

## Minutes of Waikite Valley School Board of Trustees Meeting

Wednesday 17th February 2021, WVS Staffroom.

### ADMINISTRATION

Present: Teresa Topp, Shelley Schnuriger, Andrew La Grouw, Tim Braithwaite, Mary Briggs & Lorraine Bowman

Apologies: Mike France

In Attendance: Kelly Curtis (Secretary)

Meeting opened: 6.35pm

The Karakia was read by the Board members.

Teresa took the Board members for a walk to Pod 1 to see the renovations that had been done over the school holidays.

Teresa opened the meeting.

Teresa went through 'The function & powers of Boards' and supporting documents (NZSTA).

Teresa asked the Board to appoint a Chairperson for 2021.

- Mike France nominated himself.
  - The Board discussed the possibility of having a deputy chair and the benefits of familiarising someone with the Chair's role.
- Andrew La Grouw nominated Shelley Schnuriger

Both nominations were accepted. Put to the vote Shelley Schnuriger was duly elected by the majority.

Teresa handed the meeting over to Shelley.

Shelley welcomed the Board members to another exciting year on the WVS Board.

Confirmation of previous meeting minutes:

Matters arising: ( December 2nd meeting minutes)

- Mike France : Mike will make inquiries with his Playground connections when possible.
- Mary Briggs : Mary discussed the Audit with the Board.
  - the 12k consultants fees had been moved
  - we finished the year in credit
  - waiting on the final letter to be signed and passed on
- **ACTION: Teresa will get the document signed and send back**
- Andrew La Grouw: Andrew brought the Board up to date on the Block C & E renovations and Opus's current position.
  - Teresa informed the Board that we have spent 55K in consultancy fees so far leaving 139K to spend on renovations.
  - Mary explained that we are unable to spend the 57k from the SIP payment until the renovations have been completed.
  - Tim asked how this had come about? Teresa explained the history in detail.
- **ACTION: Andrew to send Tim a copy of the Opus's contract.**

The December proceedings were confirmed as correctly recorded.

Matters arising: ( January 19th meeting minutes)

- Tim: Re letter to Sue Knowles.
  - Tim presented the letter he had penned to the Board.
- **ACTION: Tim to send the letter to Sue as is.**
- Teresa: Re a quote from Cyril for insulation.
  - He had not replied at this stage.
- Shelley: Re Smart Solutions quote.
  - Nothing received at this stage
- Teresa: Re Subdivision and sale information
  - Teresa discussed the MOE proceedings for selling a school house.
    - The MOE appoints a property manager who takes over all aspects of the sale of the house including subdivision. The Subdivision and commission costs are taken off the money received for the home.
- The Board discussed how this would impact the school regarding receiving grants etc and the option of investing the funds in the Geyser Foundations charitable trust.
- They also discussed informing the Community of their intentions.
  - **ACTION: Andrew to arrange a meeting with the Board and the Geyser Foundation to answer any questions.**

The January proceedings were confirmed as correctly recorded.

Correspondence: As per list circulated in the meeting pack - Nothing to report.

Items available at the office and tabled at Board Meeting.

**MONITORING**

Principal's Report: Previously circulated - see attached.

Roll : 86

Property: As stated in the report.

Personnel/Staff: - As stated in the report.

Health & Safety: As stated in report

- The repairs on the Playground have been completed, plastic handled items perish over time.

Curriculum: As stated in the report

Community Engagement: As Stated in the report

Grants: As stated in the report - see attached

- grant for a Junior playground submitted

The Board thanked Teresa for all her hard work and she put into the Grant application process and for her successes.

Annual Plan: As stated in the report

Finance: November & December Finances

Mary outlined her questions and the answers with the Board.

She noted that it had been budgeted for a 27K loss for 2020 however the budget had closed the year 29k in credit.

**ACTION: Kelly to move \$10 to the PTA Donations to take the payment to 10k**

The Board discussed current school fees and approximately how many had been paid.

**ACTION: Kelly to write off previous years' fees owing**

### DISCUSSIONS/DECISIONS

Operational Policy Review: 13 - 15

Budget (2021) - As Discussed in Finances.

**ACTION: Teresa to look at Board funded allocation and make adjustments**

**ACTION: Teresa to fine tune figures and submit budget**

2020 End of year Data - Teresa explained her methods and procedures for gathering and collating the end of year data. The Board discussed these findings and what/why had contributed to them. Teresa read through her areas of focus.

- Are we assessing consistently/correctly
- The Science of Reading models could help a lot - we have invested significant funding and time into this for 2021 (3 staff upskilling)
- smaller class sizes/ more 1 on 1 teacher time

Charter ( 2021) - same as Dec draft

**ACTION: Teresa to submit after adding the end of year data**

Meeting closed: 8.40pm

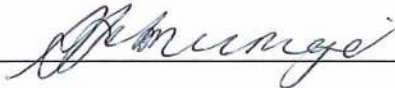
Next Meeting: Thursday 18th March 2021 at 6.30pm

Matters Arising:

#### Agenda Items:

1. Governance Policy 1 - 6
2. Principal Performance appraisal agreement
3. Analysis of variance
4. Strategic Aim 1 - Learning and teaching
5. Special Education needs/inclusive education

Signed \_\_\_\_\_



Date \_\_\_\_\_

18.3.21