



**Minutes of the meeting of Balclutha Primary School Board of Trustees held via Zoom on 15 February 2022 at 7.05 pm.**

**Present**

Jolene Ollerenshaw (retiring Chair), Vicki Neave (Principal), Heather Willocks, Karla McPhee, Rachael Watt (Chair), Stacey Stewart, Kim Strawbridge, Karen Sinclair (Minute Secretary).

**1) Apologies**

There were no apologies.

**2) Election of Chairperson**

Jolene Ollerenshaw noted that she had really enjoyed her time and involvement with the Board of Trustees, but due to work commitments was not able to continue in her role.

Jolene Ollerenshaw vacated the Chair and Vicki Neave called for nominations for the position of Chairperson.

**Moved** that Rachael Watt be nominated for the position of Chairperson.

Kim Strawbridge/Karla McPhee  
Carried

There being no further nominations Rachael Watt was duly elected.

**Board Delegations**

**Moved** that the Board Delegations be approved until the Board elections in September 2022 as follows:

Self Review - Stacey Stewart  
Property - Karla McPhee  
Health and Safety - Kim Strawbridge  
Finance - Rachael Watt  
Staff Representative - Heather Willocks  
Communications - Rachael Watt

Kim Strawbridge/Karla McPhee  
Carried

It was noted that STA have BoT training in the next month for Board Chairs.

**2a) Declaration of Interest**

There were no declarations of interest.

**3) Monitoring**

**3a) Principals Report**

The Principals report received and taken as read with the following items discussed in more detail:

**General Administration** - The current roll is 156 students.

**Movement Towards Annual Targets** - This report becomes part of the Annual Plan, based on data from December 2021. The Board reviewed the report noting that BPS will need to think creatively about how to engage the parent community during the Covid settings.

**Moved** to adopt the Strategic Plan and Annual School Improvement Plan for 2022.

Vicki Neave/Rachael Watt  
Carried

**Movement Towards Strategic Goals** - BPS have now been accepted into the ALiM programme, and have funding to support the programme for 2022.

### **Employment and Personnel -**

Sports Activator - Another school has withdrawn from the sports activator programme. BPS can join this at a cost of \$20 per student for the year. This is good support for the teaching staff. The Board agreed Vicki could follow up on this.

Religious Instruction - As per the MOE requirements, all students will need to 'opt in' if they wish to participate. All instructors will need to be double vaccinated, and each class needs to be kept separate. Last year approximately half the students opted out of this programme.

**Moved** to pause the Religious Instruction programme at BPS and reassess at a later date.

Vicki Neave/Heather Willocks  
Carried

### **3c) Finance Report**

The Finance Report was tabled and taken as read with the following noted:

- There is a new reporting format.
- Banked staffing is to be used by the end of February 2022, to end the year with a balance close to \$0.
- There was a good end of year surplus result last year.
- The draft 2022 budget shows a big improvement on the previous year.

**Moved** to accept the draft 2022 budget.

Rachael Watt  
Carried

**Moved** that the Finance Report be received.

Rachael Watt  
Carried

### **3d) Self Review Report**

The Self Review Report was tabled and taken as read with the following noted:

- A School docs meeting can be scheduled now the delegations are set.
- Heather reported that the staff are adopting mask wearing and the new routines. The first week was very hard but the collegial support was great.

**Moved** that the Self Review Report be received.

Karla McPhee/Kim Strawbridge  
Carried

### **3e) Health and Safety Report**

The Health and Safety Report was tabled and taken as read with the following noted:

- There have been 7 minor incidents.
- The playground committee meeting is to be planned, including Stacey, Vicki and Kim.
- The Covid response plan is at stage 1. Vicki outlined the different stages of the plan. RAT tests can be supplied by the MoE if needed. The school will endeavour to remain open for as long as possible. The health and safety of the staff and students is the most important consideration. The school will follow MoE directives as the situation evolves.

**Moved** that the Health and Safety Report be received.

Kim Strawbridge/Rachael Watt  
Carried

### **3f) Property Report**

The Property Report was tabled and taken as read with the following noted:

- It is very disappointing that the playground has not been completed. It was agreed that a working bee is held to remove the wood chips in preparation for the next phase - a note to be inserted in the newsletter. A quote is being obtained from Andrew Haulage as Demi Contracting is not available to do the work.
- Admin block window upgrade is likely to be completed in the middle of the year.

**Moved** that the Property Report be received.

Karla McPhee/Kim Strawbridge  
Carried

### **4) Additional Reports**

- BOT Annual Workplan - This was tabled.
- NZSTA Board Checklist - NZSTA to be advised of the new Chairperson.

### **5) Minutes**

**Moved** that the minutes of the meetings held on 6 December 2021 be confirmed as a true and correct record.

Karla McPhee/Rachael Watt  
Carried

### **6) Correspondence Inwards**

- NZSTA Email - Board Checklist
- Jolene Ollerenshaw - Resignation

### **7) Correspondence Outwards**

Nil.

### **8) Public Excluded Section**

Nil.

### **9) General Business**

Retiring Board Chair -

Vicki thanked Jolene on behalf of the Board for her contribution as Chair during her term. It was not an easy decision to make, but the Board respects and understands her decision to stand down.

### **10) Next Meeting Agenda Items**

Nil.

### **11) Action Points**

Action Task Sheet - This is to be updated with points from this meeting.

### **12) Next Board Meeting**

Monthly Board Meeting: 15 March 2022 at 6 pm. (Face to face, Zoom or Google Hang Out to be confirmed)

The meeting closed at 8.28 pm.

Signed - Balclutha Primary School Board Chair