

# Minutes of Waikite Valley School Board of Trustees Meeting

Wednesday 17th June, WVS Staffroom.

## ADMINISTRATION

Present: Teresa Topp, Shelley Schnuriger, Tim Braithwaite, Mike France & Mary Briggs.

Apologies: Andrew La Grouw & Sarah Price

In Attendance: Kelly Curtis (Secretary)

Meeting opened: 6.30pm

The Karakia was read by the Board members.

Confirmation of previous meeting minutes:

Matters arising -

Organic Weed Killer - Mary presented photos of the results of her spraying.

- The spray had an immediate reaction that lasted well for approximately 6 days.
- After that time weeds had grown back quite quickly.
- Could be useful as a quick fix just before pet day or some such.
- Costly - approx \$1.61 a litre ( expensive when compared to other weed sprays).
- The steam weed killer still seems like the best option.
- **ACTION: Teresa to apply for a grant to purchase a steam sprayer.**

School House property Manager

- Shelley is still gathering information and will get the forms in as soon as possible.
- The Board queried whose name would be used as the properties owner as Waikite Valley Board of Trustees was not acceptable. After some discussion it was agreed the Principal's name would be used.

Discussion around the School House Tenant's dog on the field during Ripa Training.

- **ACTION: Shelley to write and deliver a formal letter (to be edited by Teresa) terminating the dog's tenancy.**

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

- The Board discussed the quotes for the school repaint and agreed that a decision needed to be made. The cheapest quote was Bay Decorators, who have a good reputation.
- **ACTION: Mary to check with Hillary ( Ed Services) if she thinks the \$68k is available.**

## MONITORING

Curriculum: As stated in the report.

- MST - Maths Specialist Teacher, Mrs Pearson, presented to the Board.
- The Board discussed the Analysis Of Variance. Teresa read through the document.
- Best Start Kindy changing ownership was discussed by the Board.
  - Kindy has contributed to the roll growth at school and is needed by the Community.
  - It could be interesting for the Board to look at options and stay engaged with what is happening.

- The Board monitored progress on the Learning and Teaching dimension in the Annual School Improvement Plan.
  - Teresa explained that reports would go home at the end of term 2. Because of Lockdown they would focus on key competences and reflect effort of engagement rather than academic achievement.

Principal's Report: Previously circulated - see attached.

Roll : 90

- Students will be shuffled next term and will leave class numbers at Pod 1 - 26, Pod 2 - 26, Room 4 - 30 and GPA - 16.

Property: As stated in the report.

- SIP Projects backlogged due to Covid 19 and lockdown.

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

Health & Safety -

- **ACTION: Well to be fenced by Mike**
- The Board discussed the slippery entrance way to Pod 2.
  - **ACTION: Teresa to find and action solution.**

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

Mary discussed the Air New Zealand Credits from the cancelled staff P.D. trip to Sydney.

- **ACTION: Mary will contact Air New Zealand and see if they will reimburse school the cost of the Air Fares.**

Principal Appraisal Performance Agreement - Teresa distributed and spoke to the Board about the Principal's Performance Management Document established in collaboration with the external consultant (Spencer Baty).

Finance - Nothing new to report

### DISCUSSIONS/DECISIONS

Pandemic Plan Procedure - The Board ratified and agreed to add the Pandemic Plan Procedure to the framework.

Meeting closed: 8.32pm

Next Meeting: Wednesday 29th July 6.30pm.

Agenda Items:

Governance Policy Review: 14 -18

Mid -year assessment data

Parent Reporting

Principal Appraisal - BOT Feedback.

Signed \_\_\_\_\_

  
PRINCIPAL

Date 29/7/20

# PRINCIPAL REPORT TO BOT May 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
20/05/2020	13	15	11	10	13	13	7	7	89
17/06/2020	13	14	11	9	12	13	7	7	86

G	B
44	45
40	46

Roll	NZ Maori	Pacific	Dutch	NZEuro	Other Euro
20/05/2020	19	2	3	67	10
17/06/2020	18	2	3	68	10

Period: 202105, Pay Day: 02-JUN-20, As at Period Ending: 02-Jun-2020

Generation Date: 03-Jun-2020, 02:01pm

### Summary FTTE Details

Pay_Period_No	23	24	25	26	1	2	3	4	5	YTD Total
Total staffing usage for period	5.84	5.8	5.8	5.8	5.8	5.8	5.8	5.8	5.55	51.99
Entitlement for period	5.47	5.47	5.47	5.47	5.47	5.47	5.47	5.47	5.47	49.23
Ministry adjustment for period	-	-	-	-	-	-	-	-	-	-
Year End Automatic Adjustment for period	(-.37)	(-.33)	(-.33)	(-.33)	(-.33)	(-.33)	(-.33)	(-.33)	(-.33)	(-1.36)
Difference for period	-	-	-	-	(-.33)	(-.33)	(-.33)	(-.33)	(-.08)	(-1.4)
Estimated \$ value of staffing (YTD)	\$0	\$0	\$0	\$0	-\$946	-\$1,891	-\$2,837	-\$3,782	-\$4,012	
Required average staffing level to finish year with zero balance (FTTE)	5.47	5.47	5.47	5.47	5.45	5.44	5.42	5.4	5.39	

- Property Update
  - Bathroom modification progress - completed and fully paid for. Ministry seeking invoices to fully close the project.
  - Block C and Block E upgrades - OPUS waiting on Structural Report from Engineer (to feed into Architects planning).
  - PROJECT PROPOSAL (~\$57k) - SIP submitted to ministry. Awaiting approval.
- Personnel/staff management
  - Nothing to report
- Health & Safety
  - New well to be fenced
  - Decking slippery outside Pod 2 - signage and barricade used to divert students to other door - need to look at effective frost protection (TT)
- Curriculum
  - MST - maths support
  - Charter Review - Learning & Teaching Domain
  - Cross Country - Successful school competition focused on participation. Great Community turnout.
- COMMUNITY ENGAGEMENT
  - Website updated with more reliable newsletter function. Starting a 6 month trial of app - allows notifications to all parents with the app.

**GRANTS -**  
 NZCT - Resolution to apply for Leadership Camp (Term 3 - Year 7-8)  
 First Sovereign - After School Care: resolution to apply for Term 3, 2020.  
 INFINITY - Outdoor classroom application resolution  
 RECT - Outdoor classroom application or Special Ed Support?  
 Four Winds - Special Ed teacher in 2020 resolution  
 PUB CHARITY - STEAM WEED KILLER APPLICATION \$20000+GST  
 SOUTHERN TRUST - P.E. uniforms application resolution  
 Okataina Trust -  
 REAP -