**Strath Taieri School Board meeting, May 1, 2023. 6pm**

**Present:** Lisa Bankshaw, Charlotte Dykes, Bevan Wilson, Willie Jones, Alice Scott, Amber Matthews.

**Apologies.**

Kirsty Lynch

*Moved : Bevan 2nd: Charlotte*

**Visitors:**

Nil

*PRINCIPAL’S REPORT (attached).*

Lisa presented the principal’s report.

*Principal’s report is accepted by the Board*

*Moved: Alice Second: Bevan*

Lisa to share Physical Restraint Policy with Board for review by next meeting.

**ACTION LISA**

Education Outside the Classroom guidelines have been reviewed. Board is happy to adopt the new guidelines.

*Moved: Bevan 2nd: Alice*

Lisa to send Alice newsletter documents and enrolment info to be uploaded onto website.

**ACTION LISA AND ALICE**

*FINANCE*

Charlotte presented the finance report.

An interim operating surplus is reported for the first three months of the year of $26,869 this compares to 2023 Draft budget dated 24 Jan 2023 forecasting a deficit of ($29,982). Net working capital is reporting at $249,500 (2022 Unaudited: $234,783) and Equity of $324,402 (2022 Unaudited: $297,396).

During March $18k (net) of Cavalcade Income and $7.8k of Teacher Relief funding has been recorded which has had a positive impact on the schools March result.

Overall the school continues to be in a sound financial position with current assets continuing to comfortably cover current liabilities ensuring there are sufficient cash resources to meet current financial obligations.

Lisa said the $14K Banked Staffing surplus had been spent in the first term and the total was now at zero which is where were she and the board had planned to be by now. The Board Funded Teacher component of the budget was now being spent for extra staffing.

PTA funds currently in term deposit is due for renewal shortly, Charlotte was going to check with Amelia about spending some of these funds on woodchips for playground, and would put the remainder of the funds back into a TD.

**ACTION CHARLOTTE**

Lisa to continue to follow up regarding funding for Technology Bus transport. The school is still currently paying for both the mileage and the driver wages to run the bus to Taieri College and back, despite repeated assurances from MOE that this would be paid for by MOE.

**ACTION LISA**

Bevan made a motion that the board should apply for school gardener/lawnmower Beryl Marshall to have access to a Mastercard facility so she can fill the petrol containers for lawnmower as needed. Beryl said she needs about 20L of petrol for each mow and through the height of the season would mow once a week, sometimes more depending on growth. Board agreed this would take the pressure off Lisa who was having to drop what she was doing to go and refill containers.

*Bevan moved that we should apply for Beryl to be a cardholder with a maximum monthly limit of $200.*

*Moved: Bevan. 2nd: Charlotte*

*The board approved for Beryl Marshall to be a Strath Taieri School Mastercard cardholder with a monthly limit of $200.*

*All in favour.*

Alice to send Charlotte cardholder application forms so she can action.

**ACTION ALICE AND CHARLOTTE**

Charlotte made a motion that the 2023 Budget be approved by the board.

*Moved: Lisa 2nd: Alice*

*The board approved the 2023 Operating Budget*

*All in favour.*

Charlotte made a motion that the Board approves the 2022 Financial Accounts.

*Moved: Bevan. 2nd: Willie*

*The board approves the 2022 Financial Accounts.*

*All in favour*

*Cavalcade finances*

Willie presented an income and expense breakdown of the 2023 Cavalcade fundraiser and a comparison to the 2021 Cavalcade.

Overall expenses were $11,553.10 and income was $28,321.9 (excluding GST) so a profit of $17,864.52 was banked. The board thanked Willie, Sean Leslie and the number of volunteers who did a fantastic job of this fundraising event.

Willie said it would be handy know ahead of time next year what events are coming up at school after the Cavalcade so leftovers etc can be used and further savings can be made within the school.

It is also worthwhile to record that school purchased the materials from Steel and Tube for egg/pancake rings, these were made by Sean, who is of the understanding that he owns the equipment but will be available for the school to use each year. Alongside other catering equipment that he owns. Board is happy with this arrangement.

*LSC/Admin office upgrade*

Strath Taieri School is still waiting on $26,500 to be paid from the MoE for the LSC/Admin Office project.

Charlotte was going to this with Margaret Pollitt at May 2’s meeting with her.

**ACTION CHARLOTTE**

*Financial report is accepted by the board:*

*Moved: Willie Second: Alice*

*PROPERTY*

Board discussed the positive meeting some of the members had recently with new LogicGroup Project Manager Cameron Olsen. Big improvement from previous PM.

*Leaking roof*

Rm2 leaking ceiling. Currently at a standstill as SSL who are dealing with the situation are yet to advise if/what of the repairs are covered by insurance. SSL sent school an invoice of $6000+ for Jae carpet cleaning/water damage services but as it is made out to SSL and not STS, it will not be paid until there is some action on the repairs. There are very damaged ceiling tiles that should not be reinstalled. Awaiting notification of what is going to be done. Roof seems to be now watertight with temporary fixings.

**ONGOING**

*5YA Property Project*

Cameron went over the scope of the works with Alice, Lisa and Bevan. Further design alterations made and more requested following the failure of previous PM to lodge the changes with the designer. Question raised as to who pays for design revises if they were missed the first time by the PM. Bevan said he would follow up on this with Cameron.

**ACTION BEVAN**

*Bus shelter/bike shed*

Discussion around whether to demolish or preserve this building. Awaiting Pat Hamer, builder, assessment on the structural integrity of the building before further discussion and any decisions will be made.

*Work Requirement Notice. No:897530*

Bevan has rectified the conduit cable.

Alice is seeking a second quote for strobe light. Will follow up. **ACTION ALICE**

Lisa is of the understanding that the following:

*4. New wet disabled toilet area has no manual call point yet a red cable is hanging by the door.*

*5. New wet disable toilet area has a non indicating thermal heat and is not operating. (Aotea Electrical has ongoing work in the*

*school, upgrading to a Type 4 fire alarm system next year).*

Has been acknowledged as no longer a requirement.

*School house*

The wall area above the oven needs a splashback but it’s not a simple square and Charlotte and Amber are looking to tile it. **Ongoing**

A replacement fan heater was installed in bathroom by Emma’s dad Glynn who is an electrician. No invoice has been received by the board for this work. Alice to arrange a voucher for $150 for a bike shop.

**ACTION ALICE**

Alice to query with Glynn re the Electrical Certification for the two appliances (heater and oven) he has installed. **ACTION ALICE**

Garage door still not sorted. Alice to do so.

**ACTION ALICE**

*Playground repairs*

Bruce Todd has looked at what materials need purchased. Alice to call him and discuss further.

**ACTION ALICE**

*UNIFORMS*

Charlotte presented fabric samples from Bethels Uniforms. Board liked the 50% cotton/polyester fabric and agreed to a Royal Blue with light yellow trim.

Charlotte now to go back for design and size samples.

**ACTION CHARLOTTE**

*Inward correspondence:*

Varied MOE and NSTA bulletins and newsletters.

Meeting closed: 9.00pm

Next meeting: 13 June 6pm