

ELECTRONIC Minutes of Waikite Valley School Board of Trustees Meeting

(2 discussion points - April)

Held via email discussion during Covid 19 Lockdown March/April 2020

PRESSING DISCUSSIONS/DECISIONS

Shelley Schnuriger (BOT Chairperson) asked the Board members to consider the following items and enter discussion email (Via email: Tue, Mar 31, 2020 at 12:10 PM)

Responses from: Mary Briggs, Andrew La Grouw, Mike France, Sarah Price (Staff Rep), Teresa Topp (Principal)
Apologies: Edwin Schweizer (via text - Mon 30 March, 12.37pm)

1. URGENT CORRESPONDENCE: Edwin Schweizer's (Elected Parent member on BOT) letter of resignation.
 - a. Is everyone happy to accept this?
 - b. If so, we would need to appoint a new BOT member. We have two options:
 - i. Look back to the election results and co-opt the next person in line according to votes, that was Henry Worsp. If he was unavailable, we would go back to the next most votes (Tim Braithwaite) then Matthew Fisken. We did that last time we had a resignation and it worked well - not seen to have any board underpinning preferences.
 - ii. Hold a by-election

Shelley: Edwin's resignation. Is everyone happy to accept this?

- o The next step is to replace him. We have two options. The first one is to go back to the election results and co-opt the next person in line according to votes, that was Henry Worsp. We did that last time we had a resignation and it worked well. Henry will be a great addition to the team as he can slot in without having to do any induction and he is very familiar with all the policies and procedures. And has great experience with Health and Safety. This is my preference. If he does not wish to return, the next and other option is to advertise for a casual vacancy. Can you please email through your preferred option. (Tue, Mar 31, 2020 at 12:10 PM)

Teresa -

- o Regarding the resignation – I move that we accept it. We can discuss if there are any implications or information within that will strengthen the board through initiating any changes (at the next kanohi ki te kanohi meeting).
- o I would suggest we make a selection for a new member – looking at the election outcome for nominations in 2019. The next highest vote was to Henry Worsp – I endorse Shelley's recommendation in the sense that he added a lot of value to the previous board and we would not have to carry out a full induction process (he is familiar with our policies, code of conduct etc.). If he were not interested in joining the board, then the next highest votes was Tim Braithwaite – we could move to select him. Following that was Matt Fisken. It may seem 'scraping the barrel' – but it gives an opportunity to someone who was already prepared to serve (as shown in their nomination and going to election) and we are in no way showing favouritism or selecting someone we 'like' or protects us from being seen to have an agenda. (Tuesday, 31 March 2020 at 12:41 PM)

Sarah -

- o Yes to accepting the resignation. It sounds good to approach Henry and then if he was to say no then to approach Tim going on votes as suggested by Teresa. (Tuesday, 31 March 2020 at 1:28 PM)

Mary -

- o I don't want to accept Edwin's resignation. I feel he is a valuable member of our team and we all compliment each other well. He has worked really hard for our board so far and is clearly passionate about it. I feel the choice is between him and our tenants. I had given them the benefit of the doubt (and lazily hoped that the appointment of a property manager would sort them out)

but I don't feel we have seen much effort from them.... If the vote is to accept his resignation I agree with Henry followed by the person with the next highest votes etc.

(Tuesday, 31 March 2020 at 3:14 PM)

Mike -

- It is with total respect for Edwin that I reluctantly accept his resignation from the board. Has a conversation with Edwin been had that may allay some of his concerns or reconsider? I personally believe we have lost a huge asset and hope we can continue to utilise Edwin and his contacts in future projects that arise or are currently in front of the board should the resignation be accepted. I endorse Teresa's comments that a discussion should be held at the next meeting to ensure we are working as an effective board. From past experience board self reflection is common and is a positive not a negative. I also agree with approaching Henry as the next highest polling candidate and then Tim and so on should Henry no longer now have the time or willingness to stand. I think it is only fair to both the candidates who stood and the community who voted for them at the time of elections to be asked. Should all no longer be available then other steps taken and as Teresa has said there can be no bias seen from the community that we are stacking the deck so to speak by contacting the above.

(Tuesday, 31 March 2020 at 4:49 PM)

Andrew -

- I'm sorry to hear Edwin has tendered his resignation, but accept it.
- Henry would be a perfect replacement if he accepts. Damn shame about Edwin.

(Tuesday, 31 March 2020 at 5:51 PM)

ACTION:

- Shelley to pen a letter from the Board accepting Edwin's resignation and voicing our appreciation for the work he has done to date.
- Teresa will contact Henry to see if he would accept membership on the Board. If Henry is not available, Teresa will then contact Tim. If Tim is unavailable, Teresa will contact Matthew. If none of the previous candidates are available, we will discuss at the next meeting.
 - Spoke with Henry, he is inundated with work and will be for the foreseeable. Not an option for him at the moment but wished the BOT and school the best and will continue to be engaged with GPA Mountain Bike Academy.
 - Tim was contacted - Tim is available and has completed the eligibility declaration so we can continue the process.
 - **NEXT STEP:** Classified to be placed in the Daily Post (using template from NZSTA). If 10% or more of the schools eligible voters oppose the selection process, then we have to run a by-election - opposition is registered by letter.

2. DECISION/DISCUSSION - Exterior painting and maintenance of school buildings:

Shelley -

- You all would have received the quote from Bay Decorators. My thoughts on the painting is to go with Programmed Property Services, but make sure we do a complete inspection of all exterior surfaces before any painting takes place. It will fit into the budget more easily and the regular servicing they do throughout the program will ensure the surfaces are maintained. Also their on site safety and protection plan will ensure our children and staff will be safe.

(Tue, Mar 31, 2020 at 12:10 PM)

Teresa-

- I'm unsure about the painting – probably ProgrammEd – but I'd like some guidance from Mary regarding finance and I believe she may have an opinion on Bay Decorators that is more than I have from meeting one person from the team. 😊

(Tuesday, 31 March 2020 at 12:41 PM)

Sarah -

- I will wait and hear Mary's views on Bay decorators and how that fits into the budget in comparison. (Tuesday, 31 March 2020 at 1:28 PM)

Mary :

- Regarding the quote from Bay Decorators: Our company completes insurance repairs and they are our preferred supplier for painting. This means they complete all our painting work (and if this wasn't to a suitable standard the insurance companies would be the first to ask us to find a replacement). We have a good working relationship with them, and any imperfections are fixed quickly. They are a reasonable sized business and I know they have completed painting for a number of schools around the Rotorua area (Galatea and Atiamuri included I think). I have also heard less than favourable reports about programmed maintenance.
- Based on this I think I should abstain from voting on this but can advise the following regarding finance: We have \$65,333 sitting in our cyclical maintenance provision. This means we have provided for (over the last few years), this amount as a liability in our accounts (an amount due in the future but not yet). When we physically spend this money... providing it is not more than the provision it will not affect our profit. What will effectively happen is the accountants will transfer the provision in to cover the expenditure. That said we need to physically have the funds available to pay this, which in the case of Bay Decorators would be a stretch all at once.
- Another option (as suggested by the lovely Margaret Pattullo) was to do one block a year or something similar.... to spread the cost over a longer period. (Tuesday, 31 March 2020 at 3:14 PM)

Mike:

- I have been in touch with my former building manager from Central Kids Early learning Trust re contact for painters following the dismissal of Programmed Property Services a number of years ago and he advised we went onto use OPUS for 5 years until recently who sourced local painters in the towns/centres across the north island where our 58 centres were located under contract. He no longer uses OPUS as they have employed two builders/painters who now carry out all their own maintenance and painting. Teresa I assume OPUS may no longer offer this service after your recent call/discussion to Roger? I also spoke to a friend in Hamilton who has been designing playgrounds and other architectural work and carrying out rebuilds/maintenance including auditing H&S etc for Schools/early childhood organizations and both District and Regional Councils here in NZ and both in Aussie/Britain for over 30 years on which Building/painting companies she employs. Barbara advised that OPUS used to carry out a lot of this work for her around the country engaging in both building and painting contractors however she now uses local building/painting contractors following local tender processes with checks in place re workmanship. She also advised to stay away from Programmed Property Services after having a number of issues around quality of workmanship from the local contractors employed by this company and the difficulty in rectifying the work around a number of towns they had contracts in, she no longer uses their services. Barb's advice was cheapest is not always best and she contracts Chemwash across NZ to wash down the buildings on an annual schedule following painting. Very affordable and efficient apparently. Due to my own experience over the contract period with Programmed Property Services as Chair of the board of Central Kids along the exact same lines of Barbara's experience, it's a NO to their use from me. I also found their evasive answers to the true cost when queried by both Edwin and Andrew at their presentation off putting to give them a second chance. If both Edwin and Andrew were able to roughly work out the true annual percentage increase than I'm sure they could have. It is a shame as their payment schedule would suit our budget nicely but i am not prepared to risk them again. Will support the board's decision should the vote go their way with my answer being recorded and minuted. I am happy to use Bay Decorators and go with Mary's recommendation who has obvious positive experience with this company. (Tuesday, 31 March 2020 at 4:49 PM)

Andrew:

- Thanks to all who have put forward considered opinions for the painting. PPS's reputation is clearly not great, and that is enough for me to vote no to this option. I think Mike's suggestion to get the buildings washed annually by a contractor such as Chemwash is sensible, as is Mary's suggestion to

paint a block a year. Breaking down the paint contract into smaller, annual blocks will give us the opportunity to monitor the contractor's performance, and I imagine would likely be favourable to the contractor. (Tuesday, 31 March 2020 at 5:51 PM)

Mike:

- Just been speaking to a friend who was an ex builder in Rotorua and now does building project management. Peter recommended the Renovators painting company in Rotorua for external painting, they also use Chemwash for all their pre-wash down work. They also advise of any repairs required before painting. Thought I would pass on Incase we require a second quote?? He also advised to stay away from PPS and stated that he knows that they don't employ professional painters; they hire general persons in local areas to work for them as painters.

(Wednesday, 1 April 2020 at 10:02 AM)

ACTION:

- Teresa will contact Bay Decorators and the Renovators to ask for a quote for the school to be painted in 3 blocks over the next 3 years (Eg. Admin, small auxiliary buildings & Te Ruma Puawai - 1st year; Block C, Cleaners room & Library - 2nd year; Block E, Resource Room & Dental Clinic - 3rd year)

Next Meeting: WEDNESDAY 13 MAY - 6.30pm

Agenda Items:

Covid-19 debrief - Teresa

Exterior painting & maintenance program

Governance Policy Review: 7 - 9

CURRICULUM: Maths Specialist Teacher (MST), Sheryl Pearson to report to the BOT.

Board Selection Process - report on progress

Property Rep position on the Board to be discussed

Signed



Date

17/6/20