer for the upcoming Byelection for 1 parent representative /1 staff representative to join Wallacetown school board.

Moved; Carl Stewart

Second; Kelly Hibbs

all in favour

***Motion to move reports Accepted Ana/Doug***

8) Items for next agenda – 29 July 2020 7.30pm

1. Charter
2. Procedure review
3. Bible in schools /Launchpad (SURVEY T4)

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## Actions to be completed:

Person responsible	Action	Date to be completed by
Annie	<ul style="list-style-type: none"><li>- Westpac signing authority for online banking</li><li>- Chase 2 bad debtors – send 2<sup>nd</sup> letters</li><li>- Cancel Eziweb, Yellow Pages</li></ul>	asap
Carl	<ul style="list-style-type: none"><li>- Westpac signing Authority – Kelly to be the Admin</li><li>- Rubber matting for swings</li><li>- Charter</li></ul>	ASAP
Lauren	<ul style="list-style-type: none"><li>- Meet with Ana and Carolyn re ASC</li><li>- Tim Beer – quote for him to wipe computers and set up google accounts</li><li>- Contact families re bible In schools – gauge interest</li></ul>	Over the July holidays
Doug	<ul style="list-style-type: none"><li>-Scrap metal Merchant to remove tractor and junk.</li><li>- Gates, Fence &amp; Sump (by office) to be repaired</li></ul>	During July holidays During July holidays
Ana	<ul style="list-style-type: none"><li>- Meet with Lauren and Carolyn re ASC</li><li>- Charter</li></ul>	Over the July holidays
Kelly	<ul style="list-style-type: none"><li>- ATM Card for Fundraising group.</li></ul>	

Date for next meeting: 29 July 2020 7.30pm

Meeting concluded: 10pm