

## Minutes of Waikite Valley School Board of Trustees Meeting

Wednesday 5th November 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: 6.35pm

The Karakia was read by the Board members.

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

### Matters arising:

- Equitable Digital Access
  - This project has now been completed.
  - 5 families in 'black spots' are being worked with.
- Community Engagement
  - The Board discussed 2021 Classroom planning and options.
    - It was agreed that small class sizes were important to maintain the character of the school so establishing a 5th classroom & teacher was the best option.
    - Where the extra class could go physically was discussed.
    - The Community survey that will go out in next Monday's newsletter was discussed. This will give the Community the option to have input into these decisions and it will be interesting to analyse the response we get.
- Outstanding Payments
  - Invoices had been sent home.
  - Tim will contact any families who have not finalised their payments by the 4th of Dec.
  - Teresa informed the Board she had put an explanation of the decile system in the newsletter hoping it may encourage families to pay their invoices - particularly our exclusion from decile 1 - 7 government funding scheme.
- School House
  - Mary, Shelley and Andrew updated the Board on the status of the School house.
    - The Insurance claim for the carpet had been accepted.
    - Should be ready to be rented by the end of November.
    - The Board thanked all who have been involved in getting work done.
  - **ACTION - Mary to hang curtains (contact Shelley if you need help).**

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

- Teresa discussed the SpringBoard Trust Leadership Programme that she has been accepted into and is looking forward to.
  - This will support Teresa's Principal appraisal next year. The BOT are required to release to be involved and cover travel etc to allow participation. The program will be very beneficial in the long term.
- Shelley asked about the Tiger Turf report and the Board discussed this.
  - The report stated the turf was in poor condition and the over hanging trees were an issue.

- **ACTION: Mike to organise the tidy up along the side of the fence.**

## MONITORING

Principal's Report: Previously circulated - see attached.

Roll : 91

Property: As stated in the report.

Personnel/Staff: - As stated in the report.

- Banking staffing is tracking well.
- The Board discussed the employment of a 5th teacher in 2021. Job advertisement shared.

Health & Safety: As stated in report

Curriculum: As stated in the report

- The Board discussed the possible effects "Lockdown" will have on end of year reporting. The effects of lockdown will be interesting to see nationwide.

Community Engagement: As Stated in the report

- The Board discussed Pet Day and the great attendance from the community. Teresa informed the Board that Waikite Valley School had won all shields and cups on Group Day.

Grants: As stated in the report - see attached

- Teresa will put in a grant for a crank handle pool cover, lawnmower and Supernumerary Teacher

Annual Plan: As stated in the report - see attached

Finance: Mary reported on September's report.

- Overall the finances are looking ok. Mary hopes we will end the year in a better financial situation than budgeted.
- We have still not received last year's audit from BDO.
- **ACTION: Mary will email Nicolette (BDO) and enquire.**

## DISCUSSIONS/DECISIONS

Operational Policy Review: 1 - 6

- No changes to be made

Draft Charter & Strategic Plan

- The Board discussed the Draft Charter that is due to the Ministry in February 2021.
  - Teresa informed the Board that there would be no Reading recovery next year. She felt it catered to a slim bracket of children and that money that could be spent better elsewhere.

Meeting closed: 8.05pm

Next Meeting: Wednesday 2nd December 2020

Matters Arising:

1. Payments outstanding.
2. Community survey responses.
3. New Teacher 2021.
4. School House rental

Agenda Items:

1. New BOT Staff Rep 2021 (Farewell Sarah Price).
2. Audit 2019
3. Charter (2021 - 2023)
4. Operation Policies 7 - 8 review.
5. Principal Performance Review - Appraisal summary
6. Review Annual Board plan (2021)
7. Draft Budget (2021)

Signed \_\_\_\_\_

*A. Munger*

Date

2/12/20