

## **Bucklands Beach Primary School Board of Trustees**

**Date:** 13th September

**Time:** 7:10pm

**Location:** Online

**Board Members:** Diana Haxton ( Presiding Member), Grant Lowe, Kelly Slater-Brown (Principal), Carole Crompton (Staff rep), Claudette Weir, Kieran Turner, Henry Chiang,

**Attendees:** Moira Rowlands (Minute Taker)

### **Meeting opened:**

#### **Confirm Minutes**

Minutes of August meeting confirmed:

The minutes from the 5th August 2021 meeting are a true and correct record

**Date:** 13th September

**Moved:** Diana Haxton

**Seconder:** Kelly Slater-Brown

**Approved:** Carried

### **Matters arising from previous minutes:**

- Asbestos people are arranged to come out to see if the lino and toilet can be replaced safely in the boys toilets to help with the smell but as they need to look at the area first, this was put on hold till we return to school after lockdown.
- BOT members read through the Health and Safety documents on School Docs documents. There were no concerns or questions.

**Interests Register:** None

**Correspondence In:** None

**Correspondence Out:** None

### **Policy Review Schedule:**

Behavior management and concerns and complaints to be reviewed by the end of the term.

### **Management Reports:**

#### **Principal Report:**

- Tabled as read
- Internet safety: We are dealing with more and more problems, not happening at school but causing problems with the students at school. Consequences have been taken.
  - Need to up internet safety programmes look at for 2022
  - Positive to see some children letting us know about the emails
- Level 3 plan shared with BOT

- Once we know exact numbers more detail will be shared
- New website well under way.

**Approved items:**

BOT approved the appointment of one more permanent teacher for 2022.

**Moved:** Kieran Turner

**Seconder:** Diana Haxton

**Approved:** Carried

**Approved items:**

BOT approve the proposed term dates for 2022

**Moved:** Diana Haxton

**Seconder:** Claudette Weir

**Approved:** Carried

**Approved items:**

BOT approve to cover the cost of the Staff Christmas lunch for 2021

**Moved:** Kieran Turner

**Seconder:** Diana Haxton

**Approved:** Carried

**Finance / Property report: K. Turner / G Lowe**

**FINANCE:**

- Profit and Loss, balance sheet and bank statement tabled.

**Journal Entries:**

Moved to approve journal entries for August

Moved to approve Xero change report

**Date:** 13th September

**Mover:** Kieran Turner

**Seconder:** Grant Lowe

**Approved -** Carried

BOT approves the school donation remains the same in 2022

**Mover:** Grant Lowe

**Seconder:** Claudette Weir

**Approved -** Carried

BOT approve the rate for foreign fee paying students remain the same for 2022

**Mover:** Kieran Turner

**Seconder:** Diana Haxton

**Approved -** Carried

## PROPERTY:

- Three quotes tabled for architects
- Grant Lowe to contact Alan Curtis from Rubix to go ahead with work on Admin block.
- Clarification on the need for quotes:
  - Work under \$50,000 need only one quote
  - Over \$50,000 need three quotes
- Staff have been consulted on ideas for the remaining SIP money after the administration block upgrade. Kelly Slater-Brown is in the process of costing options.

BOT approves to accept quote from Industry Architects for drawing final plans for the Administration Upgrade

**Mover:** Grant Lowe

**Secunder:** Kelly Slater-Brown

**Approved - Carried**

## Community and Engagement: D. Haxton / H Chiang

- Kelly Slater-Brown has met with PTA executives to clarify roles and responsibilities and help plan future events.

## Actions:

- Kelly Slater-Brown is in the process of costing options for remaining SIP money
- Asbestos people are arranged to come out to see if the lino and toilet can be replaced safely in the boys toilets to help with the smell but as they need to look at the area first, this was put on hold **till we return to school.**

## Close Meeting

**Time:** 8:10pm

**Next Meeting:** TBA

**Where will the next meeting be:** BBPS

**Signed:**

