

Minutes of Waikite Valley School Board of Trustees Meeting

Wednesday 29th July 2020, WVS Staffroom.

ADMINISTRATION

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

Apologies: Mike France & Tim Braithwaite

In Attendance: Kelly Curtis (Secretary)

Meeting opened: 6.40pm

The Karakia was read by the Board members.

Confirmation of previous meeting minutes:

Matters arising:

- Action still stands for a grant application for a weed sprayer to be submitted.
- The Board chose to discuss the painting of the exterior of the school when Mary reported on finances.
- The Board discussed the Best Start Kindys current position.
 - The Kindy's lease has been renewed so will remain open.
 - the Kindy remains on the market.

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

MONITORING

Principal's Report: Previously circulated - see attached.

Roll : 86

Personnel/Staff: - As stated in the report - see attached.

- Teresa discussed the changes in staffing for Term 3 and informed the Board that banking staffing is on track.

Property: As stated in the report.

- The Board discussed the Block C & D upgrades and Teresa and Andrew's meeting with Karen from OPUS.
 - The Tender will be broken down into smaller parts from which a selection will be chosen to be addressed.
 - The project should be offered to tenders and these presented to Board Reps in around 6 weeks time

Health & Safety: As stated in report - see attached

- The Board thanked Mike for the various jobs he has done around school including the well fence and putting a stopper on Pod 1's door.

Curriculum: As stated in the report - see attached

- Teresa reported on the Mid - Year assessment data and the Board discussed and sought clarification regarding the analysis.
 - This is 6 months of 12 months learning which included home learning through Lockdown, during which time some 'thrived' and some 'survived'.

- Teresa also pointed out that a significant portion of the data was roll growth, so not a reflection of the school's learning and mahi over the past 12 - 24 months.
- Staff will unpack this data and work together to ensure that students are able to work towards their goals and at least 20% more are within expectations at year end.
- Teresa will work with an ALL (accelerated Literacy Learning) group of students who are working just below during Term 3.

Community Engagement: As Stated in the report - see attached.

- KOS (Keeping Ourselves Safe) Parent evening will be run on 26th August allowing an opportunity for Parents and school to engage.

Grants: As stated in the report - see attached

- Teresa discussed her plans for grant applications and in particular topping up the school P.E. uniforms, sizes 12, 14 and 16.
 - **ACTION:** Andrew asked Teresa to discuss this topic further with him in the next 2 weeks.

Annual Plan: As stated in the report - see attached

- Property Focus

Finance: Mary reported to the Board.

- Mary explained that due to still not having received our audited accounts and uncertainties in reimbursement for COVID19 and LED lighting, waiting on the refund for Airfares from the cancelled Staff development trip to Sydney and the 12K in consultants fees that will be reimbursed by the MOE made it difficult to get a clear picture on available finances.
- Also not all adjustments to this year's budget had been done by Education Services.
- Andrew queried the amount available to do repairs on the school house.
 - The budgeted amount available for school house repairs and maintenance is the projected amount received from rent (14K).
- The Board discussed the exterior painting of the school.
- **DECISION:** The Board decided to defer painting the exterior of the school for the next 6 months due to unclear cash flow projections and waiting on reimbursement from the MOE.

DISCUSSIONS/DECISIONS

School House: Shelley informed the Board of the current state of the school house. The Board discussed all the work needed, quotes and ideas. Mike, Shelley and Mary were thanked for the work they have done and are still doing.

- **DECISION:** The Board agreed to go ahead with all work and quotes discussed, approximately 13K.
 - They decided the carpet will be replaced regardless of the outcome of the insurance claim.
- **ACTION:** Mary to book Bay Decorators and Jeremy's crew so work can begin immediately. She will forward Sue's list of work required to Jeremy.
 - Andrew asked that Jeremy be paid for the work being done. Mary reassured the Board that Jeremy was happy to volunteer the labour, however, the Board left the option open for them to charge.
- **ACTION:** Shelley to send Sue's list of work needed to Andrew so he can see what materials he may be able to provide at a discounted rate.
- **ACTION:** Mary to purchase curtains using the school's credit card.
- **ACTION:** Andrew to donate a range hood for the school house.
- **ACTION:** Shelley to ask Mike if he would spray and water blast the clearlight over the deck.
- **ACTION:** Shelley will remove organic rubbish from the school house yard and surrounds.

Meeting closed: 8.40pm

Next Meeting: Thursday 20th August. Time to be confirmed - hope to coincide with Spencer Baty's Principal Appraisal Board Consultation.

Agenda Items:

Governance Policy Review: 14 -18

Principal Appraisal - BOT Feedback.

Signed _____ Date _____

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PRINCIPAL REPORT TO BOT July 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 |
|------------|----|----|----|----|----|----|----|----|-----|
| 17/06/2020 | 13 | 14 | 11 | 9 | 12 | 13 | 7 | 7 | 86 |
| 29/07/2020 | 13 | 14 | 11 | 8 | 13 | 12 | 7 | 8 | 86 |

| G | B |
|----|----|
| 40 | 46 |
| 42 | 44 |

| Roll | NZ Maori | Pacific | Dutch | NZEuro | Other Euro |
|------------|----------|---------|-------|--------|------------|
| 17/06/2020 | 18 | 2 | 3 | 68 | 10 |
| 29/07/2020 | 23 | 2 | 3 | 68 | 10 |

Summary FTTE Details

| Pay.Period No | 26 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | YTD Total |
|---|--------|--------|----------|----------|----------|----------|----------|----------|----------|-----------|
| Total staffing usage for period | 5.8 | 5.8 | 5.8 | 5.8 | 5.8 | 5.55 | 5.4 | 5.4 | 5.4 | 68.19 |
| Entitlement for period | 5.47 | 5.47 | 5.47 | 5.47 | 5.47 | 5.47 | 5.47 | 5.47 | 5.47 | 65.64 |
| Ministry adjustment for period | - | - | - | - | - | - | - | - | - | - |
| Year End Automatic Adjustment for period | (-.33) | - | - | - | - | - | - | - | - | (-1.36) |
| Difference for period | - | (-.33) | (-.33) | (-.33) | (-.33) | (-.08) | .07 | .07 | .07 | (-1.19) |
| Estimated \$ value of staffing (YTD) | \$0 | -\$946 | -\$1,891 | -\$2,837 | -\$3,782 | -\$4,012 | -\$3,811 | -\$3,610 | -\$3,410 | |
| Required average staffing level to finish year with zero balance (FTTE) | 5.47 | 5.45 | 5.44 | 5.42 | 5.4 | 5.39 | 5.39 | 5.39 | 5.38 | |

- Property Update
 - Block C and Block E upgrades - Meeting during holidays with OPUS(Kareen and Rebekah), Andrew and Teresa. At the meeting we rescoped the project. SIP funding on hold until project completed.
 - In 6 weeks Opus will present tender options to BOT (Shelley & Andrew if available).
- Personnel/staff management
 - Lisa Dinning requested reduction of days and responsibilities. (5 to 3). Was approved by Teresa. Sian Twiddy to teach Pod 1 on Thursday. Allowing Lisa Mon - Wed Term 3 only at this point. Have appointed Andy Topp as acting appointing an Acting D.P. Teresa Topp, Andy Topp, Kate Stubbs & Kelly Curtis are the only staff present for 5 days.
- Health & Safety
 - Decking outside Pod 2 - Applied 5 aluminium strips with grip.
 - Well fence completed - thank you Milke France.
- Curriculum
 - Mid year assessment data in pack for discussion.
- COMMUNITY ENGAGEMENT
 - Nothing to report.

GRANTS -
 NZCOT - Resolution to apply for Leadership Camp (Term 4 - Year 7-8)
 - P.E. uniforms application resolution
 First Sovereign - After School Care Term 3, 2020 awaiting outcome.
 INFINITY - STEAM WEEED KILLER APPLICATION \$20000.00 GST
 RECT - Outdoor classroom application or Special Ed Support?
 Four Winds - Special Ed teacher in 2020 resolution
 PUB CHARITY -
 SOUTHERN TRUST - Leadership Camp Term 4, G.P.A.
 Okaitiana Trust -
 REAP -

