

Minutes of Waikite Valley School Board of Trustees Meeting

Wednesday 4th December 2019, WVS Staffroom.

ADMINISTRATION

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

Apologies:

In Attendance: Kelly Curtis (Secretary)

Meeting opened: 6.30pm

The Board read the Karakia

Confirmation of previous meeting minutes: Matters arising

- Mike asked about the meter for the Bore.
 - This is a Ministry requirement.
 - Edwin explained that we are waiting on the Electrician and for the area to be cordoned off.
- Mary commented that the explanation of PACT in the newsletter was great.
- Edwin shared his findings on the Power provider and schools power usage.
 - The current power contract runs until September 17th 2020.
 - The rates are reasonable
 - School uses 4 x the amount of power a house uses per day
 - The Board discussed the use of the air conditioners. Hopefully the effectiveness will improve as the classrooms are modified.
 - There is a small spike (in the power bill) in winter and remains consist through summer with air con and the running of the pool.
 - The Board will look into this again next September when the contract comes up for renewal.
- The Board discussed the School house rental payments.
 - Andrew had contacted the tenants and the rent had been paid up.
 - Mike asked when the property was last inspected. It was decided it was time for another inspection. Shelley will arrange to look over the school - house in the new year.

The board accepted that the minutes were correct.

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

Matters arising:

- Teresa discussed her meeting with Julie from Free Fall playground surfacing.
 - Julie felt our surface was in good condition and just needed “fluffing up” with a rotary hoe.

- To top up the current surface would be around \$2800.00 and to totally replace it would be approx \$6500.00. A large amount of this cost is due to freight.
- Julie also suggested shortening the swings.
- The Board felt it was better to freshen up the surface than spend the money.
- The Board discussed hiring a rotary hoe.
- The Board discussed arranging a working Bee through - out the holidays. A list will be made of jobs that needed doing with "No spray to be used" emphasised. Teresa felt the pump track could prove tricky as removing weeds could cause the sides to collapse, so best left to the professionals at this stage.
- The Board discussed the term deposit.
 - The term deposit sits at nearly \$12k earning 3.4% interest.
 - It's a good buffer to have on standby if needed.

MONITORING

Principals Report: Previously circulated.

Roll : 83

Property: As stated in the report.

Personnel - As stated in the report.

- Staffing is increasing in 2020 due to school roll and "programme for students" (pfs) through the MOE.
 - Andy will be working 5 days a week for term 1 2020.
 - Term 1 is over staffed to use accumulated staffing. Teresa will look at employing a teacher for 1 day a week for C.R.T. (Class Release Teacher).
 - Lisa will be released 1 day a week to run a reading/ writing extension programme and work with the student council.
 - Sheryl will work Monday - Wednesday and run a Maths extension programme on Thursday.
 - Lorraine will work Monday in GPA and Thursday and Friday in Room 4.
 - Andy will do I.T. Mondays and work in G.P.A. Tuesday to Friday.
 - Sheena & Sarah will run Pod 2 - Sheena: Monday to Wednesday, Sarah: Thursday & Friday.
 - Teresa stated that the impact of staffing on student academic & social progress will determine its continuation.
 - Sarah's time spent with those students sat "just below" had made a definite improvement.
- The Board discussed Pod 2 moving to the Resource Room.
 - Teresa explained that after doing Staff appraisals and discussion with Teachers the decision had been made to move Pod 2 to the resource room.
 - With the increase in student numbers Te Ruma Puwai was just too full, very noisy and very hard to concentrate.
 - The decision had been made to remove the wall from the small room in the Resource room to make a large space.
 - The Board asked if items from the Resource room would fit into the Dental clinic. It was discussed that a good clean out was required.
 - Lisa would coordinate the move.

Health & Safety – As stated in the report

Discussions on the Well completion and play - ground surface noted in “Correspondence”.

Curriculum – As stated in the report.

The Board discussed End of year assessment data.

- Very pleasing.
- Teresa discussed and explained the data noting that the dialogue at the end of the report summed up the data.
- As always we will aim for 100% across all core areas next year.
- There were more “below” than in the past, however no one has gone backwards. Most of these are new students and expectations have increased.
- Shelley thanked Teresa for her work.
- Teresa discussed the focus for 2020

Community Engagement - As stated in the report

- Civil Defence will attend the End of year Prize Giving and present the new Civil Defence plan.
- The Board discussed the end of year Picnic.

Grants - As stated in the Principal’s report.

- Teresa asked NZCT to delay paying the Camp grant until 1 March 2020.
- Resolutions for a Special Ed Teacher through Infinity foundation and for the National young leaders trip, Yr 8 only, through Southern Trust were requested.
- The Board discussed looking into quotes for a Steam Weed Killer.

Strategic Aim Discussion : Teresa referred to the Learning and Teaching section of the Annual School Improvement plan. The Board had already touched on most points in discussion thus far.

Operational Policies 15 - Reviewed.

- Mike asked about the light at the end of the ramp - very dark at night time.
 - Hopefully improvements to the school frontage can be included in the shed revamp.
 - In the mean - time bulbs need to be changed to L.E.D.
 - Perhaps the electrician could look at this when he comes to complete the Bore repair.
- The cleaner (Alice Kissick) messages Teresa if she is cleaning out of school hours and the teachers will message and often arrange to work in school together during the holidays.

Finance - Nothing to report

DISCUSSIONS/DECISIONS

Charter Planning 2020 - 2023

- The Board discussed the Draft charter.
 - Please change Shelley’s last name.
 - Teresa read her draft incorporating ideas from previous meetings.
 - Focus on the Art/ Science - important that these subjects don’t get left out.

- Community engagement - generally the same with the communication format using facebook and the website prioritised.
- Retention of Students - Maintain and ensure KIndy is informed and up to date with school's activities.
- The last 4 pages of the document unpack how we achieve our goals.
- The Board will look into this again in February.
- Due at the Ministry of Education by the 1st March.
- Teresa encouraged the Board to have a good look at the document.

School - House Fence

- The Board discussed the School - House fence.
 - There is no money to do this.
 - The Board feels the School - house grounds are not being maintained to a high standard.
 - The Board members thought that the dogs and sheep were on the field at times.
 - Could the Board look at "tightening" up the tenancy agreement? Andrew to follow up.

Van Shed Conversion

- The Board discussed the shed conversion
 - Tersea asked if someone was prepared to take over the project.
 - Edwin agreed to get quotes.

The Board went into "Committee"

Meeting closed: 8.10pm

Next Meeting: Wednesday 12th February 2020 @ 6.30pm

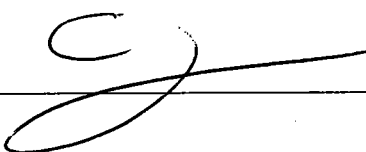
Agenda Items:

Elect Chairperson

Confirm Budget 2020

Charter Planning 2022 - 2023 - Review Draft

Review/Analyse Wellbeing@school survey results

Signed  (PRINCIPAL
on behalf of BT Date 12/2/20