

## Minutes of Waikite Valley School Board of Trustees Meeting

Wednesday 2nd December 2020, WVS Staffroom.

### ADMINISTRATION

Present: Teresa Topp, Shelley Schnuriger, Andrew La Grouw, Sarah Price, Mary Briggs, Mike France & Lorraine Bowman (presenting curriculum review).

Apologies: All present

In Attendance: Kelly Curtis (Secretary)

Meeting opened: 6.35pm

The Karakia was read by the Board members.

Shelley welcomed everyone.

Lorraine Bowman presented her report on the Art Curriculum (please see attached report). The Board discussed Lorraine's findings and the implications for 2021.

Shelley thanked Lorraine for her time.

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

### Matters arising:

- Payments Outstanding
  - Tim will communicate with those families identified.
  - The Board discussed the current invoicing system and ideas that could help ensure families paid, such as making the wording and appearance at the bottom of the invoices clearer.
- Community survey responses-(summary included in pack)
  - The Board discussed the responses to the Community Survey sent to families in November to assist with planning and the communities views on various topics. The Board discussed how this information would be used going forward.
    - Discussions included
      - Students travelling to town to do technology.
      - The appearance of the school grounds and school house and that perhaps a shift in mindset regarding spraying etc will change with the growth of the community.
      - Communication with parents regarding learning or behaviour needs.
      - upgrade of the junior and senior playgrounds.
      - That most things raised within the survey are being actively addressed.
- **ACTION: Mike has contact with someone in the Playground business and will contact them.**
- New Teacher 2021.
  - The Board discussed the details of interviews held to appoint a new permanent Teacher and the appointment of Shandy Burns. Shandy comes highly recommended , is enthusiastic and specialises in Gymnastics and dance.
- School House Update.
  - The property needs cleaning
  - Shelley informed the Board that Kate Stubbs had inquired regarding the rent of the property at a discounted rate in return for caretaking hours. It was brought to the Board's attention that Kate had dogs. The Board were adamant future tenants would not have pets and therefore chose to decline.
- **ACTION: Teresa would explain the outcome to Kate.**

- **ACTION: Shelley to arrange cleaning.**

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

- Teresa informed the Board that \$37k had been awarded by the Council to upgrade the car park.

## **MONITORING**

Principal's Report: Previously circulated - see attached.

Roll : 89

Property: As stated in the report.

- Teresa discussed the renovation of Pod 2 for Pod 1 to move into.
  - Windows are ordered and will be installed by the start of the new year..
  - walls to be removed to open up the space (from the server room).
- Large, lightweight, concertina screen with lockable casters has been ordered to separate room 2 & room 3.

Personnel/Staff: - As stated in the report.

Health & Safety: As stated in report

Curriculum: As stated in the report

Community Engagement: As Stated in the report

Grants: As stated in the report - see attached

- Lawn mower grant resubmitted
- will put in a grant for a Junior playground

Annual Plan: As stated in the report

Finance: October Finances

- At this stage nothing has been received from BDO.
- **ACTION: Shelley to reply to auditors questions.**
- The budget is looking good and looking like we may end the year with a surplus.

## **DISCUSSIONS/DECISIONS**

Draft Budget (2021) - The Board discussed the draft budget and thanked Mary and Teresa for their hard work.

- The reviewed budget looks good.
- Overall the Board were happy for this to be submitted.

Principal Performance Review - Appraisal summary - The Board discussed Teresa's appraisal.

- Glowing
- loved the kids comments, good and honest.
- appraisal next year will consist of internal attestation (via Andrew la Grouw) and supplementary evidence from the Springboard Trust programme ( particularly presentation).

Operational Policy Review: 7 - 12

- ACTION: 7 - add "and Board members"
- ACTION: 8 - Fire Evacuation Procedures
  - remove "if time permits" list.
  - add " Pod 1 to be checked by Kelly Curtis"

The Board discussed Opus property project management and putting a time frame on the completion of room 3 & 4 renovations. It is hoped blocks C & D would be finished by term 2, 2021 and repainting of the school to start in T4, 2021 (or as soon as possible after modifications).

- ACTION: Andrew to keep in touch with Opus.

Meeting closed: 8.55pm

Next Meeting: Wednesday 17th February 2021 at 6.30pm

Matters Arising:

Agenda Items:

1. Elect BOT chair for 2021
2. Policy review - Operational Policy 13-15
3. 2020 End of Year assessment data
4. 2021 Charter
5. 2021 Budget

Signed \_\_\_\_\_ Date \_\_\_\_\_