

## Minutes of Waikite Valley School Board of Trustees Meeting,

Wednesday 11<sup>th</sup> April 2019, WVS Staffroom.

### ADMINISTRATION

Present: Lisa Dinning, Teresa Topp, Shelley Schnuriger, Katie Wheeler, Henry Worsp, Andrew La Grouw & Cam Negus

Apologies:

In Attendance: Kelly Curtis

Meeting opened: 6.30pm

Confirmation of previous meeting minutes: Taken as read, Approved

Matters arising: Nothing to report

Correspondence: As per list circulated in meeting pack

Matters arising: Teresa presented the paid union notification letter from NZEI for union members only.

### MONITORING

Principals Report: Previously circulated.

- ✓ The roll is slowly increasing.
- ✓ Property – The Pool is closed: Sun shade & pool will be waterblasted before reopening in Term 4.
- ✓ Staff – The After School Care position has been filled by Amanda Edwards and she's doing a great job.  
Gillian Trent has accepted a job offer as Librarian at Reporoa College  
Her position has been filled.
- ✓ Health & Safety -.There was nothing to report, however, Teresa talked about the incidence of wasps. We can't find a nest. Children are eating inside as food really attracts them and we have 1 or 2 stings this week.
- ✓ Curriculum – as stated in Principals Report.
- ✓ Community Engagement – as stated . Concern was raised over the line between the PTA and the Boards role.  
PTA chair & members have been refered to the constitution by the School Principal at their AGM.  
Teresa is present at both the PTA and BOT meetings.  
Shelley also has attended both, however, took a step back from the PTA in 2018. Perhaps someone else could attend?  
Andrew offered.  
Teresa briefly outlined her principals report to the PTA. She reported that meetings in 2018 did not have an agenda and minutes were not being distributed or shared with members at the next meeting.

Business was raised at the AGM that was not on PTA's constitutional purpose. Uniform samples were presented. Teresa explained that this was Board business and members of the school community needed to approach her or the Board if they wanted this idea researched. Teresa has met with the current president and secretary to assist with the process in setting up and running meetings..

Sophia Burton is the new Secretary and will be sending an agenda and minutes home a week prior to meetings.

The PTA does a fantastic job, in raising funds and the intent is to support school community and follow correct procedure and protocol.

- ✓ Grants – A couple have been put in. Haven't had a great deal of time. The Supernumery application has been declined by a couple of Trusts. We are seeking a resolution to apply for a grant for the Librarian's wages from Grass Roots and Pub Charity. All present were in favour.

#### Finance

A grant for \$2027 was received for readers and Learning resources.

No capital purchases to date.

#### Governance Policies 14 – 18

It was asked that the wording be changed in 14.1 from "posted on the BOT notice board " to "available by request".

It was asked that the wording in 16.5 be changed from "will" to "may".

The Board asked if we have a disciplinary committee – 18.2. Teresa explained this was set as required. Refer to terms of reference.

### **DISCUSSIONS/DECISIONS**

#### School House Insulation

The Board discussed the instalation of the insulation in the School house.

So far no one had volunteered to help.

Pat & Daniel, Henry and his kids, Lisa, Teresa and Andy will be there.

A facebook reminder will be posted.

Krista and Phil have been notified.

#### School House Inspection

Shelley reported on her inspection of the School house.

Exterior - Ok. Needs a good water blast.

Gutters need cleaning – could be done on Monday when the insulation goes in.

Deck – the Deck is looking very sad and very slippery. Needs a good water blast. Will need replacing soon. 2 or 3 very rotten boards that will need replacing in the near future.

The fence on the farm side is in disrepair – Katie said it is on the list.

The gate post at the front of the house needs fixing.

Garage is good.

Lean – to roof is fine, the walls are shot. Could possibly be re clad.

The tenant was unhappy with their new fencing as it was hard to keep the dogs in. Perhaps netting could be put up? The board also wondered if that was not a landlords responsibility.

Shelley commented that the yard smelt of dog urine & faeces – 5 dogs on the property.

The yard was very untidy.

The interior is very clean & tidy.

Carpet good.

The porch is very tired and old. Needs a good waterblast.

Wooden joinery in the kitchen & laundry needs painting.

The kitchen and laundry lino has seen better days, parts flaking and peeling.

Fire place is good.

The shower area is not in a good way , it needs to be cleaned.

Could we please check that the extractor fan works correctly in the shower.

They only use the bath.

The bathroom is immaculate.

The toilet suite is tired and old. Could be replaced.

Wall paper is peeling slightly.

No mould anywhere – better since the trees have been cut down.

The Carpet was in good condition and no evidence of dogs. Some fading but thats to be expected.

The board thanked Shelley.

The Board continued to discuss the School house and tenants.

The tenants were informed the rent was increasing and acknowledged that was okay.

Andrew explained 80 days notice needed to be given so would take effect on the 22 May.

The animals are definitely an issue and any maintenance or refurbishing should be held off.

To refurbish the school house it would cost, ball park, 30k and you would need to double the rent to recover the costs.

The Health & Safety regarding the dogs proximity to the school was raised.

The Board are worried screams from children could provoke the dogs. It was decided that future tenants would not be permitted to have pets.

### School Wide Lockdown

The Board discussed the “ins and outs” of a School Wide lockdown.

Constable Jude had visited school to discuss this with the staff.

The question of where the whole school would go in the case of Lock down and how we would get there as a whole.

Rural Schools are very difficult to plan for.

The Hall would be great but getting there is via the road.

Having the resources available (Toilets, running water etc) needs to be considered when designating an area. Some schools are investing in chemical toilets.

Could we make Room 3, because it is central, the Lockdown area, put a door through to the toilets and install black out blinds?

The risk needs to be measured – moderately higher in rural areas.

Examples of risk – Threats, gunman, loose dogs, chemical spills etc.

At this stage the MOE is teaming up with Police to come up with a procedure.

Lots of things need to be thought about – how would we contact the community, we do have the civil defence radio here, where would help come from? Where would funding for property modifications come from?  
The topic has raised a lot of ideas.

Henry left the meeting at 7.49pm

#### Special Education

Special Education was discussed to ensure the Board were aware of our High Health and ORRS funded children.

Teresa outlined that we have 2 ORRS funded children and 2 High Health funded children. We have a number of students who have and will benefit from social and emotional courses such as the Secret Agent Society.

The staff as a whole are attending the MOE UBRS ( Understanding Behaviour, Responding Safely) and a presentation from Nathan Wallis on helping children manage stress, anxiety and depression. This is great for upskilling and refreshing staff on a range of strategies.

#### Camp Review

The Board discussed this year's camp at Mi Camp Taupo.

8 police vets from 20 were back before camp.

Teresa and Henry met and reviewed those that hadn't come back and made a decision that they were comfortable to proceed.

The Camp site was great, and Health & Safety was very thorough.

The Parent helpers were very impressed.

We received a 5K grant from NZTC.

Putting Kids in activity groups worked well for the Camp Concert.

#### ERO Times

Teresa asked that the Board attend the ERO meetings on Tuesday and Thursday.

There is also a special PTA meeting being held after the ERO Parents and Community meeting.

The Board went into Committee

#### Appoint Returning Officer

Shelley Schnuriger nominated Kelly Curtis to be Returning Officer. All present were in favour.

Kelly Curtis was duly nominated as Returning officer.

Meeting closed: 8.20


Next Meeting: Tuesday 14<sup>th</sup> May 2019, 6.30pm, School Staffroom

#### Agenda Items:

Cam would like to discuss payment for support staff – pay them what they are worth.

Review School values

Signed



Date

14/5/19