

MINUTES OF THE HAMILTON EAST SCHOOL BOARD OF TRUSTEES MEETING

HELD ON 27th NOVEMBER 2019

Present: T Balvert (Chair), P Wright (Principal), L McKenzie (Staff Rep), T Dobson, L Taitoko, L Nelson, D Robson, J O'Neil, S Nagels, G Bobsien, C Taylor.

Karakia

Welcome: Meeting opened at 6.12 pm. T Balvert welcomed the board and thanked them for attending the early meeting. G Bobsien, J O'Neil, and S Nagels, as the Leadership Team, were welcomed to the meeting.

Motion: that G Bobsien, J O'Neil and S Nagels have speaking rights.

MOVED from chair

CARRIED

Declarations of interest: none

ACTION TABLE LIST - October 2019

S Flintoft to draft a Schedule of Work for the building maintenance.	P Wright
Check the boundary trees with W Gounder	P Wright
Meet with Grandparent re hall extensions.	T Dobson & T Balvert.
Arrange to meet with a kitchen designer and arrange quotes for the kitchen. Visit Woodstock School.	P Wright
Arrange blinds for the new block.	P Wright
Source another quote for a pool cover.	W Gounder.
Meet with S Seel regarding the school's policies.	T Balvert
Meet with D Robson regarding the Details of Delegations document.	T Balvert
Draft a Consent Form for parents to sign stating that we can display students medical information.	T Dobson
Add note to the specified policies - refer to Insurance Claims Advisory Note	C Taylor

Discussion:

- S Flintoft to draft a Schedule of Work for the building maintenance. P Wright. To be actioned.
- Check the trees on the school boundary with W Gounder. P Wright/W Gounder. Done. He has cut down the dead tree and will spray the undergrowth in summer to keep it under control.
- Meet with Grandparent re hall extensions. T Dobson & T Balvert. Have had a phone call with the grandparent - offered enthusiasm and a name at Livingston Builders, will follow this up. The Ministry may require us to use their Architects and Builders.
- Arrange to meet with a kitchen designer and arrange quotes for the kitchen. Visit Woodstock School. P Wright. Done. The designer is working on the plans at present. The kitchen rebuild could happen during the summer break if we are able to organise everything quickly.
- Arrange blinds for the new block. P Wright. Done. L McKenzie – the blinds have been installed and the cords have been fitted so the children can't reach them.
- Source another quote for a pool cover. W Gounder. Ongoing.
- Meet with S Seel regarding the school's policies. T Balvert - have emailed S Seel, will meet with her.
- Meet with D Robson regarding the Details of Delegations document. T Balvert - to be actioned
- Draft a Consent Form for parents to sign stating that we can display students medical information. T Dobson – has a draft, will present to next meeting.
- Add note to the specified policies - refer to Insurance Claims Advisory Note. C Taylor. Done
- Print out the Karakia for the Board. E Hendry-Follows. Done

Action:

- S Flintoft to draft a Schedule of Work for the building maintenance. P Wright
- Hall extension/Livingston Builders. T Balvert & T Dobson
- Pool cover quotes. W Gounder
- Meet with S Seel re policies. T Balvert
- Policies, Delegations document. D Robson & T Balvert
- Consent form for parents regarding students medical information. T Dobson

GENERAL BUSINESS/REPORTS

Principal's Report: As tabled. Discussed by P Wright

- Roll stands at 500
- Board viewed the report.

Motion: that the Principal's report is accepted.

MOVED

P Wright/T Balvert

CARRIED

Bus Fares 2020 Discussed by P Wright

- Propose to increase the fares to from \$10 to \$12 per week for 2020.
- Will change the route to exclude Fairview Downs.
- Board discussed. Noted that the bus runs at a small profit at the moment, but this is necessary in order to put funds aside to cover repairs and maintenance that arise. We subsidise some students as this improves attendance.

Motion: the board approves an increase in the bus fees to \$12.00 per week for 2020.

MOVED P Wright/T Balvert

CARRIED

Dawson's Field Lease Discussed by T Balvert

- T Balvert spoke with S Reyneke this morning. S Nagels has discussed the lease with the Council.
- The lease has increased from \$1 per year, then \$50 per year, and now to \$1148 per year.
- Lawnmowing costs us on average \$150 a month. The school paid for the fencing and the goal posts.
- As we lease the land, the Council expect us to maintain the fences, trees, lawns, etc. The person from the Council recommends that we stop leasing the field. The Council may remove the fence on the Grey Street boundary. We would not be able to use the field for parking, except for special events.
- T Balvert - we have rights on the field if we continue with the lease, noted that we have not paid the lease this year.
- T Dobson - why did they change the amount of the lease? P Wright – the Council decided to charge community groups for the use of Council land.
- T Balvert - we have to let the Council know our decision before the end of the year.
- G Bobsien - we use the field daily for class activities, lunchtime sports and after school events. Would the Council sell the property? T Dobson - it is a green space and a public park so it would not be sold. Do we worry about paying \$1000 per year and lawn mowing costs - it is good value for the school.
- T Balvert - it is good value, but we don't have single use of the field.
- S Nagels - the Council said they would open up the grounds by clearing some of the trees on the boundary. Have been told we could use it any time we liked. If we wanted it for a School Fair we would have to book it. They are not forcing us to give up the lease. We are the only school which has this agreement with the Council.
- Board agreed to decide at the next meeting.

Action:

- Continue with the lease for Dawson Field? Board

Fixed Assets Audit Discussed by T Balvert.

- The Auditor requested that we carry-out a Fixed Asset Audit.
- D Robson and S Reyneke have checked the items throughout the school and completed the Fixed Asset Audit.
- We are required to complete this audit yearly.

Tragic Death of a Parent Discussed by P Wright

- We held meetings with all staff, see Health and Safety folder, google docs, Grief and Trauma.
- The Ministry Trauma Team were contacted and came into the school to advise staff on how to help the students and support staff.
- A register of 'at-risk' students was created.
- The children will not return to Hamilton East School – they are in their Grandmother's care in Auckland.
- Does the Board approve of giving a donation to the Give a Little Page for the children.
- Board agreed to gift \$500.

Motion - that the Board contributes \$500 to the Crystal Selwyn Give a Little Page.

MOVED from chair

CARRIED

P Wright - a parent asked if we would put the Give-a-Little page onto the School Facebook site. Board discussed and decided not to put on the school Facebook page.

2020 Budget

- T Balvert - why is trading gone from \$1500 to \$6000 for 2020?
- P Wright – we can ask S Reyneke to clarify the new budget figures.
- D Robson - staff development increase is only \$200, think this should be a larger amount. P Wright - the Literacy Course will come out of this year's Budget.
- Why is the bus cost amount reduced?
- P Wright the predicted roll for 2020 is 452, the Budget is based on this amount of students - this is a conservative number.
- D Robson – how are we covering the cost for chrome books? P Wright - the amount will come out of the Donation Scheme.
- T Balvert - thought we would come out much better off than we appear to by joining the Government Donation Scheme. Can we have some details regarding this?
- L Nelson - we are increasing the amounts we receive from Government Funds and we are increasing the amount for ESOL costs? G Bobsien - the ESOL amount was previously under budgeted, we are correcting the amount. We received \$55000 this year for the ESOL program.

- G Bobsien – as we spent more on the Learning Assistants than was budgeted for, we have increased the amount for the coming year.
- L Nelson - do we have enough budgeted for the Learning Assistants? G Bobsien - we don't currently have enough to fund the programs we are running this year.
- P Wright - we expect to have 4 students start who have ORRs funding, if we don't get the expected funding we will have a shortfall.
- T Balvert - J Lye has reviewed the budget and is satisfied that the assumptions are fair and reasonable, apart from a \$100 variance with School Activities section.
- P Wright - will get more Budget details from S Reyneke.

Action:

- Ask S Reyneke for further details regarding the Budget. P Wright

Finance Report Discussed by P Wright

Meeting held Tuesday 19th November, 1.30pm.

Present: P Wright, D Robson, M She, P Wright, S Reyneke, G Bobsien, L McKenzie.

- D Robson - it was a positive meeting. We will be approximately \$150,000 ahead by the end of the year. The school is in a good position.
- T Balvert - asked if the board have any concerns about the expenditure. D Robson – Professional Development for staff was a bit lean this year. P Wright - we are increasing this for next year.
- T Balvert - board expenses are still high. P Wright – this is due to the Board Election and the extra expenses to deal with on-off issues this year.

Motion: that the board accepts the Finance Report for the month of October 2019.

MOVED from chair

CARRIED

Motion: that the board authorises the Finance Committee to pay the batch payments for the month of November 2019.

MOVED from chair

CARRIED

ADMINISTRATION

Correspondence:

IN

STA News

NZSTA – Waikato Regional Executive Elections, Voting Papers. Aa tabled. T Balvert - I have submitted our nominations for the Elections.

Karva – Quote for playground equipment. As Tabled. L McKenzie - have set up the playground that the children are enjoying at present.

- The Karva playground is a purpose built playground that we would prefer.
- The FUNdraising team would cover the cost of the playground.
- P Wright - if the board approves we would look into this further.
- We would like to install a water tap for the children to fill bottles and be able to wash their feet. They use the taps in the toilet at the moment.

Motion – the board approves of using surplus finds at the end of the year to pay for the Karva playground equipment.

MOVED from chair

CARRIED

T Dobson - playground creations have checked the Totara playground, but have not got back to us as yet. They will come back with solutions to the problems we have at present. L McKenzie - W Gounder will make some changes to tidy the area.

C Hilson, School Property Advisor – New Classrooms. As Tabled. T Balvert – Hamilton East School has high priority, and we are likely to get 4 classrooms and probably as a 2 storey block.

Ed Gazette (x3)

MOE – Reform of Tomorrow’s Schools. As tabled. T Balvert - will add this information to the board newsletter. 90% of decile 3 -7 schools have decided to opt-in.

P Wright - can we charge for a school trip? T Balvert - if it is a fun trip we can charge. Anything that links to the curriculum we cannot charge for, there will be a lot of sorting out in the first year as to what we can charge for.

School Donations Scheme – Confirmation of Opt-In to the Donations Scheme. As tabled.

J Lye, Granville and She - 2020 Budget. As tabled

P Kelly, MOE - Kahui Ako across Kahui Ako Teachers. As tabled G Bobsien can be reappointed. The Board congratulated G Bobsien.

Motion - that the Board supports G Bobsien to be reappointed to the Kahui Ako Across School position.

MOVED from chair

CARRIED

T Balvert - the Board will write a letter informing G Bobsien and complete the required Nova Pay form.

ERO will visit Term 1, Week 5, 2020. T Balvert - understands that this is good timing for the school.

2019 Data is complete.

P Wright and T Balvert will attend training on Friday regarding the ERO visit.

J Clout - LWOP request 2020. As tabled. Board approves. T Balvert - will write to J Clout to confirm. P Wright will discuss with J Clout which 2 weeks she will have leave.

Motion - that the board approves leave with-out pay for J Clout, subject to suitable dates being discussed with P Wright

MOVED from chair

CARRIED

Motion: that the Inwards and Outwards correspondence be accepted.

MOVED from chair

CARRIED

Action:

- Letter to G Bobsien regarding the Kahui Ako Across School position. T Balvert/C Taylor
- Letter to J Clout regarding LWOP. T Balvert/C Taylor

Board Minutes

Motion: that the Minutes dated 23rd October 2019, be accepted as a true and correct record.

MOVED from chair

CARRIED

In Committee – No items for In Committee

G Bobsien presented to the board - Overview of Melinda Webber's survey results.

2020- 2023 Strategic Planning Session – Board proceeded with Planning Session once the meeting closed.

ACTION TABLE LIST - November 2019

S Flintoft to draft a Schedule of Work for the building maintenance.
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P Wright

Hall extension/Livingston Builders	T Balvert & T Dobson
Pool cover quotes.	W Gounder
Meet with S Seel re policies.	T Balvert
Policies/Delegations document	D Robson & T Balvert
Consent form for parents regarding students medical information.	T Dobson
Continue with the lease for Dawson Field? Board	Board
Letter to G Bobsien regarding the Kahui Ako Across School position.	T Balvert/C Taylor
Letter to J Clout regarding LWOP.	T Balvert/C Taylor

Next Board Meeting: 4th December 2019

To discuss at the December meeting:

- Dawson Field Lease
- Consent form for parents regarding students medical information.

Signed as a true and correct record

Date

Meeting closed at 7.30pm