

Waikite Valley School Board of Trustees Meeting
Wed 24 November 2021, WVS Staffroom

Administration:

Present: Teresa Topp, Mary Briggs, Lorraine Bowman, Edwin Schweizer & Mike France

Apologies: Shelley Schnuriger & Tim Braithwaite

In Attendance: Kelly Curtis (Minutes Secretary)

Meeting Opened: 6.31pm

The Karakia was read by the Board members

Confirmation of Previous Meeting Minutes: Accepted by all

Matters Arising:

Opus Progress Report: The Board went and inspected the completed classrooms.

- Edwin Schweizer is going to speak to Shane Atkinson regarding the hopper being removed from the front of the school.

Mike informed the Board as to the application entered for the Mitre10 Playground competition. The Board discussed the Mitre10 playground nomination he had applied for.

Correspondence:

- Grant application denied for Basketball Hoops (approx. \$3k)
 - The Board discussed the effects Covid-19 was having on various charities and the process and procedures involved in spending the grants.

ACTION: Teresa to get 2-3 grants in for the December round.

Glenns Aluminium quote

- The Board discussed the \$23k quote from Glenns glass.
 - Mike asked if there was funding available from the Government. Teresa advised that the government does not fund above the works that were planned and completed through the project manager (OPUS in our case). If we wish to replace windows we can try to approach the Ministry of Education property division to request guidance and ask in regards to any applications that can be made for funding to replace windows with georgian wire, louvres and any windows that were not safety glass.

ACTION: Teresa to gather more details to report in 2022

3 Waters changes to water testing.

- The Board discussed the current frequency of water testing and the requirements we have followed so far. We have replied to a survey from the Ministry of Education and await further details in 2022 regarding changes to our system.

Monitoring:

Principals Report: Previously circulated – see attached

Roll: 92

Property: As stated in the report

- Teresa informed the Board that the gardens at the front of the school will be pulled out and sealed for the bus assembly area during the school holidays.
- The Board commented on how good the garage conversion was looking

Personnel/Staff: As stated in the report

Health & safety: As stated in the report

Curriculum: As stated in the report

- The Board discussed the pros and cons of running 2 productions this year. Many more pro's and will definitely look to continue this set up for 2023.

Community Engagement: As Stated in the Report

Grants: As discussed previously during correspondence.

Resolutions: Grant to be applied to NZCT for Basketball Hoops; Grant to be applied to Grassroots (not Central) for \$10k contribution to Supernumerary teacher; Grant to be applied to First Sovereign for ASC supervisors in Term 1, 2022

Finance: Mary reported to the Board.

Mary explained that due to missing our mid year budget review due to Lockdown, figures that needed to be increased and decreased had not been. Time has been spent adjusting these figures and the end of year figure is looking positive.

A draft of next year's budget will be included in next month's Board pack.

The Board discussed the consultancy fees charged to the school throughout the C,E AMS renovation and the final job required to finish the build - the top window latches.

The Board agreed to get Cole to complete the job.

ACTION: Teresa will contact Cole to get this done.

Discussion/Decisions:

1. Policy Review: Operational Policies 7 - 8.

The Board discussed the wording in the Lockdown Policy and decided to remove words referring to window dressings that school doesn't have. They also decided to work towards getting blinds or curtains fitted in the classrooms.

ACTION: Kelly to renumber and remove the words "and cover windows, if possible, by drawing curtains, and shutting blinds". Also remove "It is also recommended to turn off" and replace with "if possible turn off computer screens".

Mike France asked about Lockdown drills and Teresa Topp explained how these are run. Random day/time and at least one type of drill a term (covering fire, lockdown, earthquake regularly). Have deliberately run drills during different times of day, when children are during playtime, when some are at hall etc. to find any weaknesses or changes needed to the procedures.

2. Mitre10 Playground nomination - as discussed in minutes.

3. Appearance of the school grounds

- The Board discussed the employment of a Caretaker.
- The Board thought the grounds were looking better and asked if the windows had found a home yet?

ACTION: Teresa to re advertise the caretaker job different platforms using the words "hours and pay negotiable" and advertise the windows for removal.

4. School Van Run - The Board discussed this.

- Mary suggested a route that would avoid going past Ngakuru school and potentially benefit more.

ACTION: Teresa to look into cost information (at the end of the year), discuss the pro's and con's with Alice and get a quote from Ritchies for a daily route from the corner of Tumunui & Corbett rd to Barber East rd.

5. Staffing/Classes - The Board discussed next year's classes and staffing.

- Mary and Teresa informed the Board they had gone through the budget to assess if having 5 classrooms was an option for next year.
- The Board was provided with documents showing 4 and 5 classes for next year.
- The Board asked if this was affordable. Mary Briggs explained she was very confident, taking into account extra staffing such as Reading Recovery, Grants and strategic budgeting, it would be.
- The Board discussed the effects of larger classes on learning and also the unique character a country school offers which includes smaller classroom sizes.
- Smaller class sizes also attract more students which in turn means more funding.
- Miss Bowman offered her perspective from a teaching point of view and emphasised the smaller the classroom size the better. She also explained that the logistics of teaching a larger number of ages and year groups become more difficult.

The Board unanimously agreed that the risk was well worth taking to reap the rewards of having 5 smaller classrooms next year. Grant applications have been submitted and will continue to be for funding for the extra teacher but also for the van run and After School Care. If grants are obtained for other areas this will free money up to be used towards the extra teacher. Have budgeted for \$15k in grants to support the board funded teacher.

6. 2022 Draft Budget

- As discussed throughout the meeting.
- A draft budget document will be included in the next meeting's Board pack to look through.

7. Review Strategic Plan (following community consultation)

- Teresa informed the Board she had posted a survey that had been looked at by 127 people but completed by only 3.
 - The Board talked about the timing and that it had been a busy time.
 - People who did were keen to get involved in committees.
 - Teresa informed the Board she had met with Matua Grant regarding the waharoa and he has a nephew that would be willing to do the carving. On the survey sent out one of the questions was in regards to who would like to be on a committee to work on this.

8. Succession Planning - Board elections are in 2022 so Teresa asked Board members what their intentions were. Having an idea of which current members intend to be nominated for the election allows for planning to ensure we have a good number of nominees running. It can make a difference when a current member encourages people to run for the Board. Having a diverse range of skills around our Board table is invaluable and we need a group of people who are knowledgeable in regards to the vision, values and direction of the school (especially in regards to the 3 year roadmap).

- Teresa thinks that Shelley is not intending to chair next year. We will appoint a new chair at our first meeting of the next year. Teresa is unsure if Shelley wants to be a candidate for next year's election.
- Edwin Schweizer said he does not intend to run again and would continue to support the school in other ways.
- Mike France will run again at this stage, however his health will dictate what he does.
- Mary Briggs will run again.
- Teresa Topp will encourage parents to think about being nominated for next year and would like the board members to do the same.

Agenda Items for consideration for the next meeting

- Elect a chair
- Charter document/annual plan
- Assessment data - end of year 2021
- Annual report

Meeting Closed: 8.40pm

Next Meeting: 15th December

Signed: 

Date: 13/12/21