

Minutes of Waikite Valley School Board of Trustees Meeting

Wednesday 11th March, 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: 6.32pm

Teresa read the Karakia and opened the meeting.

6.40pm Lisa Dinning - Special Education Needs Coordinator shared her work to date with the Board. Please find details attached.

- The Board discussed "Special Needs" and what constitutes the range of "Special Needs", for our learners.

Confirmation of previous meeting minutes:

Matters arising

- Teresa shared her findings on Rotary Hoe Hire. The Board discussed this.
 - **ACTION:** Edwin will pick up large hoe for a day to repair (school to reimburse costs).
- The Board discussed the fencing of the bore.
 - **ACTION:** Edwin will source materials and do the fence while the majority of the school is at camp.
- The Board were to discuss the proposal presented by Programmed Property Services however they agreed to put it off as the second quote had not been received. Bay Decorators have been and measured up, we are waiting on their quote. The Board discussed whether other companies are available to do this type of work, but agreed Bay Decorators would give them a figure to compare Programmed Property Services quote with.
 - **ACTION:** Mike will make phone calls to find out what other companies are available to provide a similar service.
- Teresa still has not received the second quote for a steam sprayer. If she doesn't receive it shortly she will put the grant in with the one quote and explain she is unable to attain a second quote.
- Mary spoke about her findings regarding organic sprays.
 - **ACTION:** It was decided a certified organic commercial spray would be tried. Mary to organise.

Matters arising from Sub committee Meeting: Shelley motioned to "Exclude Public".

Matters arising from Special Meeting Minutes: Shelley motioned to "Exclude Public".

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

Matters arising: - OUTWARDS - Alana Mead - special committee meeting minutes and accompanying cover letter (to be written by Shelley - BOT Chair).

MONITORING

Principal's Report: Previously circulated.

Roll : 82.

Property: As stated in the report.

- Exterior painting as already discussed.
- The Special Bathroom is due to finish this Friday.
 - There is a hole in the cupboard floor where the small hot water cylinder was, which needs to be repaired. A light needs moving and power points for the washing Machine and dryer need installing.
 - **ACTION:** Teresa will confirm that these are being addressed with Mike (Riverwood Construction).
- The heat pump has been installed in Pod 2/ Resource Room.
- Modifications to Block C & D have not been signed off.

School House Inspection: Edwin and Shelley shared their findings on the school house inspection carried out earlier that week.

Edwin felt little had been done to maintain the property and it was well below what he would accept or expect.

The Board discussed the need to spend money on the property immediately to fix the flaking ceiling, lino, fireplace and taps. Other repairs need to be carried out before the Property Manager takes over.

The lean to shed needs to be emptied so it can be demolished.

The deck needs to be replaced (in summer preferably).

- **ACTION:** Mike will ask Red Stag for a timber donation for the deck in summer.

It was asked if the Board were still looking at fencing the property?

- Yes, this is a high priority in terms of privacy for the tenant, visually pleasing for the community and fencing in dogs.
- Edwin suggested finding a LIM/PIM so that the fencing does not go over the boundary.
 - **ACTION:** Andrew said he would look into these.
 - **ACTION:** Edwin said he will provide Mary with a list of materials, for the fence, for Jeremy to get a price on.

The Board acknowledged there needs to be an informed hand over when the Property Manager is engaged.

The Tenant needs to be given a time frame to action any requests.

The Board will look at employing a Property Manager starting April.

ACTION: Shelley will catch up with the tenant to action things that need to be addressed.

ACTION: Edwin has taps and is happy to install

Edwin asked to be replaced in regards to the SchoolHouse affairs and stated he was more than happy to assist with other matters, but to add the "Property Portfolio" to the agenda next month so someone else could be responsible for overseeing it. Shelley added that once a property manager is engaged he shouldn't need to be involved moving forward

Boiler Room Conversion and School Frontage

- Edwin presented the Board with a quote for this work from Shane Atkinson including earth works by Watson Elliston.
 - this is a discounted rate for the digger, with no cartage and no labour.
 - He noted that the outer tennis court fence post is rusted through and will need repairing/replacing.
 - the Board discussed the coloured concrete - the tint takes the glare off.
 - the board discussed the job further noting the job would be well done with no mileage charge.
 - the Board asked if this was something you could get a grant for?
 - Teresa queried how these improvements would benefit children's learning? - which is generally the trigger for grant acceptance.
 - Pool repairs and upgrade would be worth trying to get a grant for.
 - Could we approach the MOE? Could we use the 57k property grant?
 - could we do a broad project - Front of School Upgrade or Exterior Grounds Upgrade (including the pool)?
- **ACTION:** Edwin will ask about the concrete colour. (5% in quote)
- **ACTION:** Teresa will speak to Roger from Opus and present the quote and project queries to start the process.
- **ACTION:** Edwin will let Shane know that we will be in touch with him in the near future.

Personnel - As stated in the Principal's report.

Health & Safety – As stated in the Principal's report

- New well to be fenced as discussed earlier.

Curriculum – As stated in the Principal's report.

Community Engagement - As stated in the Principal's report

- Camp preparations are going well.

Grants - As stated in the Principal's report.

Strategic Aim Discussion : Nothing to be reported

Governance Policies - None Reviewed.

Finance - Mary discussed her findings.

- 72% of the Caretaker budget has been exhausted renovating the Resource room.
- The sundry code 4925 looks off because of a payment error.
 - **ACTION:** Kelly will arrange for Education Services to create an "errors" code and move the figure there.
- Shelley has asked to attend finance meetings.
- Andrew asked about the items of significance.
 - Mary explained her process and her use of the percentage usage as a gage. Mary goes through each month, makes notes, asks questions and has answers for future reference.

DISCUSSIONS/DECISIONS

1. Principal Performance Review

- Mike asked if Kelly & Sarah should leave the meeting during the discussion.
 - The Board discussed this and decided they would stay.
- Teresa excused herself from the meeting
- Andrew presented his appraisal.
 - Andrew explained the process he had adopted to appraise Teresa with regular meetings to discuss personal goals, chat professionally and offer perspective on different topics/issues.
- as per performance agreement circulated all professional criteria were met by the Principal for the 2019 school year.
- Mike asked if the community and Staff had been surveyed for the appraisal.
 - Andrew explained that the opportunity had eluded them due to time constraints and availability.
 - Shelley explained that normally Spencer Baty from Baty Education Consultants did meet with Staff, students and parents/members of the community.
- The Board discussed whether Andrew should do Teresa's appraisal in 2020 again or if they should engage the services of an external assessor.
 - Edwin felt that due to current issues it would be a good idea.
 - it would be preferred to alternate.
 - using Baty Educational Services has been a huge benefit to Teresa, the BOT and the school .
 - Shelley shared her recommendation for Baty Education Consultants.
- **ACTION:** The Board agreed to engage Baty Education Consultants to appraise Teresa.
- **ACTION:** Shelley and Andrew to sign.
- Mike asked if there was money in the budget to cover this?
 - Mary said yes, she would make sure there is.
- Teresa came back.
 - Teresa explained how valuable she had found working with Andrew and thanked him.

2. Reconsider Painting Proposal - as already discussed. See "matters arising from previous minutes".

3. Ratify Travel Policy

- It was noted Waikite Valley School will need one moving forward.
- Edwin asked about the CoronaVirus and its potential effect on the PESA conference in Sydney.
 - if the conference is cancelled all costs should be reimbursed.
 - Teresa receives a daily Bulletin from the MOE with recommendations and current information.
 - Something to keep an eye on/ monitor closely.
- The Board ratified the Travel Policy.

4. Ratify the Sensitive Expenditure Policy

- The Board ratified this policy

5. Ratify Crisis Policy

- Mike asked what defines a "Crisis"?
 - Teresa explained it is a trauma that impacts the school Community in an emotional or physical way. She explained there is a specialist team from the MOE that assists Schools with this.
- The Board ratified this policy.

6. Ratify Physical intervention and restraint Procedure

- Teresa explained she generally tries to deal with these situations as she has the appropriate training . This provides a layer of protection for staff.
- The Board asked how often these instances occurred?
 - usually a couple of times a week.
- **ACTION:** Secretary to replace “their” with “themselves”.
- The Board Ratified this policy.

Meeting closed: 8.25pm

Next Meeting: Tuesday 31st March 6.30pm.

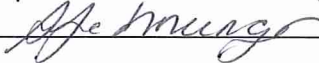
Agenda Items:

Reconsider Programmed Property Services proposal.

Governance Policy Review: 7 - 9

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

Property Rep position on the Board.

Signed  Date 17/6/20

PRINCIPAL REPORT TO BOT March 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
12/02/2020	16	13	12	4	11	12	7	7	82
11/03/2020	14	11	11	9	11	12	7	7	82

G	B
41	41
41	41

Roll	NZ	Pacific	Asian	NZE	Other	TOT
12/02/2020	18	0	0	64	0	82
11/03/2020	18	0	0	64	0	82

Banking Staffing Report, (02055) Waikite Valley School
 Period: 202024, Pay Day: 25-FEB-20, As at Period Ending: 25-Feb-2020

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Summary FTTE Details

Pay Period No	23	24	YTD Total
Total staffing usage for period	5.84	5.8	11.64
Entitlement for period	5.47	5.47	10.94
Ministry adjustment for period	-	-	-
Year End Automatic Adjustment for period	(-.37)	(-.33)	(-.7)
Difference for period	-	-	-
Estimated \$ value of staffing (YTD)	\$0	\$0	\$0
Required average staffing level to finish year with zero balance (FTTE)	5.47	5.47	5.47

Property update

- 0 Exterior painting
- 0 Bathroom modification progress
- 0 Block C and Block E upgrades

2. Personnel/staff management

- 0 nothing to report

3. Health & Safety

- 0 New Well to be fenced

4. Curriculum

- 0 MST teaching underway
- 0 SENCO report (Dimming)

5. COMMUNITY ENGAGEMENT

- 0 Nothing to report

GRANTS -

NZCT - Application submitted for 2020 school camp **APPROVED \$5200**
 First Sovereign - **After School Care application submitted for Term 2, 2020.**
 INFINITY - Resolution to apply for Special Ed teacher in 2020 - 0.2 FTE ORS & Tier 2 learners
 RECT - Outdoor classroom application or Special Ed Support?
 Four Winds - Outdoor classroom application IN **DECLINED - INSUFFICIENT FUNDS**
 PUB CHARITY - STEAM WEED KILLER APPLICATION \$20000+GST
 SOUTHERN TRUST - resolution to apply for 2020 National Young Leaders Day Trip - Yr 8 only
 Okataina Trust - **Camp Whakamaru application - \$2000 approved**
 REAP - Application submitted for Steps to Literacy Subscription and Teacher Aide hours
contribution \$1450.00 \$400 APPROVED