

Dunsandel School Board Meeting Minutes



Minutes of the Dunsandel School Board Meeting held on Tuesday 10.09.2024 at 7:30pm
in the Reading Room, Dunsandel School, Dunsandel.

The meeting began at 7:30pm

Present:

M O'Connor, A Sheppard, S Maiava, B Dondertman, T Harrold, F Pluck (Minutes)
Dave Robinson.

WELCOME

MO welcomed everyone to the September meeting of the Dunsandel School Board.

APOLOGIES -

PREVIOUS MINUTES

It was agreed that the Minutes of the Dunsandel School Board of Trustees Meeting held on 06.08.2024 be adopted as a true and correct record.

All Agreed

MATTERS ARISING

-

CORRESPONDENCE

Outward

-

Inward

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REPORTS

ADMIN AND GOVERNANCE

Curriculum and Assessment

- PAT & e-asTTle testing has been completed for the second half of the year. Staff have also administered Peter's spelling and school wide basic facts testing.
- All ICAS testing has been completed.
- 4 children competed in the Kāhui Ako Speech Competition on 8.8. They represented our school with PRIDE with one winning in their year group and 2nd place in the other year group.
- 3 sports teams competed at the Winter Tournament at Leeston Sports Ground on 13.8. Our soccer team qualified and represented Ellesmere Zone at the Canterbury Schools winter tournament on 5.9
- Our Yr 5 & 6 children participated in the Strum, Strike Blow Festival at the Wolfbrook Arena on 15.8. The children represented us well and very well

behaved. I would like to acknowledge the work that Heather Birnie and Kate McCloy had put into this group to prepare them for the performance.

- A group of children from Year 6 did community service at the fire brigade twice this term.
- Our senior Kapahaka represented us at the Pō Whakangahau at Ellesmere College on 28.8. It was a proud moment for our school with the group performing well. Acknowledgement goes out to Felicity and Kate for their work they have put into this. Thanks to A.W for his guitar skills and Eric Teepa for writing the waiata 'Ngā Uara o te Kura' for our school. Hopefully 2025 our junior will attend.
- Josh Roche from Canterbury Country cricket ran a cricket skills session for Rooms 2 to 5 on 30.8
- The Fire Brigade delivered the Fire Wise Programme on 4.9. Special thanks to them for their support of our school.
- Special thanks to the PTA who have generously donated \$2500 for junior kapahaka uniforms and some additional senior kapahaka uniforms.
- They have also donated \$5000 for a new projector system for the hall. A.S will organise installation and purchase.
- On Monday 16.9, Room 4 will go up to 34 children in the class!

Human Resources

- We have a new Liaison officer from Mana Ake service, Alana Caunter. Alana has a background in social work and replaces our previous contact Craig Sage. Alana paid us a social visit on 29.8 and briefly met staff. She looks forward to working with our school.
T.H has emailed Nicky Halley from Synlait farms with the completed school donation form. We are waiting for the deposit. Tracey will thank him in the school newsletter and community newsletter once school receives the money.

Asset Management - Finance and Property

- With your papers is the Finance Report for August 2024.

Income

- Teacher aid funding has been topped up
- Chocolate fundraiser going well
- PTA have been invoiced for the bus to Porters

Expenditure

- Payments have been paid to Modcon Projects for the admin recladding - see notes.
- Another payment was paid to Fitzgerald construction for the Block 2 upgrade - see reports.

Insurance

- S.C and TH met Rose from our insurance provider on 27.8. As per usual there has been an increase of 5% in our premiums and an additional 15% liability increase in our premiums but wont have a big effect on our bill.

Rose asked who was responsible for the school pool, mainly to do with if it was damaged due to an earthquake and who was responsible for demolishing the pool. Sonia is confident the community will help the school with cost if it should arise. Rose mentioned fencing costs if a car were to accidentally drive into the fence the MOE will not cover the cost for the repair but will cover the cost to replace it. School currently has \$150K cover in place for this, which is sufficient cover.

Auditor

We will have a new auditor for our accounts. John Hooper has retired and Jessica has started a new role at Solutions and Services. Fortunately for us she will be looking after our school in this new role. We haven't heard from the Auditor General who our new auditor will be. We thank John and Jessica for their work over the past 20 years - having them as our auditors for so long meant we developed a close working relationship with them.

School Buildings

The Admin building work is complete and has passed council inspection. All equipment from the builders has gone and the grass is growing back where the mats were! Work is also completed in old Rooms 1 & 2.

I met with Cameron and Mick last Friday and we walked through the 2 building projects for sign off. We have pointed out several things that need to be addressed in both Rooms 1 & 2 and the admin block.

Cameron is going to contact Graham who was in charge of the admin upgrade. Blair who managed the classroom work was with us so he will manage the corrections in those two rooms. Cameron is going to try to get these done ASAP.

Carpet in Schools

Last week TH met with Mark Lowry from Logic group with regards to the carpet replacement. We qualify for all of our classrooms to have new carpet. The carpet is being replaced with nylon carpet tiles as per the MOE rather than what we currently have. These can be easily changed out if they get damaged/stained. We will get a supply of spare tiles to keep at school. That work is scheduled during term 4 (I am waiting for a date) so furniture etc can be moved into the empty rooms before the Christmas holidays. We are going to replace the vinyl in old Rooms 1 & 2 at our cost but I believe that cost has been included in the budget for the work in there.

The carpet tiles do have underlay on the back but are thin. I'm not sure how comfortable they will be for little people who spend a lot of the time sitting, working and playing on the floor. It might be worth investing in some extra underlay or maybe we could ask the PTA to fund new large carpet squares to be a mat space for them.

Health and Safety

TH received the official “Upgrade Completion Notification” of our fire alarm system. The upgrade to the fire alarm was completed a year ago but we have just received the official paperwork from ARGEST as we needed extra signage to be compliant. The 12-month warranty period during which JCI tested and maintained the system until 30 June 2024 is now over and Wormald will continue to conduct the testing and annual inspections at the MOE’s expense.

MOE

- Bus funding is up for renewal - letter with BoT forms. Offer to remain the same for the next 3 years and will need to be signed before 30 September.
- Based on current enrolment numbers and predicted roll numbers I move that Dunsandel School accepts no out of zone enrolments in 2025. Will need to advertise in our newsletter and community newsletter no out of zone.

2025 Board Elections

Date Range for 2025

The date range is 3 September to 19 September 2025. NZ School Boards Assn suggest boards choose a Wednesday to ensure all key tasks are able to be completed on a weekday as opposed to a weekend. The recommended date they suggest is Wednesday 17 September 2025.

Casual Vacancies

The advice that is legislated about a vacancy occurring after 1 October in a year preceding an election year no longer applies, with the elections being held in September. Therefore, if boards have a casual vacancy occur between now and the end of March, they will be required to fill it. If the board has a casual vacancy arise after 1 April 2025, they can resolve not to fill it. The legislation allows the board, within 14 days of the vacancy occurring, to resolve not to fill the position and leave it vacant until the triennial elections in September.

Vacancy for BOT - MO has spoken with Rainer to put his hand up to become a member. He is keen. More information to come.

2025 School Dates

Term One Tuesday 28 January to Friday 11 April

Public Holiday Thursday 6 February Waitangi Day

Easter and ANZAC Day are included in the school holidays

Term Two - Monday 28 April to Friday 27 June

Public Holidays

King’s Birthday Monday 2 June

Matariki Friday 20 June

Term Three - Monday 14 July to Friday 19 September

Public Holidays

Nil

Term Four - Monday 6 October to Friday 12 December

Public Holidays

Labour Day Monday 27 October

Canterbury Show Day Friday 14 November

Recommendation

The Board accept the 2025 school dates for Dunsandel School.

There will be two teachers only days in 2025

Staffing

Letter from Kate asking for one year maternity leave in 2025 and has been accepted by Dave and the BoT.

Two teacher vacancies will come up for 2025 and one CRT release teacher vacancy for 2025.

2025 - we will start with 6 classrooms

Special Education Report

Attached to your papers.

School Roll 136 as of Tuesday 10 September.

	Room 1	Room 2	Room 3	Room 4	Room 5	Total
Total	24	21	25	33	33	136

Staff Rep - End of Year Function

There being no further business, the meeting closed at 9.00pm

Signed as a true and correct record.

M O'Connor

5.11.24

Presiding Member

Date