



FRUITVALE SCHOOL BOARD OF TRUSTEES

SECOND MEETING

Monday 29 March 2021

40 Fruitvale Road
New Lynn
Auckland 0600
Phone – 09 827 2752
office@fruitvale.school.nz

- 1. Meeting Opened** 6.02 pm
Karakia Nicolette Woolford
Present Poata Eruera (Board Chairperson)
Donal McLean (Principal)
Denise Hall (Treasurer)
Nicolette Woolford
Bex Bennett
Liam Kelly (Staff Representative)
Minute Taker Denise Hall

- 2. Apologies** Nil

3. Chairperson's Introduction

Good to see everybody after our 4 March 2021 Zoom meeting. Covid seems to be a thing of the past – touch wood.

4. Minutes of previous meeting dated 4 March 2021- Zoom

Members have read the previous meeting minutes.

Motion: That the minutes of the previous meeting be accepted as true and correct.

Moved: Bex Bennett

Seconded: Nicolette Woolford

Passed: Unanimous

Matters arising from previous minutes

Actions from our previous Zoom meeting is covered in the Agenda for this evening.

5. B.O.T.

Financial Report/s

Members have read the financial reports from L.E.S. and the Treasurer's summary report/s.

December 2020 – Projected Working Capital is \$227,494, F.F.C. reserves \$47,142. Operating Position is at 100%. Income 112% Expenses 114%.

The F.F.C. is currently at a year to date surplus of \$3,819.

Fruitvale's Year to Date Deficit is \$55,269 against 2020 Budget of \$3,587.

Motion: I move that the 31 December 2020 Statements of Financial Position, Comprehensive Income and Detailed Reports be approved and accepted subject to L.E.S.' clarification on Cyclical funding.

Moved: Denise Hall

Seconded: Nicolette Woolford

Passed: Unanimous

Donal with Denise to raise query in relation to the Cyclical Maintenance, code 71415 via phone with L.E.S. to better understand their inclusion of the \$134,793 in the December 2020 Financial Report and Draft Annual Report.

Code 72025 covered our caretaker and assistant with grounds and gardens.

Annual Report – to correct the school address to read,

40 Fruitvale Road, New Lynn, Auckland 0600,

Nicolette Woolford to read Nicolette Woolford

Rebecca Bennet to read Rebecca Bennett

Date that Term Expires for Parent Representatives is May 2022 not May 2021

January-February 2021 – Projected Working Capital is \$228,941, F.F.C. reserves \$46,323.

Operating Position is at 17%. Income 16% Expenses 16%.

The F.F.C. is currently at a year to date Deficit of \$819.

Fruitvale's Year to Date Deficit is \$9,274 against 2021 Budget of \$5,702.

Motion: January-February 2021 Financials be accepted and approved.

Moved: Denise Hall

Seconded: Liam Kelly

Passed: Unanimous

Matters arising:

Cyclical Maintenance, code 71415 checking with L.E.S.. This may be noted by the Audit process depending whether they are already in receipt of the Draft Annual Report.

2019 Auditor's Report to the Board Chairperson

To discuss "BOT Process recommendations" presented by RSM Hayes Audit.

Matters Arising:

The Board Chairperson opened discussions arising from the RSM letter.

Health and wellbeing payments, Overseas Travel, Novopay, In-committee Minutes and Credit Card Reviews. It was agreed that the process recommendations were valid and will be implemented.

2020 Annual Report Draft

Deficit of \$55,268 against budget of \$3,587. Areas of variation to budget is Learning Resources (General Expenses, Personnel and Repairs and Equipment) and Property (Caretaking and Cleaning, Cyclical Maintenance, Personnel, Grounds, Heat, Light and Water)

Motion: That we accept the draft 2020 Annual Report in 'principal' based on responses from L.E.S. or Audit process in connection with the Cyclical Maintenance
Moved: Nicolette Woolford
Seconded: Bex Bennett
Passed: Unanimous

School Cyclical Maintenance Painting Colour Scheme 2021

The majority of staff requested that we incorporate the school colours as balance is the key from our new entrance gate to the inclusion of the new two storey building. Resene Colour Consultant to visit Donal at school on 7 April and present two new rendered images for approval as soon as possible. Work will commence during the school holidays.

Principal's Evaluation 2020 by Terry Hewetson of Hedsol Education Consultants, dated 24 November 2020. Board members were at the last meeting, invited to read the report in Donal's office. As some had not had the opportunity to do so, discussion is deferred to the next meeting.

Charter 2021 update revisited - Donal has sent via email the updated Charter. To be revisited at our next meeting.

Prime Minister's Award Application – update – work in progress – video being formulated by Poata and Donal and the written application narrative by Liam Kelly.

6. Principal's report

Principal McLean presented his report.

Motion: That the Principal's report be accepted
Moved: Donal McLean
Seconded: Poata Eruera
Passed: Unanimous

Matters arising from Principal's Report

Donal made reference to matters contained in his report.

Administration and Hall Kitchen alterations - work in progress being held up, awaiting council's consent.

Janelle and Tina with Donal have visited various schools for library/makerspace/outside science/tech space as inspiration for Fruitvale.

Furniture quoted hopefully to be funded via The Portage Trust. Budget \$10,000

Creativity – Professor Peter O'Connor surveyed 50 schools. Fruitvale listed at the top of surveyed schools with our students excelling in, risk taking, safety and creativity. The web link to the 11 stages of creativity will be emailed to the B.O.T. by Poata Eruera.

Outside Stage Design floor– quote (assumptions and exclusions) \$8,173 + GST from Miro Construction with a stage backdrop wall to be added.

Donal requested that the quote be accepted.

Motion: That the quote from Miro of \$8,173 +GST be accepted.

Moved: Denise Hall
Seconded: Liam Kelly
Passed: Unanimous

7. Correspondence

Inwards

Jacqui Edward's letter dated 23 February 2021, requesting continued support from the Board of Trustees for her professional development in a Bachelor Degree in Health Science – major in psychology.

The B.O.T. has agreed to contribute to two papers - 175.205 Brain and Behaviour and 175.210 Nga Tirohanga Rua o te Taha Hinengaro - Bicultural Perspectives in Psychology plus paid leave for four examination days. Jacqui has supplied a copy of the Massey University invoice for the school's audit process.

Shobek Singh's letter – requesting support from the Board of Trustees for his Master of Contemporary Education at The Mind Lab. The Mind Lab have given a 25% discount towards the first year. Principal McLean spoke to the value of these studies and the flow on effect to our staff and our students. The B.O.T. has agreed to contribute 50% towards the first year's costs.

A copy of the Mind Lab's invoice for the school's audit process is required.

Moved: Liam Kelly
Seconded: Denise Hall
Passed: Unanimous

Outwards

Board Chair to present formal letter to Jacqui Edwards and Shobek Singh.

Matters arising from Correspondence.

Nil

8. BOT – General Business

2021 Summer Pool Opening Report – all went reasonably well. Parents were grateful for the use of Health and Safety to check drain within pool grounds.

F.F.C. Minutes – Feb – Financials mentioned in general financials. Fundraisers – Mother's/Father's Day raffles, Pie Fundraiser, Calendars. Hot Breakfast, Quiz Night and Disco – depending on building alterations

F.F.C. Minutes – March. The F.F.C. resolved to contribute \$10,000 to support the school with 44 new tablets and cases. It was agreed that the generosity and hard work of the Fruitvale Fundraising Committee be acknowledged to the wider school community through our digital communication channels. It was also agreed that a transparent transfer label reading 'Donated by the F.F.C. 2021' be attached to each device.

Liam Kelly to seek costing for the transfers incorporating the school logo.

9. In Committee No

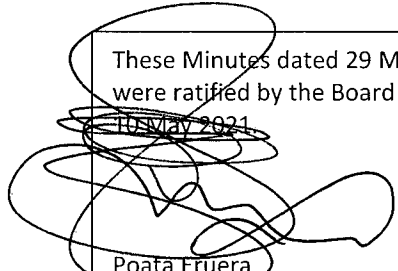
Board Meeting Closed: 8.06 pm

Next Meeting:

10 May 2021

Actions from this meeting and/or further discussions on 10 May 2021

- Donal with Denise - To phone L.E.S. to query Financials for Dec 2020 and Draft Audit 2020 concerning Cyclical Maintenance.
- Donal and Jacqui - Painting – Resene Colour Consultant visit
- Donal, Poata, Liam - Prime Minister’s Award Application to be completed.
- Donal - Updated plans and quotes for the Outdoor Stage.
- Donal – corrections to address, BOT member’s names and term expiry dates.
- B.O.T. - Charter 2021.
- Donal – Application to The Portage Trust – furniture for library.
- Web links to 11 stages – Creativity – Peter O’Connor – Poata to email.
- Board chair – support letters to staff – professional development.
- Liam – permanent stickers ‘Donated by the F.F.C. 2021’ for donated devices.

These Minutes dated 29 March 2021
were ratified by the Board of Trustees on
~~10 May 2021~~

Poata Eruera
BOT Chair
10.05.21