

**Kelson School
Board of Trustees Meeting
Minutes**

Date:	Tuesday, 22 June 2021	
Time:	5.30 p.m.	
Attendees:	Karel Dulver - Chairperson Andy Ziegler Kaajal Pathak Regan Powell Whetu Campbell Helen Joyce (Staff Representative) Judy Pemberton (Principal) Lynda Bourne (Minutes Secretary)	
Apologies:	Nil.	
Agenda:		
	<ol style="list-style-type: none"> 1. Karakia - opening 2. Housekeeping – Confirmation of Agenda 3. Principal’s Report 4. Strategic and Policy Issues 5. Finance 6. Property 7. Health and Safety 8. School Culture 9. Community/Fundraising 10. Staff Representative 11. Confirmation of Previous Minutes 12. Correspondence 13. Outstanding Actions 14. Any Other Business 15. Forward Agenda 16. Karakia - closing 	
		Action owner
	<p>Kaajal opened with a Karakia.</p> <p>Karel opened tonight’s meeting and welcomed everyone.</p>	
Housekeeping –		
	The agenda was confirmed.	

FINANCE

The May 2021 Financial Reports were tabled.
The accounts are tracking well.

Andy moved that the May 2021 Financial Report be accepted. Seconded by **Regan**. All agreed.

Andy has attended a NZSTA Effective Financial Governance course. He said it was very informative and worthwhile. Some of what the courses covered was guidance for a contingency budget, capital assets – replacement, bank staffing etc. It also covered property occupancy, but this is not applicable to Kelson School. Depreciation – e.g., furniture, whiteboards etc. Insurance – it was recommended that we take video's or photos of assets for insurance purposes. The Board agreed that we should do this.

PROPERTY: Karel**SIP Funding**

The Procurement Document for this project has been signed by both Judy and Karel. We're hoping that tenders are called for soon.

5YA Money

Locks around the school will need to be replaced in the future, due to the age of the buildings.

Hall

The existing doors need to be replaced along with new steps. Doors legally need to open freely. Due to the information we received from the Council in regard to the legal number allowed in the hall at any one time, there is now no need to pursue with the building of an extra door.

Solar Panels

Brent Skinnon has indicated that he is prepared to continue with the project of installing solar panels at school. Judy and Jane Murray have started the process for a Genesis Grant application for this.

Bike Track

Regan has added a truck load (2 ½ tonnes) of limestone to the bike track. It still needs to be compacted. Now would be a good time to do it, whilst it's wet.

Miscellaneous

The new solar lights that were recently installed on the driveway need to be checked. They aren't working as they should.

<p>HEALTH AND SAFETY:</p> <p>Update –</p> <p>Judy tabled the sickbay incident report which is generated from eTap. From now on Lynda will send an updated report to Regan before each meeting. Judy will share the hazard register through google docs to the Board.</p> <p>Well-being Rep – Judy and Andy will look at the 2022 budget for this. Judy will have a conversation at a staff meeting to gauge if anyone is interested/keen in developing this role. If there is an interested staff member for it, they could work alongside Regan. If there are a number of staff keen for this role, there will need to be an election. Another idea was to have the option of having two members - one for each syndicate.</p>	<p>Lynda</p>
<p>SCHOOL CULTURE -</p> <p>Whanau Group – Update –</p> <p>Nothing to report – the next hui is next Monday.</p>	
<p>Community/Fundraising</p> <p>Update –</p> <p>The funds from the math-a-thon fundraiser will go towards the school swimming programme. Jane Murray has applied to Pelorus Trust and Pub Charity for grants.</p> <p>The next Fundraising Meeting is next Monday.</p> <p>The New Parent Morning Tea is this Thursday.</p>	
<p>Staff Rep -</p> <p>Helen said that the strength based course was very positive.</p> <p>School Reports are completed. Teachers are now working on end of term assessments.</p> <p>We have had our 2021 school photos taken.</p> <p>The NZEI paid union meeting for teachers was held today. The teachers were voting on the direction they will take in their campaign to renew their collective agreements in 2022.</p> <p>As it is the end of the term, the children are very tired.</p>	
<p>CONFIRMATION OF PREVIOUS MINUTES:</p> <p>Minutes of Meeting dated 25 May 2021 are accepted as a true and accurate record. Andy moved that the Minutes be accepted, seconded by Whetu. All agreed.</p>	
<p>CORRESPONDENCE:</p> <p>Nil.</p>	

<p>ANY OTHER BUSINESS:</p> <p>Karel said that he will pen something on behalf of the Board and send it through to Nicky to include in tomorrow's newsletter.</p> <p>Grant request for the replacement of doors and steps in the school hall –</p> <p>It was resolved that a grant request be made to Hutt Mana Charitable Trust for the amount of \$6,000.00 to be used towards the cost for the replacement of doors and steps in the school hall.</p>	
<p>Outstanding Actions/Outcomes:</p> <p>Solar Panels – as written earlier, Brent Skinnon is still happy to continue with this project.</p> <p>Major Drive Speed Limit – Judy said she has spoken with Cherie from the Council, and because our school is not located on Major Drive we are not eligible for an official school crossing. There may be another option which is to put up a Jack and Jill sign, with slowdown printed on it. An idea to be able to get this would be that the senior students gather data on Major Drive by way of a radar, and then put this data together with a stem and leaf graph, and send this information to the Council. It would be educational for the students as well.</p> <p>School Crossing fix – Judy has spoken with Cherie to follow up on this.</p> <p>Offer of help for Travis Cook – Judy has been in contact with Travis, and he is fine.</p>	
<p>FORWARD AGENDA AND TOPICS FOR NEXT MEETING:</p> <p>Mid-Year Data</p>	
<p>NEXT MEETING: Tuesday, 17 August 2021 at 5.30 p.m.</p> <p>Whetu closed the meeting with a Karakia.</p> <p>Meeting Closed: 7.20 p.m.</p> <p>Supper: Karel</p>	

Signed: _____

Date: _____