

Waikite Valley School Board of Trustees Meeting
13 April 2022, WVS Staffroom

Administration:

Present: Teresa Topp, Edwin Schweizer, Lorraine Bowman, Tim Braithwaite & Mike France

Apologies: Mary Briggs

In Attendance: Kelly Curtis (Minutes Secretary)

Meeting Opened: 5.07

The Karakia was read by the Board members

1. **Confirmation of Previous Meeting Minutes:** Mike France certified that these minutes are a true and accurate record of the Waikite Valley School BOT Board Meeting held on 15th March 2022. Edwin Schweizer seconded the motion.

Matters Arising:

SIPS Projects:

Edwin Schweizer reported to the Board regarding the progress on the delivery and installation of the outdoor classroom.

- Karl (Bluff contracting) and Edwin will try to turn the building this weekend using "spreader bars".
- He felt Karl would charge the school accordingly and had offered advertising in the school newsletter.
- The Board discussed fixing the building to the ground once it was positioned accurately.
- Teresa thanked Edwin Schweizer for all he has done with the outdoor classroom and his quick responses and actions when required.
- She also thanked him for moving the large concrete pipes in the food forest.

ACTION: Put a Bluff contracting logo in the school newsletter

The Board then discussed the status of the Boiler room to Van shed conversation.

- The van is too tall to fit in the shed. The garage door could not be made any higher.
- When updating the van next year a lower wheel base or lower roof should be considered.
- At this stage it isn't a problem as the van is housed at the drivers residence to cater for her young children.
- The garage has been used to store staff cars during camp and building supplies etc.

ACTION: Edwin to contact Shane and ask if he could fix the hole in the garage from the chimney.

Rental Agreement:

Tim hasn't been able to review these documents yet.

Was there an update on the wall paper situation?

ACTION: Kelly to scan Tim the appropriate documents

Camp:

The Board discussed this year's Camp at Mi Camp Taupo.

- Teresa Topp was glad the decision to "plough on" was made.
- Only 8 children and 1 staff member were unable to attend due to Covid and other related reasons.
- Awesome camp with supportive, positive parent help and amazing food!
- The Camp had undergone more improvements making it even more enjoyable to attend.
- Towards the end of camp a couple of kids suffered a tummy bug. The staff handled this accordingly and the illness did not become wider spread.

Scott Van Twuiver's Deck quote:

The Board began discussing Scott Van Twuiver's deck quote and agreed to discuss in more detail in Discussions/Decisions.

Correspondence: As stated in the agenda.

Monitoring:

Principals Report: Previously circulated – see attached

Roll: 89

Banking Staffing: As stated in the report

Property: As stated in the report - see Strategic Plan Update

- The Board discussed the positioning of the outdoor classroom
- Wahoroa plans and processes are approx 6 - 7 weeks away.

Personnel/Staff: As stated in the report

Health & safety: As stated in the report

Curriculum: As stated in the report

Community Engagement: As Stated in the Report

- The PTA AGM was held and all committee members were reelected.
- Mary Briggs to advise on next year's budget and the idea of funding a big project like a playground and the impact on the school's annual budget.
- The meeting was made available on zoom and this encouraged more to attend who could not be there in person.

Grants: As stated in Report

Resolutions: After School Care Resolution for \$5530.40

Finance: Audit Visit:

Mike France reported on, Thomas Cousins (BDO) visit on Tuesday 5th April. He informed the Board that the visit was positive. Documentation that was required was readily available. The process is extremely thorough and Thomas is an ex Waikite Valley school student so has a long standing relationship with the school.

Discussion/Decisions:

1. Governance Policies 1 - 6: The Board members signed their code of conduct document.
2. Principal Appraisal: Appraisal Quotes and processes were presented to the BOT from Spencer Baty & Tony Pope.

The Board discussed Tony Pope's recommendation to move to the PGC - Professional Growth Model.

- This makes the need of an external consultant redundant.
- This is a high trust model that focuses on professional learning and goal setting.
- Teresa is comfortable doing this.

The Board moved that Principal Appraisal will follow the PGC model as suggested by Tony Pope and will contact him if needed.

All were in favor.

ACTION: Teresa to let both consultants know that their services will not be required.

3. Scott Van Twuiver's deck quote.

After some discussion it was agreed to Clarify the quote with Scott and re discuss at the next meeting.

ACTION: Edwin to check and clarify the quote with Scott.

Agenda Items for consideration for the next meeting

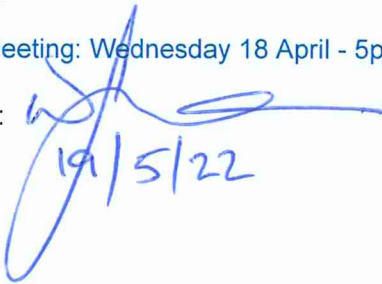
- Governance Policies 7 - 9
- School House Deck

Meeting Closed: 7.35

Next Meeting: Wednesday 18 April - 5pm

Signed:

Date:



19/5/22

PRINCIPAL REPORT TO BOT April 2022

SECTION A: monitoring data for trends in areas that will impact significantly on school operation

Roll	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	TOT	G	B
16/03/2022	9	10	19	11	15	5	10	10	89	43	46
13/04/2022	8	10	18	11	15	5	10	10	87	41	46

Roll	NZ Maori	Pacific	Dutch	NZEuro	Other Euro
16/03/2022	27	1	4	73	9
13/04/2022	25	1	4	73	9

Banking Staffing Report, (02055) Waikite Valley School
 Period: 202301, Pay Day: 05-APR-22, As at Period Ending: 05-Apr-2022

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Summary FTTE Details

Pay Period No	23	24	25	26	1	YTD Total
Total staffing usage for period	5.72	5.3	5.46	5.46	5.46	27.4
Entitlement for period	5.46	5.46	5.46	5.46	5.46	27.3
Ministry adjustment for period	-	-	-	-	-	-
Year End Automatic Adjustment for period	(-2)	-	-	-	-	(-2)
Difference for period	(-.06)	.16	-	-	-	.1
Estimated \$ value of staffing (YTD)	-\$193	\$321	\$321	\$321	\$321	\$321
Required average staffing level to finish year with zero balance (FTTE)	5.46	5.46	5.46	5.46	5.46	5.46

- Property Update -
 - See strategic plan update (following page)
- Personnel/staff management -
 - Students' last day of the year will be Friday 9th December this year.
- Health & Safety - nothing to report
- Curriculum
 - Camp - No major incidents - minor injuries dealt with at camp and parents informed. Unwell students were isolated and sent home as soon as possible. All activity rotations went well. Parent help was excellent.
- COMMUNITY ENGAGEMENT
 - P.T.A. A.G.M Tuesday 15th March - 7pm - ALL COMMITTEE MEMBERS RE-ELECTED FOR 2022. Request for Mary Briggs to attend their next meeting to discuss Board budget for 2022 and use of PTA funds for 2022 and beyond.

GRANTS -
 Pub Charity - BB hoops - \$3000 Approved \$3301.00
 One Foundation - ASC T2 2022 - \$5500 submitted
 GRASSROOTS CENTRAL TRUST(formerly Infinity)-Teacher 2022: 10k approved
 GRASSROOTS TRUST - Teacher 2022 - \$5000 submitted
 Four Winds - Librarian&books \$8500 submitted Approved \$5500
 Acaireoa Gaming Trust (Formerly Southern Trust) - Camp 2022 - 15k approved
 Okataina Trust - Camp 2022 - \$2000 approved

Annual School Improvement Plan 2022 – SUMMARY

Domain	Achievement Challenge	Annual Goals	Target	UPDATE
<p>Learning and Teaching</p>	<p>Providing extra support and learning experiences following accelerated strategies for our at risk learners.</p> <p>Providing a challenging extension and enrichment programme for our Gifted and Talented Learners.</p>	<p>All students will have the opportunity to achieve success across all subject areas.</p> <p>School staff set high academic expectations.</p> <p>Mindfulness and wellbeing are practised in all classrooms daily.</p>	<p>All students will participate in exciting, challenging and student driven learning tasks.</p> <p>At least 85% achieving within or above their expected curriculum levels in reading, writing and maths.</p> <p>Students practice their own mindfulness strategies and can explain the purpose of these strategies.</p>	<p>MARCH - all classes up and running (6 weeks into the term). G & T definition and identification of students is the focus for this term. All programs for at risk learners are underway (reading recovery, steps to literacy, toe-by-toe, phonics programs, secret agent society).</p>
<p>Community Engagement</p>	<p>Accessing majority ideas and support for decisions - i.e. meaningful consultation.</p> <p>Finding a communication format that suits the majority of whanau and keeping communication regular and relevant.</p> <p>Updating website regularly needs to be prioritized to achieve target – resourcing to support this is a challenge.</p>	<p>Community consultation is genuine and feeds into planning.</p> <p>Teachers reporting is relevant, accessible and meaningful to school whanau.</p> <p>A range of communication avenues are utilised. This may need to be standardised in 2021.</p>	<p>Home-School partnerships are strong with 85% engagement in school surveys and 100% in reporting or conferencing events.</p> <p>Whanau are communicated with efficiently and effectively – via newsletter, School FaceBook page, class FaceBook pages, ClassDojo, text, phone call, email, google classroom</p> <p>Parents/caregivers are welcomed into school at all times.</p>	
<p>Property</p>	<p>Funding</p> <p>Access to expertise</p> <p>Availability of contractors</p> <p>Feedback from our stakeholders</p>	<p>Plan and create a unique physical school environment that is adventurous, safe and exciting to learn in</p>	<p>Modify our classroom spaces to reflect our school values and vision</p> <p>Design and create a school waharoa that has meaning for our kura and iwi</p> <p>Maintain and refresh the valued parts of our school environment that represent our unique and adventurous culture</p>	<p>APRIL - Outdoor classroom onsite and positioned behind swim change rooms.</p> <p>Waharoa - Wiremu Kiriita (Ngati Tahu-Ngati Whaoa Carver) - 25 March message: at the moment we are doing carvings for Ngati Tahu // Ngati Whaoa (Runganga) We will be finished in 6-7 weeks time . I'll send you pictures of what we have drawn up and a quote for the work.</p> <p>Community and school survey to be conducted early Term 2</p>
<p>Students and Staff</p>	<p>Funding for PLD and associated costs</p> <p>Compatibility of all stakeholder views of student profiles</p> <p>Keeping up with changing priorities and new curriculum documents</p>	<p>Foster a learning climate that values and celebrates <i>ākōnga</i> of all ages</p>	<p>Establish baseline strengths and skills of teaching staff and require suggestions for learning over the next 3 years - Skeleton PLD plan</p> <p>Design a student profile that values a wide range of learning across a broad curriculum</p> <p>Publish and promote the student and staff profiles and learning designs/strategies for the next 3 years</p>	