

Wallacetown School Board of Trustees

Minutes of Monthly Meeting

Wednesday 28 October at 6.30pm

Present:

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

Apologies:

Declaration of interest: Nil

Welcome to Lisa Brady at her second meeting as our new Principal, and Welcome also to Treena Symons from the Oreti Community Board.

*Before the meeting opened, Treena Spoke about the Oreti Community Board, and their involvement with Wallacetown School. The Chair of the Board would like to visit, there was a clash with today's meeting. Primarily discussion was about the Pool, and its viability and possible solutions. Further discussion needs to be had with Ministry, with the possibility of making it into a Community Pool, and have a separate committee running it. This will be an ongoing topic.

Meeting opened 7pm

1. Confirmation of previous minutes from meeting held 23 September 20

Accepted: Ana/Aaron

2. Matters Arising from previous minutes
 - a) Westpac –Debit card is a no for the fundraising account- as the account is dual signatory.
 - b) Bad debt- To write off at the end of December – (Kelly)
 - c) Rubber Matting for playground – Carl has some at his place, Doug to organise it to be installed.

- d) Scrap Metal removal – is removed, to upload to local FB Community group to see if anyone locally would buy it. Doug to investigate the ease of reinstating a tennis net on the courts.
- e) After School Care – Lauren to write a letter to families about the impending price rise costs for Afterschool care 2021.
- f) Pool Volunteer- discussion on whether to post in the Community FB page looking for volunteer to help maintain the pool.
- g) Sound System for School; Aaron is researching the best set up for us, and payment for this to come from Bookfair/Fundraising group and Quiz Night proceeds. Maximum spend is to be \$2,000.
- h) Westpac logins need to be set up for Lisa Brady.

Move that the Wallacetown School BOT add new Principal Lisa Brady as a signatory/authoriser to all the School Banking accounts.

Moved Kelly Hibbs/Ana Ridley

All in Favour

3. Correspondence: As per Current Bulletins

- a) Inwards
- b) Outwards – Letter responding with good wishes to Sandii Cullimore on her resignation.
Discussion on suitable gift for her from the school – Aaron and Ana to organise this.

4. Charter:

Needs final formatting, then circulated to staff for checking. This will be revisited in 2021 again.

5. Reports

Financials (September)

- Discussion on invoice from School Support- and Annie to investigate when the contract with them expires.

6. Principal Reports

- Reports explained by Lauren
- 57 Students – but 3 to transfer to other primary schools' end T4, and 6 year 6s leaving
- Aaron explained the 'Student Needs' Identification report.

7. Property and grounds (Doug)

- Rubber matting under swings needs replaced, Carl has some.

8. Whānau (Ana)

- Discussion on some families have difficulties with transportation to out of school events.

9. Fundraising

- Quiz night –Saturday 7 November. Proceeds to go towards Sound System. Mufti Day 30 Oct – Grocery hamper items for gift baskets.

10. General

- **School Log & Branding** – a WIP.
- **Staffing** – job vacancy being advertised for fulltime teacher 29 Oct 20. With Interviews to be set 16/17 November. Lauren, Lisa, Ana and Donald to be on the Panel.

Board went "in committee 8.35pm"

Under Schedule 2A of the LGOIM Act 1987 I move that the public be excluded from the following parts of the proceedings of this meeting, namely state general reason to protect the identity of natural persons as the matters relate to employment OR individual students OR commercially sensitive information (Section 48(1)(a)).

Board came out of committee 8.41pm

- **Swimming Pool** – Lauren had meeting with Trish Boyle (Ministry), who advised to run the pool as economically as possible for another 3 years, then re look to see if it is financially viable. Possible it can be run as a separate entity from the school, by the community, with having memorandums of operation drawn up. Lauren and Carl to Investigate the 'how to' of forming committee, and having the MOE form a memorandum for the operation of the Pool. The Board will run a 'roster' in conjunction with Mike Hartigan .Carl to set this up , with a list of duties, and to get Mike H to attend next meeting at 6.30 pm to go over procedures of water testing etc.
- **Kapa Haka Uniforms**- Discussion on paying for uniforms.

Move that subject to the Fundraising committee being in agreement, the Wallacetown School Board of Trustees will commit to paying 2/3 of the cost, with the fundraising group to pay 1/3 of the cost of the Kapa Haka uniforms.

Moved Aaron parker/ Doug Jukes

all in favour

- **Budget 2021** – Kelly, Lauren & Lisa to meet with Kelly 11th Nov to set up draft budget.

- **Targeted Learning** – End of week 6 achievement data will be available to compare.
- **ICT Policies & Procedures** -Carl to collate all comments/recommendations and email to all Board members to review, agree, and 'sign off'.
- **School Fees** – Discussion on proposed letter to families that will be emailed and sent home to families about 2021 School fees. Feedback to be reviewed at next meeting.
- **Feedback/Questionnaire** – this to be combined with the 'School fees' letter – How has the year gone etc?
- **Launchpad**- Term 1 2021 – letter to go out to families gauging their interest beyond term 1.
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Motion to move reports Accepted Donald/Kelly

11. Items for next agenda – 25 November 2020 7.00pm

- Feedback from families
- Policy procedures
- Pool

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 Aaron - School support contract – find out when it expires. 	ASAP
Carl	<ul style="list-style-type: none"> - Pool Committee/ Memorandum - Swimming pool roster - ICT policies & procedures - School fees letter 	
Lauren	<ul style="list-style-type: none"> - Afterschool Care letter to families. - Notice in Community FB Page re pool volunteer for summer holidays(maybe). - Sound system for assemblies/prize giving. - Staffing – work with Lisa on options - Pool Committee/ Memorandum - Draft Budget meeting with Kelly & Lisa 	
Doug	<ul style="list-style-type: none"> - Rubber matting for swings - Tennis court – reinstate nets if possible - Community FB group – see if anyone locally would buy the scrap metal 	ASAP
Ana	-Gift for Sandii- liaise with Aaron	
Kelly	<ul style="list-style-type: none"> - ATM Card for Fundraising group. - Bad debt – write off - Westpac Logins for Lisa Brady - Draft Budget meeting with Lauren7 Lisa 	
Aaron	<ul style="list-style-type: none"> - Work with Annie on Website - Sound System 	

	- Gift for Sandii-liaise with Aaron	
Lisa	- Draft Budget meeting with Laure & Kelly	

Date for next meeting: 25 November 2020 6.30pm (NOTE EARLIER TIME for Swimming pool learning)

Meeting concluded: 9.15pm