

# Minutes of Waikite Valley School Board of Trustees Meeting

Wednesday 19th May 2021, WVS Library.

## ADMINISTRATION

Present: Teresa Topp, Mary Briggs, Lorraine Bowman, Edwin Schweizer, Tim Braithwaite, Mike France. Shelley Schnuriger arrived at 6.42.

Apologies:

In Attendance: Kelly Curtis (Secretary)

Meeting opened: 6.32

The Karakia was read by the Board members.

Confirmation of previous meeting minutes:

Matters arising:

- Opus Progress Report
  - Teresa updated the Board on the current status of Block C & E and Library renovations including
    - the work required to remove a minimal amount of asbestos which will be carried out by Sabre Construction at a small cost
    - workers and subies limited exposure to students
    - Work to begin on 14th June through to the 17th August
    - Paper work detailing all aspects of the build is available if anyone would like to read through
    - Weather boards and aluminium joinery to be kept
    - the Library and it's new carpet tiles, LED lighting and aluminium doors ( which have been ordered).
    - Teresa also informed the Board that our new Ministry of Education Property Advisor (Kiri Cheetham) has said we have until 31 May to get project paperwork in, work to be completed by 31 December. Samer from Opus will have to get to work on the SIP (School Investment Package) project to start as soon as possible.
    - **ACTION: Teresa to phone Paint Companies for updated exterior paint quotes**

The Board discussed the good and bad points of the carpark work carried out over the last school holidays.

- a camera was mounted on the hall roof to monitor the use of the carpark
- drive through is being utilised very well
- the walkway from the school to the hall is a lot safer and has received a lot of positive feedback
- the disabled carpark and its use was considered
- the field is available for parking, however, it may become muddy so will need to keep an eye on it
  
- School House Tenancy Progress: Tim reported back
  - so far the tenancy is going ok
  - all school property has been taken out of the shed
  - Ceiling is to be insulated, Tim will require help
  - **ACTION: Teresa to contact Andrew La Grouw and order the materials.**
  - The Board discussed the number of people living in the school house and that permission had been given for a small cabin to be placed on the property.
  - The Board was reassured a video of the property was taken prior to the tenants moving and 3 monthly inspections would take place
- March proceedings were confirmed as correctly recorded

Correspondence: As per list circulated in the meeting pack. Items available at the office and tabled at Board Meeting. The Grants declined and accepted were discussed

- another round of supernumary Teacher grant applications to be done
- Teresa informed the Board that if anyone can come up with a good learning use for a 3 D printer she would put in a grant application for one.
- the grants received for camp and paid camp fees should cover camp which costs approximately 16K. The pta will cover any shortfall

## **MONITORING**

Principal's Report: Previously circulated - see attached.

Roll : 88

Property: As stated in the report.

Personnel/Staff: - As stated in the report

Health & Safety: As stated in report

Curriculum: As stated in the report

- Cluster Cross Country will be ran at Kaharoa this year as the Reporoa Cluster Cross Country clashes with a Rippa Rugby Tournament
- The Board discussed the Vetting policy for camp. Teresa and Mike will meet to discuss any parents/caregivers whose report is not back on time.
- **ACTION: Find School's policy re Police vetting.**
- Andy Topp, Harriet Topp, Kelly Teague, Daniel Hornby and Bayden Moyes are attending Hillary Outdoors Camp this year
  - This is heavily subsidized by the Board
- Jump Jam competition will be managed by Shandy Burns (who has a dance background).
  - The teams will be videoed and submitted online
  - Top teams will compete in Tauranga

Community Engagement: As Stated in the report

Grants: As stated in the report - see attached

- As discussed previously - 5 applications to be submitted

Finance:

Mary Briggs shared her findings on the March finances

- **ACTION: distribute a full set of 2019 auditors report to all Board members and place "approval of 2019 Auditors Report" on the next agenda.**
- Mary informed the Board that funds for painting were earmarked and put aside.

## DISCUSSIONS/DECISIONS

- 1) Teresa introduced the Pestle & Scott analysis activity to the Board.
  - a) The various aspects discussed, also done by staff and students, will be collated and used in the making of next year's charter.
- 2) Governance Policy 10 - 13 - No changes to be made.
  - a) The Board discussed roles with in the Board
  - b) Teresa asked to be supported when attending meetings with companies such as Opus etc. Edwin said he will take on the role as Property Representative.
  - c) **ACTION: Teresa to contact Edwin when relevant meetings are upcoming**
- 3) Internet - Full Flavour (Edwin)
  - a) Edwin presented the Board with the proposal offered to School by Full Flavour and this was discussed by the Board.
  - b) Teresa informed the Board of another proposal offered by RB12 Government initiative .
  - c) **ACTION: Teresa to gather more information and compare that to Full Flavour's offer.**

Meeting closed: 7.50

Next Meeting: Tuesday 15th June 2021 at 6.30pm

Matters Arising:

- 1) Schoolhouse - ceiling insulation progress
- 2) Audit Report
- 3) Internet providers using school fibre
- 4) Exterior paint decision
- 5) School Camp - EOTC forms

Agenda Items:

1. Governance Policy 14 - 18

Signed \_\_\_\_\_

Date \_\_\_\_\_