

Wallacetown School Board of Trustees
Minutes of Monthly Meeting
Wednesday 27th May 2020 at 7.30pm

Present:

Lauren Wilson (Acting Principal), Carl Stewart (Chair), Kelly Hibbs, Danna Zhang-Thomas (via Zoom), Sandii Cullimore (via Zoom) Ana Ridley, Doug Jukes.

Apologise: N/A

Declaration of interest: Nil

1) Confirmation of previous minutes from Zoom meeting 23 April 20

Accepted: Kelly/Ana

2) Matters Arising from previous minutes

- a) Bank (Westpac signing authorities): Annie now to be set up as authority.
- b) Bank Authorities – Need to remove Neville Hore, set Lauren Wilson Up – Carl to send form to Lauren.
- c) Bible in schools/Launchpad: Survey. Held over until term 4.
- d) Discussion on RAMs forms. Board agreed that forms must be completed for all school activities that require children leaving the school grounds – however always room for dispensation as long as notice given to Board.

3) Correspondence

- a) Inwards – Board went in committee to discuss content
- b) Outwards – Nil

4) Reports

a) Financials (March)

- Discussion on Bad debtors – Annie to draft letter to send to two families who have long ongoing outstanding debts.

b) Financials (April)

- End of year audit deadline is looming- Kelly to see if can help with any reports required.
- Afterschool care – may have to look at increase fees – as numbers for mornings and some of the afternoons are increasing, we will need to keep ratios correct. Tracey McLennan is helping for afternoons for the next few weeks. Lauren to see if she may be able to help mornings as required.
Discussion on placing an ad on Trade me or even local Community FB group.
- Budget 2020 – Kelly doing the best she can with the information available.
- Kapa Haka uniforms are being made locally – Aaron to send the proposal/Costing to Board and Fundraising group.

b) Principal report: (Verbal report from Acting Principal)

- Staff are happy – getting back into the routines
- Parents seem happy, and seeing their children settled
- Reports (due late June)- there will be no testing done, as due to Covid lockdown – not all children participated in online learning. So, a positive way to report this time, is the teachers and children will complete a learning journal.
- There will be no achievement data for this term. Lauren to source a list of children who are 'high priority' and how they are progressing.
- LSU Register – this needs to be set up – Lauren having a meeting on Friday with LSU Coordinator Kelly Carter to discuss this.

5) Fundraising Liaison (Dana)

- The fundraising group would like an ATM card – Kelly to look at applying for this.

Move that The Wallacetown School Fundraising committee apply for an ATM card for the 01 Fundraising account.

Moved: Danna Zhang-Thomas

Second: Kelly Hibbs

All in favour

6) Property and grounds (Doug)

- As per 10-year property report. Doug & Carl met with Ministry & School Support to discuss the next steps in upgrading and modernising the School and grounds.

Move that Wallacetown School BOT accept the proposal for renovations for the 10-year property plan.

Moved: Carl Stewart

Second: Doug Jukes

All in favour

7) Whānau (Ana)

- Nothing to report.

8) General

- Discussion on Lunches – Some children aren't eating their lunches as they say they don't have time. Perhaps trying the play first and then eat, and introducing a fruit break mid-morning, and reminding them that the second break, they still can eat.
- Launch pad (Bible in Schools) – defer the survey to term 4
- System review- Carl has assigned each member specific roles to take responsibility for, and then report back to committee each meeting.
- Fort Playground – this is unsafe, and the caretaker has recommended it needs removed.

Move that based on safety concern raised by the caretaker, the wooden fort playground needs to be removed.

Moved: Carl Stewart

Second: Doug Jukes

All in favour

- Board and Staff catchup – Saturday 13 June – at Doug's house

Meeting went in committee at 9.35pm

Motion to move reports Accepted Sandii/Ana

9) Items for next agenda – 25 March 2020 7.30pm

1. NAG - homework
2. Charter

Actions to be completed:

Person responsible	Action	Date to be completed by
Annie	<ul style="list-style-type: none"> - Westpac signing authority for online banking - Chase 2 bad debtors – send letters - 	asap
Carl	<ul style="list-style-type: none"> - Westpac signing Authority – set up Lauren – remove Neville. 	ASAP
Lauren	<ul style="list-style-type: none"> - ASC- ask Tracey if she may be able to help on mornings that need it. 	ASAP
Doug	<ul style="list-style-type: none"> - Demolish the fort playground - Saturday 13 June BOT and Staff catchup 	When you can organise a work team

Date for next meeting: 24 June 2020 7.30pm

Meeting concluded: 10pm