

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

**Administration:**

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

**Apologies:**

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

**Meeting Opened:** 5.02

The Karakia was read by the Board members

1. **Confirmation of Previous Meeting Minutes:** Mike France certified that once the spelling error ATM is corrected to AGM these minutes are a true and accurate record of the Waikite Valley School BOT Board Meeting held on 13th April 2022. Edwin Schweizer seconded the motion.

**ACTION:** Kelly to correct above mentioned error.

**Matters Arising:**

**SchoolHouse Deck/Scott Van Twuiver's Deck quote:**

Edwin Schweizer talked to the Board about his discussion with Scott Van Twuiver regarding his quote for the repair of the school house deck.

- Scott would happily have help from volunteers.
- Will provide tools and himself for \$480 per day
- Approximately \$5k all up
  - Approx \$3k for materials
  - Approx 1 day demolition and removal
  - Approx 3 days to lay
  - Approx 1 day finishing
- Mary asked if the structure was sound
  - Scott has advised that he found it sound.
- Best option for the school will be to get it done asap
- The Board agreed that the job just needs doing and that the funds will be found to do it.

**ACTION:** Teresa will talk to Scott and arrange for it to be done. Then liaise with Edwin regarding volunteers/details.

**SIPS Projects:**

- **Outdoor Classroom:**
  - The outdoor classroom is waiting for the TV and whiteboard to be fitted.  
Mike asked if it can be secured to foundations or fixed - Edwin said it is not designed to be and should not move.
- **Boiler Room /Garage Conversion:**
  - Edwin has talked with Shane and he will repair the hole from the chimney in the garage roof.

### **Rental Agreement:**

Tim discussed the School House rental agreement with the Board.

- The rent can be reviewed yearly
- The tenant must be given 60 days notice of rent increase
- The School house is currently rented at above the market rent valuation the BOT had done in 2021.
- The tenancy agreement started in April last year.

The Board agreed the rent had been reviewed, will remain the same and will be reviewed in May 2023.

**Correspondence:** As stated in the agenda.

The Board discussed the quotes received for the roofing repair and maintenance project.

- Rotovegas roofing (who didn't get to quote in the first round) quoted 10K below the other quote received.
- The re-tendering came about because The Roof Doctor was unable to do the work (staffing issues).
- The work will start as soon as possible.
- This project will be the last in the current 10ypp.
- The next step will be to engage someone to start our next 10yPP and consequently 5yA.

### **Monitoring:**

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

**Roll:** 92 + 2 before the first of June

We will apply for Gross Roll Growth Funding - this funding is for roll growth between roll returns. This could mean 6 - 7k extra staffing funding.

At this stage we are not expecting any students on "Gypsy Day".

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

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

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

**Health & safety:** As stated in the report

We currently have 3 on our Caretaker/Grounds Team. Repairs or jobs that need doing are listed in the book in the staffroom.

**Curriculum:** As stated in the report

### **Community Engagement:**

The Board discussed the recent PTA meeting that Mary attended.

- Very well attended
- It was good to share a Board perspective regarding the spending of funds raised by the PTA.
- The roles of the PTA and Board were also discussed and clarified.

**Grants:** As stated in Report

### Resolutions:

School Leadership Camp Wellington - Aotea Gaming Trust, approx \$8000.00  
Yr 7 & 8 Snow Camp - NZCT, approx \$5000.00

### Finance: February & March Finances

Mary briefed the Board on questions and answers she had from both the Feb & March Finances.

Both the AMS & SIP's projects appear over spent.

Mary is confident that we are on target with the budget at this stage.

Mary and Mike discussed the Auditor's visit.

Teresa Topp informed Mike of the email sent from BDO to be filled in and sent back to them directly by him.

**ACTION:** Kelly to gather the specific information to answer these questions. Teresa to contact Kiri Cheethan (MOE Property Advisor) and Rebekah Wong (WSP Project manager) regarding MOE funding to meet spending on projects.

### Discussion/Decisions:

1. Governance Policies 7 - 9: No changes needed.

2. Aotearoa NZ Histories curriculum:

Teresa Topp presented a 10 minute video outlining the new Aotearoa NZ Histories Curriculum.

The Board then discussed this.

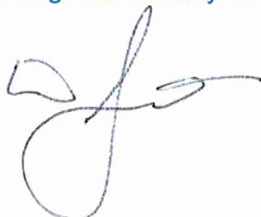
- "Local curriculum" is what the local community (students, parents, caregivers, teachers, wider community) would like learning to focus.
- This learning will place New Zealanders in a global context.
- Use of adapted documents that can serve everywhere, acknowledging differences in dialects etc.
- This topic can be implemented throughout the year, used where relevant or may be taught as a "block" course. The way the school teaches this is up to individual settings.
- PLD:
  - Its up to the Principal how staff will develop their skills/knowledge on this subject
  - Hope it's well resourced and becomes part of teacher training courses.
- When:
  - This was launched before the holidays.
  - School received a box of resources
  - This has been discussed by staff
- Will this remain if a different Government is elected?

### Agenda Items for consideration for the next meeting

- Matters arising from previous minutes
  - School House Deck
  - Sips Projects & AMS Learning Space Funding
- Strategic Aim : Students & Staff
- Governance Policies 10 - 13
- **Meeting Closed:** 6.15

**Next Meeting:** Wednesday 15 June- 4pm

Signed:



Date:

28/6/22



**PRINCIPAL REPORT TO BOT May 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
13/04/2022	8	10	18	11	15	5	10	10	87
18/05/2022	10	11	18	12	15	5	10	11	92

G	B
41	46
44	48

Roll	NZ Maori	Pacific	Dutch	NZEuro	Other Euro
13/04/2022	25	1	4	73	9
18/05/2022	26	1	4	75	9

**Banking Staffing Report, (02055) Waikite Valley School**

Period: 202303, Pay Day: 03-MAY-22, As at Period Ending: 03-May-2022

Summary FTTE Details

Pay Period No	23	24	25	26	1	2	3	YTD Total
Total staffing usage for period	5.72	5.3	5.46	5.46	5.46	5.46	5.46	38.32
Entitlement for period	5.46	5.46	5.46	5.46	5.46	5.46	5.46	38.22
Ministry adjustment for period	-	-	-	-	-	-	-	-
Year End Automatic Adjustment for period	(-2)	-	-	-	-	-	-	(-2)
Difference for period	(-0.06)	.16	-	-	-	-	-	.1
Estimated \$ value of staffing (YTD)	-\$193	\$321	\$321	\$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	5.47	5.47	5.47

- Property Update -
  - Outdoor classroom
  - PTA funded courtyard markings/painting
- Personnel/staff management -
  - Lisa Dimming - Discretionary Leave 2 weeks (First 2 weeks of Term 2)
- Health & Safety - Frank Bain (Caretaker) working on Playground improvements/repairs focused around health and safety
- Curriculum
  - KAUPAPA - Matariki (schoolwide focus). Cross Country. Winter Sports.
- COMMUNITY ENGAGEMENT
  - The PTA meeting was well attended. Mary shared finance work and budgeting processes from a BOT perspective.

**GRANTS-**

Pub Charity - application for Leaders Trip to Wellington resolution required  
 One Foundation - ASC T2 2022 - \$5500 submitted \$5000 approved  
 GRASSROOTS CENTRAL TRUST(formerly Infinity)- Teacher funding exhausted end of Term 2 - need to apply to AGT for \$5000  
 GRASSROOTS TRUST - Leadership trip to Wellington - resolution required  
 Four Winds - Librarian&books \$8500 submitted Approved \$5500  
 Aotearoa Gaming Trust (Formerly Southern Trust) - Teacher 2022 - \$5000 resolution required  
 Okataina Trust - snow camp 2022 resolution required

# Annual School Improvement Plan 2022 – SUMMARY

Domain	Achievement Challenge	Annual Goals	Target	UPDATE
<p><b>Learning and Teaching</b></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 <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><b>MARCH</b> - all classes up and running (6 weeks into the term). G &amp; 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><b>Community Engagement</b></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 2022.</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><b>MAY:</b> Facebook page and school newsletter being well read. Daily morning Facebook posts average 130 views. We have 256 followers and have had over 300 views of popular posts. School office is contacted mostly via text.</p> <p>Will survey this term around communication across classrooms - particularly use of ClassDojo vs Facebook pages for our classes.</p> <p>Parents are frequently in the school for a range of purposes.</p>
<p><b>Property</b></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><b>APRIL</b> - <b>Outdoor classroom</b> onsite and positioned behind swim change rooms.</p> <p><b>Waharoa</b> - Wiremu Kinita (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><b>Community and school survey to be conducted early Term 2</b></p>
<p><b>Students and Staff</b></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 akōnga 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>	