

**Waikite Valley School Board of Trustees Meeting**  
March 2022, WVS Staffroom

**Administration:**

**Present:** Teresa Topp, Mary Briggs, Lorraine Bowman, Tim Braithwaite & Mike France

**Apologies:** Edwin Schweizer

**In Attendance:** Kelly Curtis ( Minutes Secretary)

**Meeting Opened:** 6.32pm

The Karakia was read by the Board members

Mike welcomed Katrina Martin (observing the meeting as representative of the P.T.A.) to the meeting.

**Confirmation of Previous Meeting Minutes:**

**Matters Arising:**

**SIPS Projects**

- Mary asked about the hole in the garage roof and if it had been fixed?
  - Teresa is unsure at this stage. To ask Edwin at next meeting.
  
- Mike France informed the Board that Slates HandyMan services had been contacted by Opus. He wondered why?
  - Teresa Topp presented an email from Opus (late Correspondence) informing the Board that the Roof Doctor can no longer proceed with the job due to staff shortages (Covid 19) & a key member leaving. Tenders for the job will be re done. Teresa Topp asked Rebekah to include Slates HandyMans Services in those approached to tender.
  - The project has been given an extension until December 2022.
  - Opus will provide all those tendering the scope of work.

**Correspondence:** In addition to what was listed on the agenda - late correspondence via email from Wsp/Opus informing the Board The Roof Doctor was unable to do the work on the rooves.

**Matters Arising:**

- Mary Briggs explained how Teresa Topps Don La Prou (NZPF) award was put into the school bank account and has been reimbursed to Teresa. All documentation relevant to this has been put into March's correspondence.
- The Board discussed and details were given regarding the school's term deposit.

**Monitoring:**

**Principals Report:** Previously circulated – see attached

**Roll:** 89

**Banking Staffing:** As stated in the report

**Property:** As stated in the report

- The Board discussed the Food forest and the abundance of fruit it is producing. The classes have been using fruit for cooking/baking.
- There doesn't appear to be possum damage, one tree was broken during a storm and one broken over a weekend.

**Personnel/Staff:** As stated in the report

- Teresa is unsure how long Mrs Dinning will be working 4 days.

**Health & safety:**

- The fire door in GPA is not opening from the inside since a new master barrell was inserted and is working more like a deadlock.
- Teresa has asked Frank Bain (Caretaker) to look into this.
- In the meantime the door is unlocked on both sides during the day.

**Curriculum:** As stated in the report

- Teresa went through the G.A.T.E slide show included in the Board pack.
- She went into detail regarding the selection process, identifying the difference between gifted and talented and the utilization of resources. It has taken the term to "nut out" shared definition & identification process the staff were going to apply.
- The students can be identified as early as 5 years old ,however, it more conclusive to identify in academic areas the older they get.
- Affective areas such as values, leadership, performance (Musical production, Kapa Haka) and diverse concepts are considered as well, not just academics.
- The 6k awarded will be used for a variety of resources including professional development and release to work in/with other classes.

**Community Engagement:** As Stated in the Report

**Grants:** As stated in Report

- Also received 2k from the Okataina Trust for camp.

**Resolutions:**

**Finance:** Mary shared her findings for January 2022.

- 25k in grant funds received so far.
- 2022 Expenses such as insurance (School House, Resource room), SMS have been journaled to this year.
- Mike asked if the rent was being paid regularly?
  - Yes it is being paid weekly (Mondays).
- Mike asked if the rent was to be reviewed this year?
  - Tim Braithwaite was uncertain and would need to check the rental agreement.
  - Tim Braithwaite felt the current rent is a reasonable rate.
  - The rental valuation was done in 2021, then an increased amount charged by the Board. Therefore, it is reasonable to think it is still current.

**ACTION:** Tim to check rental agreement regarding when a rental cost review is expected.

**ACTION:** Kelly to journal money from her office job to her aide job and update coding.

## Discussion/Decisions:

### 1. EOTC approval - Mi Camp Taupo - Health & Safety Plan

- The procedure for sick children was discussed.
  - There will be an isolated sick bay for unwell children
  - R.A.T. Tests will be taken to camp and used with permission from parents/caregivers.
  - Parents will be asked permission to test a student
    - If they test negative they will stay if well enough (i.e.paracetamol fixes headache or rest allows them to resume activities) and if positive they will be collected immediately.
- Teresa will keep the staff informed.
- Parents - 13
- Staff - 4
- 17 adults : 63 kids (ratio 1:4)
- Day visits from parents haven't been encouraged and parents attending camp are staying for the whole camp.
- No vaccine passes will be required.
- Medical professionals attending - staff are informed so they can seek support if appropriate.

Teresa asked that if the Board was happy with the document and its contents; move that it be approved.

All present were in favour.

**ACTION: Teresa to update document**

### 2. Principal Appraisal (review) and plan for next 2022

- The Board went through Teresa's appraisal document from the Springboard Trust.
- Teresa Topp attended the SpringBoard trust professional development for 1 year and will receive annual check on the strategic plan for the next 3 years.
- The Board asked if she found the Springboard Trust beneficial?
  - Yes!
  - It was a lot of work - challenging.
  - Different thinking involves more business acumen.
  - Good to have a break from the long days studying and allow time for reflection and put to practise things that have been learnt.
  - This year's Appraisal will roll out of this document. Leadership & school goals.
- The Board discussed who or what appraisers have been used in the past. Options of a Board member, Staff member or an external appraiser were considered.
  - Colleague
    - Can be seen as a "you scratch my back, I'll scratch yours" scenario.
    - Observe across the whole year
  - Board member
    - With the right skills, experiences and interest in Education settings would be valuable
  - Mike France said that continuity can lead to complacency so perhaps an external appraiser should be considered.

The Board agreed to appoint an external appraiser.

This is not budgeted for.

Be great for Teresa to get something out of the process too; not just achieve a mandatory task.

**ACTION: Teresa to have 2 or 3 names for the Board to consider at the next meeting.**

### 3. Board Election & Returning Officer Appointment

- The Board agreed to keep the election dates that NZSTA have stated/published.
- Returning Officer nominations - Mary nominated Kelly. Teresa seconded. All present were in favour. Kelly Curtis duly appointed Returning Officer.

### 4. School House Inspection

Tim Braithwaite & Teresa Topp inspected the School house on Friday 11 March.

They met with Fabian Chamberlain following inspection (Wed 23 March) to discuss the inspection.

- They informed Fabian that items brought to his attention from this inspection would need to be remediated by the next inspection. Fabian was agreeable. Wanted clarity around who would pay for resources to make any repairs and improvements.
- There were a few holes in the walls
  - The holes will be rectified
    - Is there any spare wallpaper?
    - Fabian can paint but is not skilled with wallpaper.

**ACTION: Fabian to repair hole at tenants expense.**

**ACTION: Mary to look into the availability of the wallpaper**

Items of Significance from inspection:

- Drawing on walls
- Inside was mostly o.k. (apart from holes in walls as discussed above).
- Outside very tidy - has been mentioned by members of the community also.

Attention was also drawn to issues that the Board would need to look into upgrading in the near future.

- Hole in ceiling (water damage). First bedroom and hall.
- The deck needs repairing/replacing - Working bee perhaps?
- Gutters have been cleaned but the roof is in average condition due to age..
- In the past 100% of the rent has been allocated/budgeted for repair and maintenance.
- The repair and maintenance of the School House may need to become a focus for the Board with appropriate budget attached in 2023.

**ACTION: Ask Frank Bain (caretaker) if he is able to wallpaper.**

**ACTION: Teresa to ask Scott Van Twuiver to quote on deck repair/replacement.**

### Agenda Items for consideration for the next meeting

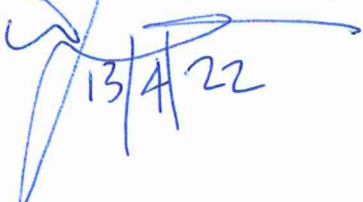
- Mary Briggs put in her apologies

Meeting Closed: 7.35

Next Meeting: Wednesday 13 April - 5pm

Signed:

Date:

A handwritten signature in blue ink, followed by the date '13/4/22' written in blue ink.

**PRINCIPAL REPORT TO BOT March 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
16/02/2022	7	10	20	11	15	5	10	11	89
16/03/2022	9	10	19	11	15	5	10	10	89

G	B
43	46
43	46

Roll	NZ Maori	Pacific	Dutch	NZEuro	Other Euro
16/02/2021	27	1	3	73	10
16/03/2022	27	1	4	73	9

Banking Staffing Report, (02055) Waikite Valley School  
 Period: 202225, Pay Day: 08-MAR-22, As at Period Ending: 08-Mar-2022

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 Generation Date: 08-Mar-2022, 08:53am

Summary FTTE Details

Pay Period No \_\_\_\_\_ 23 \_\_\_\_\_ 24 \_\_\_\_\_ 25 YTD Total

Total staffing usage for period	5.72	5.3	5.46	16.48
Entitlement for period	5.46	5.46	5.46	16.38
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	
Required average staffing level to finish year with zero balance (FTTE)	5.46	5.46	5.46	

- Property Update -
  - Denise Te Mata and Frank Bain have been employed to complete minor building and site maintenance and repairs. \$30 p/hour - up to 4 hours a week. This will complement the work Mata Grant and Denise have been doing with the grounds and lawn maintenance.
  - Food forest is producing a good harvest of fruit. Apples have been used in a range of cooking (apple crumble, apple muffins, upside-down apple cake) and students have handed out peaches, nectarines and plums during break times.
- Personnel/staff management - Lisa Dinning has reduced her days to Tues-Fri; Christina Clark will teach Pod 1 on Monday's.
- Health & Safety - nothing to report
- Curriculum
  - G.A.TE. - presentation to share with BOT (abridged version of staff pld - intro to G&T)
- COMMUNITY ENGAGEMENT
  - P.T.A. A.G.M Tuesday 15th March - 7pm

**GRANTS-**  
 Pub Charity - BB hoops - \$3000 submitted  
 One Foundation - ASC T1 2022 - Approved \$5500.00  
 One Foundation - ASC T2 2022 - \$5500 submitted  
 GRASSROOTS CENTRAL TRUST - Teacher 2022: 10k approved  
 Four Winds - Librarian & library books \$8500 submitted  
 Aotearoa Gaming Trust - Camp 2022 - 15k approved

## Annual School Improvement Plan 2022 – SUMMARY

Domain	Achievement Challenge	Annual Goals	Target	UPDATE
<b>Learning and Teaching</b>	<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 <b>success across all subject areas</b>.</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 &amp; T definition and identification of students is the focus for this term.</p> <p>All programs for at risk learners are underway (reading recovery, steps to literacy, toe-by-toe, phonics programs, secret agent society).</p>
<b>Community Engagement</b>	<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>	
<b>Property</b>	<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 wāhara 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>	
<b>Students and Staff</b>	<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 <b>akōnga</b> 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>	