

## Minutes of Waikite Valley School Board of Trustees Meeting

Monday 21st September 2020, WVS Staffroom.

### ADMINISTRATION

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

Apologies: Mike France

In Attendance: Kelly Curtis (Secretary)

Meeting opened: 6.30pm

The Karakia was read by the Board members.

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

### Matters arising:

- Andrew updated the Board on Opus.
  - An email had been received informing the Board that more information would be available next month with a meeting set for 9/10/20.
  - The outstanding bill will be reviewed and a credit note was mentioned.
- Road Review update.
  - Teresa informed the Board of the \$30k allocation of funds for signage and painting for Waikite Valley School.
- WRN: As reported in agenda.

The minutes were confirmed as correctly recorded.

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

- Teresa discussed the Covid 19 (Engagement and Wellbeing) Urgent Response fund that she applied for and received money from.
  - This will be used for Deputy Principal release.
  - Schools can continue to apply for this if another urgent need arises relating to engagement and wellbeing.

### MONITORING

Principal's Report: Previously circulated - see attached.

Roll : 90

The roll has remained stable with new enrolments despite a few leavers.

Property: As stated in the report.

- The Board discussed the general appearance of the school .
  - Two members of the PTA had voiced their concerns over this, in particular the road frontage and gardens.
  - The Board acknowledged these concerns however due to the drawn out process revamping Room's 3 & 4 , the SIP projects (including improvement of the school frontage etc.) are on hold.

## DISCUSSIONS/DECISIONS

### Principal Appraisal

The Board discussed Spencer and Marlene Baty's visit for Teresa's Principal Appraisal.

- Teresa explained that a decision had been made that due to Level 2 restrictions a Board survey would be conducted rather than onsite meeting.. The link would be emailed to the Board in the near future.
- Caregivers whanau and wider community will also do a survey.
- Shelley discussed her meeting with Spencer Baty.
  - She suggested the Board thought about doing some group training to build a sense of togetherness and shared knowledge/understanding.
    - Teresa recommended the NZSTA conference which could help everyone come together as a group whilst strengthening their BOT knowledge of Governance.
    - The Board discussed that it was a tricky time with COVID 19 and would keep it in mind for the future.

### Governance Policy Review 14 - 18

ACTION: 15, General - change to meeting dates to "will be confirmed each month".

ACTION: 15, General - change the meeting end time to 8.30pm.

ACTION: 15, Tabling Documents include - "such information should be shared prior to the meeting where possible".

ACTION: 15.2 - add "Opening Karakia" to the beginning of the agenda format.

ACTION: 17 - add the "Board members code of conduct".

### Power Contract.

- Andrew informed the Board that the School's contract with Mercury Energy ends on the 1 September.
- ACTION: Kelly to find the information regarding this from previous minutes as researched by Edwin Schweizer, scan and send to Andrew.
- ACTION: Andrew will follow up on this once he has the documents.

### MST Conference Attendance

Teresa discussed Sheryl Pearsons concerns regarding travelling to Wellington to attend a mandatory MST conference. The Board wholeheartedly agreed that they did not expect Sheryl to physically attend and suggested a zoom option should be offered so at - risk staff would not be disadvantaged.

- ACTION: Teresa will inform Sheryl this has been discussed with the Board and they unanimously support her decision regarding not travelling to Wellington for hte 3 day conference.

### School House Insurance

Mary informed the Board that the school house insurance renewal is due mid September. The Board discussed the current insurance policy and whether it was appropriate to investigate changing the policy.

- ACTION: Kelly to send Andrew the current Dawson policy and he will get quotes from other companies.

### Board Register

Mike queried if the current Board Register was up to date.

- He was reassured that any membership changes were updated immediately with NZSTAR.
- ACTION: Kelly to check other documents listing Board members and ensure they are up to date..

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

- Teresa reported on the staff PD weekend. See attached reflection sheet.
- Teresa reported on Sheryl Pearsons MST conference that she attended via Zoom.

Health & Safety: As stated in report - see attached

Curriculum: As stated in the report - see attached

- The Board discussed school's Movie Night held via Facebook due to Covid 19 level 2 restrictions.
  - approx 40 views for each movie were recorded on Thursday night.
  - Mary thought the movies were very cool.
  - The Facebook stream allows everyone to pick and choose what they watch and when.
- Teresa reported on the Keeping ourselves Safe programme.
  - Overall it went well.
  - A small number of children did not participate in some of the activities but in general is well supported.
  - Sarah informed the Board that she felt it had a lot of interesting ideas that opened up good conversation.
- Mary queried about the Equitable digital access project.
  - The school had been informed that every school family would be contacted to ensure all had internet access.
  - School had provided phone numbers.
  - To date all has gone quiet from the MOE regarding this.
- **ACTION: Teresa will phone those concerned for an update.**

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

- The Board discussed having a Community Engagement Evening in Term 4.
  - Families would be asked what knowledge and skills they expect their year 8 students to have accumulated by the time they leave Waikite Valley School.
- **ACTION: Teresa will set this up for Term 4**

Grants: As stated in the report - see attached

Annual Plan: As stated in the report - see attached

The Board discussed the current roll growth and whether setting our enrollment goal to 101 was a strategic target.

Finance: Mary reported on July and August's finances outlining adjustments etc.

- We have received a refund for the Staff PD flights to the Conference in Sydney that was cancelled due to Covid 19.
- The sundry code 4925 was discussed.
  - Still waiting on Hockey subs from a few families.
- **ACTION: Teresa will meet with Tim who will give those families owing significant amounts of money a polite reminder (via phone call).**
- The outstanding balance owed by the previous school house tenants for rent and school fees was discussed.
- **ACTION: The Board agreed to issue a debt collection letter.**
- The Well and Special Needs Bathroom MOE funded projects are now fully complete.
- We are still waiting on our 2019 Financial Audit.
- **ACTION: After School Care Supervisor Grant to be applied for from One Foundation.**

## DISCUSSIONS/DECISIONS

### Governance Policy Review 18 - 21

- The Board discussed Standowns, Suspensions and exclusions - what was the difference etc. Teresa shared her knowledge around this and informed the Board there had been a Stand Down at school this term. Broad details were covered.
- **ACTION: Kelly to add 'ar' to calendar in Finance Committee Annual Calendar.**

### Power Contract.

- **ACTION: The Board agreed to continue with the current power contractor.**
  - **Make sure the appropriate amount is budgeted for in 2021 remembering school was closed for a number of weeks due to Covid 19.**

### School House Insurance/update

The Board discussed the school house renovations and where everything was up to.

- Just waiting on the insurance company's decision on carpet replacement.
- The garage door needs to be fixed.
- **ACTION: Andrew will arrange for his engineer to inspect and repair.**
- **ACTION: Andrew to organise the laying of the vinyl.**
- **ACTION: Shelley to email Sue Knowles - Property manager and update her on progress and give her a time frame.**

Meeting closed: 8.15pm

Next Meeting: Wednesday 4th November.

Agenda Items: Matters Arising:

- Block C & E update
- WRN
- School House update

Operation Policies 1 - 2

Signed



Date

4/11/20.

**PRINCIPAL REPORT TO BOT September 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 |
|------------|----|----|----|----|----|----|----|----|-----|
| 20/08/2020 | 13 | 14 | 11 | 8  | 14 | 12 | 7  | 8  | 87  |
| 21/09/2020 | 11 | 16 | 13 | 9  | 14 | 13 | 7  | 8  | 90  |

| G  | B  |
|----|----|
| 42 | 45 |
| 44 | 46 |

| Roll       | NZ Maori | Pacific | Dutch | NZEuro | Other Euro |
|------------|----------|---------|-------|--------|------------|
| 29/07/2020 | 23       | 2       | 3     | 68     | 10         |
| 21/09/2020 | 26       | 2       | 3     | 70     | 10         |

Banking Staffing Report, (02055) Waikite Valley School  
 Period: 202112, Pay Day: 08-SEP-20, As at Period Ending: 08-Sep-2020

Summary FTTE Details

| Pay Period No   | 4        | 5        | 6        | 7        | 8        | 9        | 10       | 11       | 12       | YTD Total |
|---|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|
| Total staffing usage for period   | 5.8      | 5.55     | 5.4      | 5.4      | 5.4      | 5.52     | 5.39     | 5.4      | 5.4      | 89.9      |
| Entitlement for period  | 5.47     | 5.47     | 5.47     | 5.47     | 5.47     | 5.47     | 5.47     | 5.47     | 5.47     | 87.52     |
| Ministry adjustment for period  | -        | -        | -        | -        | -        | -        | -        | -        | -        | -         |
| Year End Automatic Adjustment for period                                | (-.33)   | (-.08)   | .07      | .07      | .07      | (-.05)   | .08      | .07      | .07      | (-1.36)   |
| Difference for period   | -\$3,782 | -\$4,012 | -\$3,811 | -\$3,610 | -\$3,410 | -\$3,553 | -\$3,324 | -\$3,123 | -\$2,923 | (-1.02)   |
| Estimated \$ value of staffing (YTD)                                    | 5.4      | 5.39     | 5.39     | 5.39     | 5.38     | 5.37     | 5.37     | 5.37     | 5.37     |           |
| Required average staffing level to finish year with zero balance (FTTE) |          |          |          |          |          |          |          |          |          |           |

1. Property Update
  - o referred to in matters arising (nothing else to report)
2. Personnel/staff management
  - o Staff wellbeing & stress management retreat
3. Health & Safety
  - o Rural Schools Road safety Review
  - o WRN
4. Curriculum
  - o End of term - movie night, KOS program completed
5. COMMUNITY ENGAGEMENT
  - o PTA - future planning and community events (such as disco)

**GRANTS -**

- NZCT - Resolution to apply for Leadership Camp (Term 4 - Year 7-8)
- PE. uniforms application resolution
- First Sovereign - After School Care Term 3, approved
- INFINITY - STEAM WEED KILLER APPLICATION \$20000+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.
- Okataina Trust -
- REAP -