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Wallacetown School Board of Trustees

Minutes of Monthly Meeting

Wednesday 29 July 2020 at 7.30pm

Present:

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

Apologies: Nil

Declaration of interest: Nil

Welcome to Aaron Parker as his first Meeting as Staff representative, and Donald McKerchar as guest.

1. Confirmation of previous minutes from meeting held 2 July 20

Accepted: Ana/Kelly

2. Matters Arising from previous minutes
 - a) Westpac – Kelly to go to Westpac for Debit card for Fundraising Account
 - b) Overdue accounts -1st letters sent out, no response. Annie to follow up with second letters.
 - c) EziWeb – Are they only host of old website? Clarify (Annie)
 - d) Rubber Matting for playground – (Carl)
 - e) Scrap Metal and Sump by office (Doug)
3. Correspondence: As per Current Bulletins
 - a) Inwards
 - b) Outwards

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4. Charter:

Progress is being made – Great work Ana.

- Goals are set that are achievable and will be revisited once a new Principal is appointed. Aim to have completed, Lauren & Aaron & then Ann Bixley to review it, by next meeting 26 August 20.

5. Reports

Financials (June)

- Kelly discussed cashflow – have a good idea what projected end of year result will be.
- School donations – discussion on implementing these, as fundraising is not bringing in the funds. Procedure on implementing these for 2021. Will be a work in progress. Correspondence to parents to begin early T4. Lauren and Aaron to contact other schools to see what their fees are set at/Policy and procedure of applying this as well.
- Life Education Bus will be funded by school. The Board agreed that the principal discretionary fund to be used for this.
- Meeting went “in committee” 7.58PM
- Meeting “out of committee” at 8.12pm

5.) Principal Reports

- Reports explained by Lauren
- 56 Students – 2 more to start late term 3
- Discussion on reports
- Reading recovery- Aaron to put together report to show allocation/staffing options-projections for 2021.
- Student achievement data discussed.

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6. Property and grounds (Doug)

- Rubber matting under swings needs replaced, Carl to see if he can source some.
- Sump (by office) to be repaired - Doug

7. Whānau (Ana)

- Nothing to report.

8. Fundraising

- Pie orders should nett a profit of over \$800
- September 19th – Quiz night planned

9. General

- Information booklet for the school being revamped – looks great Lauren, and an online enrolment form being produced (thanks Aaron)
- New Website up, and a work in progress.
- Before & After School Care. – Discussion on fee schedules after a budget drawn up by Ana. ASC will always require 2 staff on (morning and evening), costs will have to increase as the living wages are being paid. Laure to contact families to ask about the hours they require for BSC – is 7.40am too late to open? Families will be required to sign their children in at the room, rather than drop at gate.
- BOT – Voting for new Parent representative to close 5 August
- NZSTA – Anne & Lynne – Kelly to organise a gift basket (or similar) as a thankyou for all their help in the past 4 months.
- NAGS – Lauren to send to BOT to have them review before next meeting
- Life Education bus – Lauren discussed what would be being covered for the senior class (Puberty)

Motion to move reports Accepted Ana/Doug

10. Items for next agenda – 26 Aug 2020 7.00pm

1. Homework
2. IT Procedure review

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Actions to be completed:

Person responsible	Action	Date to be completed by
Annie	<ul style="list-style-type: none">- Chase bad debtors – send 2nd letter- Ezi Web – check if they are holders of Domain name	30July
Carl	<ul style="list-style-type: none">- Rubber matting for swings- Charter	ASAP
Lauren	<ul style="list-style-type: none">- Charter- School 'fees' – how do other schools apply this?- BSC – is 7.40am too late to open? do families want 7.30am- NAGS IT review – share with Board before next meeting- Schools for Swim lessons	
Doug	<ul style="list-style-type: none">- Scrap metal Merchant to remove junk metal.	ASAP
Ana	<ul style="list-style-type: none">- Charter	26 August
Kelly	<ul style="list-style-type: none">- ATM Card for Fundraising group.- Bad debt – write off- Organise flowers/gift basket for Lyn & Anne (?)from NZSTA as a thank you for their help- Swimming lesson schools are there places looking for pools?-	26 August
Aaron	<ul style="list-style-type: none">- Charter- School 'fees' – how do other schools apply this?-	

Date for next meeting: 26 August 2020 7.00pm (NOTE EARLIER TIME)

Meeting concluded: 9.45pm