

Minutes of Waikite Valley School Board of Trustees Meeting

Thursday 20th August 2020, WVS Staffroom.

ADMINISTRATION

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

Apologies: Tim Braithwaite

In Attendance: Kelly Curtis (Secretary)

Meeting opened: 6.40pm

The Karakia was read by the Board members.

Confirmation of previous meeting minutes: The proceedings were confirmed as correctly recorded.

Matters arising:

- Property Block C & E
 - The Board discussed the current situation with the remodelling of blocks C & E.
 - Andrew reported on his discussions with Opus and was satisfied the money owing was justified.
 - At this stage the invoice is unpaid.
 - Teresa explained she had not heard from Opus at all regarding any current enquiries.

ACTION: Andrew to contact and escalate these topics with Opus. School office to withhold payment of invoice until further notice.

- School house
 - The Board thanked each and all for everyone's hard work on the School House.
 - The property and paths are all water blasted and looking great.
 - Shelley explained details needed for the Insurance company to proceed with the carpet claim.
 - Minutes regarding the upgrade of the carpet (2014)
 - Invoice for carpet
 - Minutes regarding inspections and the state of the carpet
 - Evidence that the Board had tried to get any money from the tenant towards the replacement -
 - the board queried how long they would wait for insurance proceedings
 - could we replace the carpet in the meantime?
 - Mary said the builders would be about a week and a half away.
 - Shelley informed the Board that the property manager (Sue Knowles) had been asking when the property would be ready for her to photograph for advertising.
 - The board discussed whether the property could be photographed and felt the exterior would be acceptable at present, but the inside would need to wait until repaired.
 - Andrew reiterated thanks for the hard work the BOT have done on the School House.

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 : 87

- Teresa informed the Board that during these interesting times attendance had been steady and the overall attitude of the school was positive and engaged. Some children had been anxious prior to the Government decision regarding which level our district would be in after the weekend.

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

Property: As stated in the report.

- The Board discussed the Rural Schools Safety Review.
 - Teresa asked the Board what they considered they could do to address some of the downfalls stated in the report.
 - bright colourful signage at the roadside frontage.
 - could cones be put out at drop off and pick up times?
 - good idea but dangerous for those involved in putting them out/getting them in.
 - put reminders in the Valle News and school Newsletter on a permanent basis
 - rumble strips could be asked for on both sides of the approach.

ACTION: Teresa to email the council (Georgie Griffiths) regarding the rumble strips.

ACTION: Teresa will publish in the school newsletter and ask to have it in Valle News.

Health & Safety: As stated in report - see attached

The Board discussed the Work Requirement Notice issued by Argest.

- Teresa informed the Board that she had asked for some guarantees from Opus and emailed them the notice for support and advice , but hadn't heard back.
- Teresa explained that the current bell system did need replacing and couldn't be heard across all classrooms.
 - She has contacted 2 companies for quotes for a 24 volt system but hadn't heard back.

Andrew queried who we used for our safety inspections?

- Wormald conducts physical inspections and Argest is the agent for the MOE.

ACTION: Andrew to look into who Lockwood used to upgrade their systems and get back to Teresa for action.

Curriculum: As stated in the report - see attached

Teresa discussed the various topics and concepts the classes were looking at in their classroom studies and across the school.

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 to engage with the content and purpose of this programme.
 - There is a new community constable who will be introduced at the KOS parent's meeting
 - Shelley signed the letter of agreement for 'Keeping Ourselves Safe'.

Grants: As stated in the report - see attached

Annual Plan: As stated in the report - see attached

Finance: Nothing to report.

Meeting closed: 7.50pm

Next Meeting: Monday 21st September.

Agenda Items: Matters Arising:

- Block C & E update
- WRN

Governance Policy Review: 18 - 21

Signed  Date 21/10/20

PRINCIPAL REPORT TO BOT August 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
29/07/2020	13	14	11	8	13	12	7	8	86
20/08/2020	13	14	11	8	14	12	7	8	87

G	B
42	44
42	45

Roll	NZ Maori	Pacific	Dutch	NZEuro	Other Euro
29/07/2020	23	2	3	68	10
29/07/2020	23	2	3	68	10

Banking Staffing Report, (02055) Waikite Valley School
 Period: 202110, Pay Day: 11-AUG-20, As at Period Ending: 11-Aug-2020

Summary FTE Details

Pay Period No	1	2	3	4	5	6	7	8	9	10	YTD Total
Total staffing usage for period	5.6	5.6	5.6	5.6	5.55	5.4	5.4	5.4	5.4	5.39	79.1
Entitlement for period	5.47	5.47	5.47	5.47	5.47	5.47	5.47	5.47	5.47	5.47	76.58
Ministry adjustment for period	-	-	-	-	-	-	-	-	-	-	-
Year End Automatic Adjustment for period	(-33)	(-33)	(-33)	(-33)	(-08)	.07	.07	.07	.07	.06	(-1.36)
Difference for period	-1,891	-2,837	-3,782	-4,012	-4,012	-3,811	-3,610	-3,410	-3,210	-3,004	(-1.16)
Estimated \$ value of staffing (YTD)	5.44	5.42	5.42	5.4	5.39	5.39	5.39	5.39	5.37	5.37	
Required average staffing level to finish year with zero balance (FTE)											

1. Property Update
 - o referred to in matters arising (nothing else to report)
2. Personnel/staff management
3. Health & Safety
 - o Level 2 raises concerns amongst staff who are over 60 and those with medical conditions
 - o Rural Schools Road safety Review
 - o WRN
4. Curriculum
 - o Continuity and change (social sciences focus)
 - o Tough guy/gal challenge
5. COMMUNITY ENGAGEMENT
 - o Keeping ourselves safe - parent night 26 August 6.30pm

GRANTS -
 NZCT - Resolution to apply for Leadership Camp (Term 4 - Year 7-8)
 - P.E. uniforms application resolution
 First Sovereign - After School Care Term 3, approved
 INFINITY - STEM WEED KILLER APPLICATION 2020+GST
 RECT - Outdoor classroom application re Special Ed Support?
 Four Mircls - Special Ed teacher in 2020 resolution
 PLUS CHARITY
 SOUTHERN TRUST - Leadership Camp Term 4, G.P.O.A.
 Okataona Trust
 REAPS