

Minutes of Waikite Valley School Board of Trustees Meeting

Wednesday 20th May, WVS Staffroom.

ADMINISTRATION

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

Apologies: Mike France

In Attendance: Kelly Curtis (Secretary)

Meeting opened: 6.30pm

The Karakia was read via Sarah Price's phone by a Pod 2 student.

Confirmation of previous meeting minutes:

Matters arising - From the March 11 Minutes

- The Board queried if the Rotary Hoeing had been done on the playground? Not sure, will check.
- The Board discussed the fencing of the bore. Teresa explained that Mike had offered to do this during his leave break.
 - **ACTION:** Teresa will touch base with Mike regarding the fencing of the bore and ask if he's available to hoe the playground if it hasn't been done.
- The Board discussed the Property Project. Teresa has submitted the quotes and it has come in a few thousand over the 57k. She suggested either getting costs down on the School house fence or removing it from the improvements.
 - **ACTION:** Awaiting MOE approval to start work.
- Mary has purchased an organic spray.
 - **ACTION:** Mary will apply the weed killer on the weekend and report to the Board.
- Shelley informed the Board nothing has been done regarding the Property Manager for the School House due to the Lock Down. The Board discussed what needs to be done before the handover is made.
 - the Tenants have been cleaning up around the section.
 - the bath tap has been replaced.
 - the Fireplace needs to be looked at.
 - the lino and ceiling in the shower need to be replaced urgently.
 - The tenants are aware the property is being handed over to a Property manager.
 - **ACTION:** Mike is to contact Sue Knowles.
 - **The rental agreement and payment schedule will need to be given to Sue.**
- Teresa discussed her principal appraisal has started
 - Spencer Baty may continue her appraisal into term one 2021 to replace time lost during Lock Down. The schedule and plan will be established at their next meeting.
 - Teresa has set her goals for this year (will share at the next meeting).
 - Teresa enjoyed having Spencer as a contact to discuss online learning etc during Lock Down.

Matters arising - From March/April Electronic minutes

- The Board queried if the school community had been informed about the BOT changes over the last month.
 - The appointment was not made until this meeting technically.
 - The selection process was followed as per NZSTA guidance.

ACTION: A note will be made in the school Newsletter in the near future to announce the change to the Board.

- The Board discussed the Painting quotes.
 - The Renovators had been to do a quote.
 - The Board queried if Bay Decorators would split into blocks similar to Programme Property's proposal.
- The Board discussed the Cantec Services work proposal.
 - **ACTION: Teresa to get a quote from Cantec and request The Renovators for a 'block' programme quote.**

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

Matters arising: - OUTWARDS - Acceptance of resignation (BOT to Edwin).

Cantec proposal as discussed previously.

MONITORING

Principal's Report: Previously circulated.

Roll : 89

- approaching having two larger classes.
- approaching Gypsy day we are not aware of many moves.
- We have 4 children leaving (2 families).
- With the growing roll it is great to have new families for the PTA.
- Social distancing is going well. Some kids were anxious but have been reassured. The staff don't feel it has affected interactions or changed the culture of the school.

Property: As stated in the report.

- Change of contact at Opus - Samer AlMalalha
- The special needs Bathroom is complete and Opus are submitting the invoices to the Ministry.
- Opus reported that tender has been posted for blocks C & E, however there was some uncertainty that this was correct. The Board felt it was still at the design stage. It's hoped the project will be complete by the end of next year. Roger was project Manager (Opus).
- **ACTION: Teresa will talk to Opus to clarify.**
 - **ACTION: Andrew will liaise with Teresa regarding Block C & D renovations.**
- The Board discussed the replacement of the UV water filters.
 - **ACTION: Teresa will ask if this is a job we could do ourselves.**
- The Board discussed the replacement of existing lighting to LED. Teresa informed the Board the MOE should reimburse this cost.

Personnel/Staff

- The Board discussed the role the Teachers played during Lockdown.
 - Mary asked that the staff be thanked for the wonderful job they had done via the newsletter or a morning tea was suggested.
 - **ACTION: A note will be placed in the Newsletter and a morning tea arranged by Teresa.**
 - Teresa is looking forward to 'unpacking' the survey (conducted during lockdown) results (best response we have had in ages) with the Teachers & BOT>

Health & Safety

- The Board discussed the examples of Pandemic Policies (supplied in their Board Packs) and agreed that it be reintroduced into the Policy framework.
 - **ACTION: Teresa will condense into one personalised document for the Board to look over and ratify at the next meeting.**

Curriculum - as stated in report

- Our school will not be participating in any inter school events for the remainder of the term.
 - WVS Cross country will go ahead (3rd June) and the whole school will start practising on the course in week 6.
 - Parents will be allowed to be spectators.
 - **ACTION: Shelley will come in next Tuesday to set out the course.**
- The Board queried if Bay interschool cross country will run.
 - At this stage we are unsure but would be surprised if they do.

Community Engagement

- The Board discussed the daily facebook posts and whether the school newsletter was necessary. Facebook seems to have the most engagement of all platforms of communication and the printing of the weekly school newsletter is costly.
 - Could we do a monthly newsletter with photos to sum up the past months learning and news.
 - the Board queried how we could cater for the very small number of people who were unable to get internet coverage.
 - **ACTION: Teresa will trail a couple of options and report back next month.**

Professional Development trip to Sydney

The Board discussed the cancelled trip to Sydney (Staff professional development conference).

- Some felt that Air New Zealand might eventually be pressured into refunding the airfares.
- Mary explained how she could move the money to "prepayments" which would help how the budget reflected this.
- The other option would be for the Board to pen a letter to Air New Zealand if necessary.
 - **ACTION: At this stage the Board chose to wait it out for a while and continue to revisit at the next few meetings.**

Finance

Mary discussed February, March and April's finance reports.

- February's had nothing to report.
- March/April - the large increase in the Budgeted Operations grant was due to the government's 57K payment for SIP project. This amount will be moved to MOE funded projects.
- The Board discussed the installation of LED lights in Pod 2.
 - **ACTION: Submit this expense to the MOE for reimbursement.**
- The accommodation and registration fees have been fully refunded - cancelled Staff development trip.
- Coding changes to be made to Kelly's wages.
- \$816 was taken from the operations grant for holiday pay after terminating an older job. Novopay was contacted and asked to take this from Teachers Salaries instead.

- This year's camp has taken less than budgeted for, due to the NZCT (5200K) and Okatina Trust(2000K) grants.
- This year's school fees are nearly all paid.
- Capital expenditure was the heat pump installed in Pod 2.
- The Reading Recovery budget is untouched at this stage, but coding will shift in the next pay period.
 - **ACTION: Teresa to change from Teachers Salaries to Operations Grant.**
 - 12k expenditure has been found in 2815 - Consultancy Property, from 2019, that should have been attributed to the bathroom modification. The Auditors have been asked to move this amount to D12E, Bathroom Modification expenses. This will reflect well on the budget.

DISCUSSIONS/DECISIONS

- Tim Braithwaite was welcomed to the Board and asked to read through the WVS BOT Code of Behaviour, acknowledged and signed it.
- Mike (via correspondence) asked that Mitre 10 and Red Stag be thanked for their kind donations towards the restoration of the picnic tables in a newsletter.
- Shelley acknowledged Mike for the wonderful job he had done building and painting the tables.

Meeting closed: 8.00pm

Next Meeting: Wednesday 17th June 6.30pm.

Agenda Items:


Governance Policy Review: 10 -13

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

Principal goals for 2020

Charter Review - Progress & Targets

Signed _____



Principal.

Date 17/6/20

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
31/03/2020	14	12	11	10	11	12	7	7	84
20/05/2020	13	15	11	10	13	13	7	7	89

G	B
42	42
44	45

Roll	NZ Maori	Pacific	Dutch	NZEuro	Other Euro
31/03/2020	19	2	3	62	10
20/05/2020	19	2	3	67	10

Banking Staffing Report, (02055) Waikite Valley School
 Period: 202103, Pay Day: 05-MAY-20, As at Period Ending: 05-May-2020

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Summary FTTE Details

Pay_Period_No	23	24	25	26	1	2	3	YTD Total
Total staffing usage for period	5.84	5.8	5.8	5.8	5.8	5.8	5.8	40.64
Entitlement for period	5.47	5.47	5.47	5.47	5.47	5.47	5.47	38.29
Ministry adjustment for period								
Year End Automatic Adjustment for period	(-.37)	(-.33)	(-.33)	(-.33)				(-1.36)
Difference for period	\$0	\$0	\$0	\$0	(-.33)	(-.33)	(-.33)	(-.99)
Estimated \$ value of staffing (YTD)	\$0	\$0	\$0	\$0	-\$946	-\$1,891	-\$2,837	
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	

- 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 have worked through the lockdown period and have been inundated with work. So much so that Roger has had to hand our work over to a new graduate (Samer Malalha).
 - PROJECT PROPOSAL (~\$57k) - all quotes in to Samer Malalha for submission to ministry.
 - New water filters installed and UV filter replaced
 - Sink installed in Pod 2
 - LED lighting installed in Pod 2
- Personnel/staff management
 - Everyone is in good spirits following the levels. We will look at survey responses from whanau to learn about how we can improve our practices - both online and in class.
- Health & Safety
 - New well to be fenced
 - Pandemic response plan was followed and level 2 restrictions adhered to
- Curriculum
 - Term 2 - Kaupapa: Living World (Science focus); cross country
- COMMUNITY ENGAGEMENT
 - Online survey responses indicative of community sentiment regarding online learning
 - School Facebook page had successful engagement by 90% of our families (44 out of 49) - can we look to this as alternative to weekly newsletter? Have a monthly A3 paper version; daily updates using the Facebook page for regular notices. Saves time and is more responsive.

GRANTS - ALL GRANTS ON HOLD - NO APPLICATIONS ALLOWED UNTIL FURTHER NOTICE
 NZCT - Resolution to apply for Swimming Pool heating - ~\$50k
 First Sovereign - After School Care application submitted for Term 2, 2020.
 INFINITY - Special Ed teacher in 2020 - DECLINED - INSUFFICIENT FUNDS
 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 - application for AgriKids Finalists to travel to Christchurch (June)
 Okataina Trust - Camp Whakamaru application - \$2000 approved
 REAP - Application submitted for Steps to Literacy Subscription and Teacher Aide hours contribution \$1450.00 \$400 APPROVED