

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

Wednesday 13<sup>th</sup> March 2019, WVS Staffroom.

### ADMINISTRATION

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

Apologies: Cam Negus

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 discussed the Ero letter.

- Not a lot of notice has been given.
- Greg Stuart was in charge of the last review which is helpful for consistency and enables him to assess progress made.
- Reviews are mainly conversational with the Board, Students, parents and staff all adding depth to the data.
- The more Board available for the reviewers to talk with, the better.

The MOE Property Seminar was asked about.

- It helps understand the process of setting up a 10YPP.
- Ours has just been signed off so not relevant to our Board at this stage

Teresa commented that the "Tomorrow School's" Principal & Board meetings on Monday 18<sup>th</sup> March were relevant and well worth attending.

### MONITORING

Finance: At this stage the Budget is not loaded so it's very hard to assess this month's Finances.

Principals Report: Previously circulated.

- ✓ The roll is increasing bit by bit as expected, should be at 70 by the end of the term.
- ✓ Property - Teresa explained the plans to modify the staff toilet area for our high health needs student. E.g.
  - Change the door to the toilet to a sliding door
  - Turn the space into a large wet area with shelving, supertub, shower and bidet

- Resolution – in the procurement process
  - Expected to cost between 50 – 100k
  - Staff will have one unisex toilet
  - The modified bathroom will become a special needs student toilet
  - The project will possibly start end of term 2 and take approx 2 weeks
- ✓ Staff - Andy will do Caretaking jobs on Monday & Tuesday (he teaches Wednesday – Friday). We plan to have the grounds tidied by the School gala and Ero visit.
  - ✓ The pool will remain open for the mean while.
  - ✓ Teresa is confident she has someone to fill the After School Supervisor position. We are just waiting on the Police Vet.
  - ✓ The Board looked at the list of questions the Teachers are studying for their Teacher inquiry cycle.
  - ✓ Teresa looks at the inquiry questions and progress on these when appraising.
  - ✓ Health & Safety - had nothing to report however Teresa raised the topic of the Pump track due to an increase in incidents because students had been placing various obstacles on the track. She informed the Board it had been addressed with the students involved.
  - ✓ Curriculum - nothing to report
  - ✓ Community Engagement – this Term’s Parent /Teacher Interviews seemed to have been at a great time with 100% attendance. Teresa had all the students in the library for the remainder of the day and was disappointed she wasn’t available for parents if they wanted to talk to her. Something to consider for next time.
  - ✓ Grants – Teresa discussed the grants applications as listed in the Principal’s Report.

#### Governance Policies 7 – 13

##### 12 – Principal’s Performance Management Policy.

- The Board asked how this was being managed.
- Teresa explained she had had her initial meeting with the Board representative as appraiser, Andrew La Grouw, 2 weeks ago.
- Andrew will present the Board with his notes from this meeting and the signed appraiser/appraisee document at the next meeting.

#### **DISCUSSIONS/DECISIONS**

##### School House

- Henry gave Andrew a rough sketch of the underneath of the school house.
- There are varying joist centres.
- It was asked what the initial quote was for – dig trench, supply & install insulation to the under floor and ceiling.
- The ceiling looks fine, the Board agreed there was no need to re do the insulation in the ceiling.
- The materials were discussed , it was agreed that a good overall quality would be expected - a thicker slightly different composite is approx \$200 dearer.

- Andrew and Henry will discuss further.
- The crawling space underneath the house is quite workable

Henry asked if he could discuss Health & Safety concerns regarding the dogs at the school house and general state of the property. Shelley approved of the addition to the agenda.

- There are a number of dogs , 1 aggressive.
- Can we ensure no children go near the property.
- The number of dogs is not stipulated in the tenancy agreement .
- Perhaps a “no dogs” agreement on the tenancy in the future.
- Henry felt the lino & deck could require attention in the near future.
- The yard is messy.
- The wood shed is an eyesore.
- Do we need a guidance list for inspections?
- Have 6 monthly inspections
- Perhaps look at getting a quote to do a higher solid fence.

### Budget

- At this stage the budget is not pretty – 14k in deficit at the end of year projection.
- School House expenses are budgeted at 10k, the increase in rent should cover incidentals and may allow the Board to look at a new fence.
- Teresa has discussed the deficit with Hilary and she wasn't too concerned.
- The Budget is a worse case scenario.
- Worst case we would use half of our exterior painting budget.
- We know of the families leaving but don't know who's coming in – so uncertainty. We know of a new family starting shortly with 3 children.
- We could put this budget in place hoping things go as planned and review in June.
- Confident we will stay at 70.
- If worst case we will need to replace the exterior painting money - not totally comfortable but the best way forward at this stage.
- There is no grant money in the budget.
- We generally get the After School Care grant easily so Tersea might look at applying for the Librarian's wages instead of the supernumerary Teacher.
- We could fundraise – the Board raised a good 2 – 3 k last year.
- Teachers are aware this will be a tight year.
- The Board agreed to put this budget through, as long as it is regularly tracked ( Ed Services , monthly financial reports).

### Camp 2019

- At this stage activities aren't confirmed.
- Henry asked if they are “audited” – this will be checked.
- The staff have visited the site and were happy.
- The staff are having weekly camp meetings.
- Henry will look over the finer points of Health & Safety and RAMS.

- Police Vets all entered, we are waiting for results.
- Good amount of staff and parents going (approximately 20 in total).
- Couple of the parents have first aid experience (Medics).

#### Succession Planning

- Board elections are 7<sup>th</sup> June.
- Returning officer needs to be elected. Nominations will be made at the next meeting.
- Get something in the newsletter to get people thinking.
- Shelley is happy to answer any questions.
- We need to make sure that our community are aware who is the Board chair etc.

The Board will look at doing the School house insulation in the holidays. Shelley will arrange a suitable time with the tenants. Should be easy to get done using 6 – 12 people. Henry will lead the charge and liase with Andrew.

Meeting closed: 7.50pm

Next Meeting: **Thursday 11<sup>th</sup> April 2019, 6.30pm, School Staffroom**

Agenda Items: Nothing to report

*Achunigo* 11<sup>th</sup> April 2019