

Minutes of Waikite Valley School Board of Trustees Meeting

Wednesday 12th February, WVS Staffroom.

ADMINISTRATION

Present: Teresa Topp, Shelley Schnuriger, Sarah Price, Andrew La Grouw, Edwin Schweizer, Mike France & Mary Briggs.

Members of Public Present: Alana Mead, Paul & Nicky Campbell (Programmed Property Services).

Apologies:

In Attendance: Kelly Curtis (Secretary)

Meeting opened: 6.30pm

Teresa read the Karakia and opened the meeting.

She asked for nominations for the position of Board of Trustees Chairperson.

- Mike nominated himself
- Edwin nominated Mary - after discussion Mary declined her nomination
- Andrew nominated Shelley
 - The Board voted, Shelley was duly elected by a majority vote.

Shelley took over Chairing the meeting.

6.40pm

Programmed Property Services (Paul & Nicky) presented their 7 year Painting proposal & took questions - then left the meeting.

7.00pm

- The Board discussed the proposal
 - If the proposal is accepted Programmed Property Services would do a thorough inspection of the buildings to identify any repairs that needed doing prior to painting.
 - 68% of the work would be done in the first year (repaint the entire school). Annual exterior preservation work would be done for the following 6 years according to the proposal.
 - They advised budgeting for up to 5% increase in costs due to a variation in costs out of their control; minimum wage increase, cost of materials etc.
 - Programmed Property Services advised that the Board could choose to break the contract early. The Board discussed this and felt there probably would be a fee for breaking the contract.
 - Edwin asked about their preparation and number of coats - the answer was that there would be prime or spot prime, 2 coats of paint with 3 around doorways etc.
 - All buildings, including the Resource room, were included in the proposal.
 - The Board discussed previous quotes of full school painting.
 - Mary explained it would cost more in interest to borrow the money to repaint which made this an affordable option if the price was reasonable.
 - Edwin calculated with a 3.25% increase in expenses the final years payment would be approximately \$12K.

- Teresa said it was great in terms of the Vulnerable Children's Act that all of their staff were police vetted and trained for working in schools.
 - Edwin pointed out the cost of labour could increase if work was conducted outside normal working hours.
 - The Board clarified this did not include painting the roofs but did include water blasting and treating them. Teresa pointed out roofs are a priority 1 with the MOE so costs would be covered if they fell into disrepair.
 - Mike discussed being involved with Programmed Property Services in the past, with an Early Childhood chain, which had ended badly. He asked what the policy regarding quotes was. Teresa explained that because it was under \$10K only 1 quote was needed.
 - Mike asked for another quote.
- ACTION - Teresa will ask Roger from Opus to provide a quote.
 - ACTION - The Board would re consider the proposal at the next meeting hopefully having a second quote to compare with.

Correspondence: As per list circulated in meeting pack - Items available at the office or Board Meeting.

Matters arising:

7.15pm

- The Board welcomed Alana Mead. Alana spoke to the Board regarding the concerns raised in her letter previously circulated to Board members:
 - that the Community be informed regarding the incident at the school house.
 - that the community be reassured the school holds a lockdown policy and has a drill for such incidents.
 - that the school's reputation and safety are being put at risk because of the incident involving police over the holidays.
 - that children are encouraged to take pride in their surroundings, however, the school House and School grounds are often untidy.

Alana addressed some of her concerns and asked the Board to consider all the information raised in her letter and stated she would appreciate a response.

Shelley thanked Alana for sharing this with the Board.

- ACTION - Shelley asked that a Sub Committee be formed to investigate and respond to these concerns in detail.
 - Teresa, Mike, Mary and Edwin formed a sub - committee.
 - Shelley explained the expectations of the Sub Committee
 - The Sub Committee will meet within the next 2 weeks and present their findings at the next Board Meeting. These will then be shared with Alana Mead.

Confirmation of previous meeting minutes:

Matters arising

- Mike pointed out his name was in "apologies" and needed to be removed as he was present.
- Mike raised points regarding the School House Tenancy.
 - Shelley asked that these be deferred to the Sub Committee meeting

- The Board discussed the completion of the Bore. The job will be complete when a small fence has been erected to identify the area.
- Mary asked if the playground surface had been rotary hoed? Not at this stage.
- ACTION - Teresa volunteered to look at Hire Centres and pricing to hire a rotary Hoe.
- ACTION - Fence to be put around Bore (Edwin to organise).

The board accepted that the minutes were correct once the stated amendment was made.

MONITORING

Principals Report: Previously circulated.

Roll : School has opened with a roll of 83.

Property: As stated in the report.

- Bore and exterior painting as already discussed.
- Bathroom modification is in progress in the office Block.
- Blocks C & D's modifications are at the tender stage, but will not start until the Bathroom is complete.

Personnel - As stated in the report.

- Mike asked if the parents of Pod 2 children had been informed their children would be moving teaching spaces.
 - Teresa explained, as per December minutes, that the staff were waiting to see if the teaching space would be suitable. Because the children were not changing teacher or 'class' Teresa felt it was not necessary to contact parents at that stage in case it was not a viable option.
 - A heat pump had been budgeted for Pod 2's space.
- Teresa informed the Board of Mrs Dinnings current situation with her mother going into full time care and that Pod 1's parents had been informed on the class Facebook page.

Health & Safety – As stated in the report

Curriculum – As stated in the report.

- Sheryl to start her Specialist Maths Class next week. Teresa and Sheryl are travelling to Auckland this Monday for planning etc. (17 Feb)

Community Engagement - As stated in the report

- All families have been given a time slot for Thursday's meet the Teacher parent interviews.
 - Those families unable to attend on this day are advised to speak with their child/rens teacher to arrange an alternative time.

Grants - As stated in the Principal's report.

- Teresa is considering applying to Southern Trust for a grant for the Agri Kids grand final in Christchurch instead of Young Leaders Day.
- Mike asked about the Steam Sprayer and if other forms of sprays had been looked at.
 - Teresa explained this is a boom sprayer that can be towed behind the mower.
 - Mary discussed using "safe sprays" and that in the past she had found them ineffective and costly.

- ACTION - Teresa to get 2 quotes for Steam sprayers and put in a grant application (approx. \$20k - \$40k for Steam Sprayer).
- ACTION - Mary looking into new organic safe sprays.

Strategic Aim Discussion : Nothing to be reported

Governance Policies 1 - 6 - Reviewed.

- Mike asked that words be added to policy 1, number 6.
 - The Board discussed this and concluded the wording was adequate as it was.
- ACTION - 6.3 is numbered twice. Secretary to amend.
- Mike asked that the 10.3 be added with the words -" Ensuring the importance of wellbeing of Maori Students".
 - Teresa advised the Board that if that was stated in the policy it would need to be included in the Charter.
 - The Board discussed this and concluded the wording change was not needed as the Policy and Charter wording was more than adequate in expressing this.
- Mike asked that the words Health & Safety Report be added to Policy 5, number 2 as vi
- ACTION - Secretary to add.

Finance - Mary discussed her findings with nothing major to report.

- Over spent in Board funded Teacher as a teacher's increment was taken from the Bulk Grant.
- Ed Services to amend Group Day coding (incorrectly used for Agrikids).
- Andrew asked about the Banking Staffing figure.
 - Teresa explained this would continue to go down and we will be reimbursed any underuse after Pay Period 26.
- Mary briefly discussed the December accounts that she had received the day before, which looked as expected.

DISCUSSIONS/DECISIONS

1. Budget for 2020 - Mary discussed the Budget.

- The budget was set using a conservative Operations Grant amount.
- The Board asked about the Investment Package from the Government that our school would be receiving for property works.
 - Teresa explained this can only be used for 1 project and that project must have been planned for in the 10YPP.
 - This needs to be strategically considered to get the most out of the funds.
 - Suggestions such as Solar heating for the pool, a new pool cover and shade for spectators could be considered.(I.e. Pool Improvement Project).
 - A good proposal must be presented to the ministry to receive the grant. (OPus will guide us in this).
 - The money doesn't need to be used immediately - however the Board concluded that we should get our proposal together as soon as possible.
- A surplus is projected in the 2020 budget.
- The updated version looked better than towards the end of last year.
- Mike asked what portion of the school house rent was put aside for school House maintenance?
 - Mary stated that all of the rent was budgeted for the school house maintenance.

- Mary explained how she had incorporated Grants that are hoped to be awarded in to the Budget to balance it.
 - Mary will double check her Grant allocation figures and will amend if necessary.
- Edwin asked if the Repairs and Maintenance figure in the budget would be enough to cover any repairs needed if the Board chose to accept ProgrammEd's proposal?
 - The Board discussed this and concluded the figure could cover up to 11 days of building labour so felt this should be adequate.
- ACTION - Andrew and Edwin to assess the school buildings and present a detailed list of exterior repairs needed prior to painting.
- Edwin asked if the power figure in the budget was adequate?
 - Mary explained that because we could apply for a grant from MOE Resourcing towards our Electricity & Water costs, the figure noted in the budget should be sufficient.
- Teresa and Shelley thanked Mary for her work on the Budget.
- The Board approved the 2020 budget (allowing Mary to double check her Grants figure).
- ACTION - Teresa to submit to Education Services

2. Charter Planning 2020 - 2023

- Teresa discussed the final version of the Charter.
- Edwin asked for more information about the Outdoor Classroom in the charter under our targets for "Property"
 - Teresa explained it would probably be a Gazebo style to be used by the whole school, on a roster basis like the Library building is used. The Outdoor Classroom concept was in a number of Schools and was an idea that our School Community strongly supported according to the PTA survey from 2019, Student interviews and a staff survey .
 - Edwin expressed he was worried it would become another thing that required maintaining. The Board discussed this further and concluded, if the money was received through a grant then the Board could look at this in more detail.
- ACTION - The Board approved the Charter. Teresa will double check for editing errors then submit to the Ministry.

3. Professional Development 2020 (School wide), Australasian PESA Conference, Sydney - 2 - 5 April

- The Board discussed The proposal to send 8 staff members to Sydney to attend the Positive Education Schools Association (PESA) Conference.
 - Teresa explained this conference aligned with The School's Charter, values and classroom learning outcomes.
 - Teachers had used research from books written by two of the speakers, at this conference, in their 2019 teaching inquiries.
 - Five of the eight staff had not attended the Wellbeing Conference in Christchurch in 2016 which was the basis for the inclusion in our school wide philosophy and Charter document.
 - Important to get fresh inspiration from the best and foremost in their field.

- It's suggested \$2.5k is spent per person/per annum on Professional Development for staff.
- This will use the 2 teacher only days allocated by MOE following NZEI negotiations in 2019.
- Teresa informed the Board there was an opportunity for a Board member to attend .
- The Staff have carry on bags and will pay for their own food during the trip.
- Teresa informed the Board that one teacher was unable to attend.

The Board unanimously approved the proposal , declined the offer of sending a BOT Member, and recommended that information about the conference be put in the newsletter to allow whanau time to organise their children for the teacher only days on the 2nd & 3rd of April 2020.

Meeting closed: 9.00pm

Next Meeting: Wednesday 11th March 2020 @ 6.30pm

Agenda Items:

Reconsider Programmed Property Services proposal.

Present the Sub Committee's findings. (IN COMMITTEE - no members of public to be present).

Principal Performance Review (Andrew)

Ratify the Travel Policy & Sensitive Expenditure Policy

Signed _____ Date _____

PRINCIPAL REPORT TO BOT February 2020

SECTION A: monitoring data for trends in areas that will impact significantly on school operation

Roll	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	TOT
4 Dec	18	9	12	13	12	8	7	4	83
12/02/2020	16	13	12	4	11	12	8	7	83

G	B
41	42
40	43

Roll	NZ	Pacific	Asian	NZE	Other	TOT
4/12/2019	16	0	0	67	0	83
12/02/2020	18	0	0	65	0	83

Period: 202022, Pay Day: 28-JAN-20, As at Period Ending: 28-Jan-2020

Generation Date: 28-Jan-2020, 11:21am

Summary FTTE Details

Pay Period No	14	15	16	17	18	19	20	21	22	YTD Total
Total staffing usage for period	5.54	5.43	5.3	5.3	5.3	5.54	5.2	5.34	5.2	126.22
Entitlement for period	5.37	5.37	5.37	5.37	5.37	5.37	5.37	5.37	5.37	130.22
Ministry adjustment for period	-	-	-	-	-	-	-	-	-	-
Year End Automatic Adjustment for period	-	-	-	-	-	-	-	-	-	-
Difference for period	(-.17)	(-.06)	.07	.07	.07	(-.17)	.17	.03	.17	4
Estimated \$ value of staffing (YTD)	\$10,178	\$10,011	\$10,206	\$10,401	\$10,596	\$10,122	\$10,596	\$10,680	\$11,154	
Required average staffing level to finish year with zero balance (FTTE)	5.83	5.88	5.98	6.12	6.32	6.58	7.27	9.2	5.37	

1. Property update
 - o Water meter fitted. Electrician completed check on filters, power to shed and power from bore pump. Power to boiler shed reinstated for power point and light.
 - o Exterior painting
 - o Bathroom modification progress
 - o Block C and Block E upgrades
2. Personnel/staff management
 - o 2020 staffing functioning well
3. Health & Safety
 - o New Well to be fenced
4. Curriculum
 - o Goal setting & curriculum groups
 - o MST planning starts next week
5. COMMUNITY ENGAGEMENT
 - o P/T interviews Thursday 13th February

GRANTS -
 NZCT - Application submitted for 2020 school camp APPROVED \$5200
 First Sovereign - After School Care application submitted for Term 2, 2020.
 INFINITY - Resolution to apply for Special Education teacher in 2020 - 0.2 FTE to support ORS & Tier 2 learners
 RECT - Outdoor classroom application or Special Ed Support?
 Four Winds - Outdoor classroom application IN for February meeting
 PUB CHARITY - STEAM WEED KILLER APPLICATION?
 SOUTHERN TRUST - resolution to apply for 2020 National Young Leaders Day Trip - Yr 8 only
 Grassroots-Sustainable Environment project - outdoor classroom (\$14570 application) 27
 Nov outcome expected
 REAP - Application submitted for Steps to Literacy Subscription and Teacher Aide hours contribution \$1450.00 \$400 APPROVED