

## **Kokopu School Board of Trustees Meeting Monday 29th July 2019**

**Opened: 6pm**

**Welcome/Present:** Neil Crowson, Toni Hughes, Ratama Weavers, Mark Ashcroft, Shaun McMurchy, Lindsey Riley, Klrsty Stuart, Vicki Lye.

**Apologies:** Nil

### **Strategic Decisions**

1. Principals Report - Report presented.
2. Health and Safety Report - Including Ramp Safety Strips - We require 95 metres of safety strips for the ramp and deck areas which get slippery. The cost for only 53 metres is approx \$870 to put these on the decks and ramps. We have quotes but Shaun and Toni will get some prices too. Once all the prices are in we will go ahead and fix the safety strips. Neil updated us on the council response regarding the safety of the road outside the school. They are not obligated to do anything further to help with safety in this area as we have a pull off carpark for dropping off and picking up. Mark suggested we try to upgrade our car parking with our 5yp which is due in a couple of years. He will consult with our project managers LM Consulting. Toni explained jobs that were identified in the health and safety inspection and the progress made so far. Pete has completed most jobs. Going forward the report will prioritize jobs. Mark will consult with Pete on any extra hours needed for this work. We discussed the playground and issues with the movement of bark and the retaining of water. Next time the bark is to be replaced the ground underneath needs to be levelled.  
Shade house is now complete apart from the irrigation. Shaun and Tony will look at the sprinkler system. Thanks for all your hard work on this project Tony and Shaun. Awaiting repair of the shade area roof.  
Metal up to the top field needs to be compacted.  
We received funding from the Regional Council of \$1000 for the bike track to be metaled.  
The PTA is considering supporting with \$8000 toward the upgrade of the library. Leeanne is still awaiting final agreement from the PTA, otherwise the work will need to be halted and an alternative plan created. Painting needs to be done, shelves will be spray painted and new carpet laid. The TV will be moved to Room 5.
3. Grounds and buildings - Update & Painting quote for Library - Presented Tim Knights quotes for the library building. The cost is \$2070 incl GST for Ministry owned and the same for the Board owned part of the building being a total of \$4140 incl GST. As the Board own the library it will become a liability in years to come so it needs to be maintained well. The Ministry are not interested in purchasing the building from the Board so it is our responsibility to keep up the maintenance. Shaun suggested we hold off the exterior painting until later in the year until the building has been inspected. Toni has volunteered David for this job. The admin block will be reviewed next year as the condition of the building paint is still very good. There is

an issue at the court end of Room 1 where the wood seems to have rotted. Lindsey will get Tony to look at this.

4. EMR Trip to Poor Knights Term 4 - EMR will organise a discount for us for this trip. The cost for the Poor Knights trip is approx. \$70 per child. This is a big expense after Junior Camp. A discussion ensued regarding funding organisations. Lindsey will look at options along with Vicki so we can apply for grants for this trip.
5. Camps 2020 - Room 6 Camp to The Farm - Anna would like to take her class to this venue in Week 2 10th Feb. An application for Funding to Oxford Trust will be submitted. Mark moved the Board approve this camp, unanimous.  
Room 3 Camp to Manaia Baptist Camp - Tama is able to book in for Term 1 Week 6 and would like to request permission from the Board to do this 3 night camp. Mark moved the Board approve this camp, unanimous.

### **Monitoring**

1. Financial Reports - Payments update - Aged Receivables - letters need to be sent out to families owing money. In future we need to have prepaid after school care so no debt is incurred for this. We need to clear all this debt by 2020. Lindsey questioned the feasibility about after school care. Mark explained how we started this service as there was a need and it helped increase our roll. We need to have an aged receivables report for after school care only for the next meeting so monitoring debt will be easier.
2. Banked Staffing Report - \$25961 Due to the amount of teachers salaries available we could possibly afford a part time teacher for term 4. A discussion ensued about organisation of classes for 2020.  
Tama moved the finance is accepted, Shaun seconded, unanimous.
3. Roll 113
4. Policies – Outsourcing Policies, School Docs update - ongoing

### **Discussions**

Principal Appointment - Appointment Committee

Grant applications for shed - Re-apply to Pub Charity in February 2020

COL updates - Jennifer is now the Across School Teacher for our COL. At present the main focus of this position is Write That Essay. Other subject focus will come up in time.

Decile Change Application - ongoing

Teacher Only Day - 30th August PB4L - All the teaching staff will be attending a PB4L course.

Teacher Appraisals - Accord from MOE presented. The Ministry are assessing the appraisal system and its effectiveness.

Principals Conference: Mark has requested permission from the Board for Jennifer to attend the conference for one day as this will benefit her in her role in term 4 as interim principal.

The Board agreed.

### **Confirmation of Previous Minutes & Matters Arising:**

Tama moved the minutes from the last meeting are accepted as a true and correct record.  
Shaun seconded, unanimous.

## **Correspondence**

**In:** Oxford Trust - \$2000 Grant for Junior Camp, successful

ELF - \$1000 funding for bike track, successful

Pub Charity \$3400 for tee shirts, successful - ordered. Kirsty suggested the tee shirts are taken off after an event and sent home with one person per class to wash so they always come back.

Biosecurity NZ - Re: Calf Club. Whangarei Group Calf Club have decided once again not to have calves at Central Day. There is the opportunity for children to raise a calf and enter it into the Virtual Calf Club which we will explain to everyone in a newsletter.

Whangarei Group Calf Club - Decision not to have calves at Central Day

NZEI - Paid Union Meetings for Principals - A discussion ensued regarding the support of

Primary

Principals Pay parity. Shaun tabled the letter the union wants BOT Chairs to sign and submit to the government. He will do more investigating regarding pay parity for principals and make his decision.

**Out:** Jennifer Hibbert - Letter of congratulations for ACT.

**Matters Arising:** Pool FX - follow up for chemical shed enclosure.

**Date & Agenda items for next meeting.** Monday 23rd September 6pm.

Meeting closed 9.20pm

Meeting closed 9.45