

Wallacetown School Board of Trustees

Minutes of Monthly Meeting

Wednesday 23 September at 7.30pm

Present:

Lauren Wilson (Acting Principal), Kelly Hibbs (Chaired the meeting), Ana Ridley, Doug Jukes, Aaron Parker, Donald McKerchar. Lisa Brady (visited).

Apologies: Carl Stewart

Declaration of interest: Nil

Welcome to Lisa Brady at her first meeting as our new Principal.

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

Accepted: Ana/Doug

2. Matters Arising from previous minutes
 - a) Westpac – Kelly to go to Westpac for Debit card for Fundraising Account
 - b) Bad debt- To write off – (Kelly)
 - c) Rubber Matting for playground – (Carl)
 - d) Scrap Metal & removal of Tractor (Doug)
 - e) After School Care – Ana & Lauren to try to catch up during holiday to continue work on this
 - f) Charter – with Ann Bixley
3. Correspondence: As per Current Bulletins
 - a) Inwards
 - b) Outwards
4. Charter:

Progress is being made – Currently still with Ann Bixley for final review – Held over to next meeting.

5. Reports

Financials (August)

- Lauren has applied to MOE for a funding grant that is available for teacher aide- awaiting response.
- Discussion on the 'Maintenance' Account, and whether transferring a set amount each quarter e.g. \$2.5k, would aide in future proofing repairs and maintenance.
- Outstanding debts are being paid down, Annie to keep chasing them

6. Principal Reports

- Reports explained by Lauren
- 58 Students – but 2 to transfer to other primary schools' end T3, ad 1 new entrant to start T4
- Aaron explained the OTJ report and what the results mean for the reading, writing & maths. Discussion on students that are below/well below, and what the plan is, and also a reminder that the well above students would not need to be overlooked.

7. 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
- Discussion on grassed area at back of school, Doug to get quote from Delta regarding mowing.
- 'Rocket'- Doug to look at repairing this (if possible).
- Over the holidays, Mike Hartigan will water blast the parts of the building that require it and repair the fort playground.
- Pool – discussion on the need to have a roster drawn up, especially for weekends and the summer holidays. Notice to go in newsletter asking for volunteers from Community.

8. Whānau (Ana)

- Discussion on Term 4 prizegiving, and the need for it to be a celebration for the year 6 students. Lauren confirmed that a new format is being planned for this year's school prizegiving.

9. Fundraising

- Quiz night – Postponed (due to Covid) to Saturday 7 November.
- Calendar Art -Profits from this to be used for Microphone/Sound speaker for outdoor assemblies, prize giving, sports carnivals.
- Polyfest Uniforms – discussion on costs.

10. General

- Information booklet for the school is revamped and looks great. Mailbox drop to go out in holidays.
- New Website up, Danna currently still driving it, but when time permits, Annie & Lauren to learn how to.
- 2021 staffing. Discussion on new staffing levels. Lisa and Lauren to work on this and present a plan at next meeting.
- School Log & Branding – a WIP.
- School fees- Annie to Ctc Lochiel school as they offered a sample of their letter to families explaining the school donation/fees. Letter to go to families early Term 4.
- ICT Policy & Procedure review, Needs reviewed & revamped. Contracts should be drawn up in preparation for another 'lock down' for the use of the school's devices - carried over to next meeting.
- ERO - Lauren attended a meeting which was informative. There are changes (for the positive) ahead for the ERO process.
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Motion to move reports Accepted Kelly/Ana

11. Items for next agenda – 28 Oct 2020 7.00pm

1. School Fees-how to advise families, why/what it is for, deadline to pay, its optional
2. Afterschool care – Ana& Lauren to continue
3. ICT Policy & Procedure review
4. Charter

Actions to be completed:

| Person responsible | Action | Date to be completed by |
|--------------------|---|-------------------------|
| Annie | <ul style="list-style-type: none"> - Website learning the how to with Dana - Rebook book fair early t3 2021 - Southland App – see i they can upload ‘info booklet.’ - Mailbox drop school info sheet. - Ctc Lochiel School re school fees letter | All are ASAP |
| Carl | <ul style="list-style-type: none"> - Rubber matting for swings | ASAP |
| Lauren | <ul style="list-style-type: none"> - Afterschool Care - Notice in newsletter re pool volunteer for summer holidays - Sound system for assemblies/prize giving. - Staffing – work with Lisa on options - Logo & Branding. | |
| Doug | <ul style="list-style-type: none"> - Scrap metal Merchant to remove junk metal. - Delta cost of mowing paddock | ASAP |
| Ana | <ul style="list-style-type: none"> - After school care | |
| Kelly | <ul style="list-style-type: none"> - ATM Card for Fundraising group. - Bad debt – write off - Westpac Logins for Lisa Brady | |
| Aaron | <ul style="list-style-type: none"> - - | |

Date for next meeting: 28 October 2020 7.00pm (NOTE EARLIER TIME)

Meeting concluded: 9.15pm