

Waikite Valley School Board Meeting 17 August 2022, WVS Staffroom

Administration:

Present: Teresa Topp, Edwin Schweizer, Lorraine Bowman, Tim Braithwaite, Mike France, Mary Briggs, Tracy Bain, Mary Briggs, Sophia Burton, Kelly Weston & Sheena Hunter

Apologies:

In Attendance: Kelly Curtis (Secretary)

Meeting Opened: 6.30

The Karakia was read by the Board members

The Board meeting was run by the Board Secretary until a Presiding member was appointed.

The Secretary called for nominations for Presiding Member

- Mike France nominated himself
- Sophia Burton nominated herself

Both candidates spoke briefly to the Board expressing their skills, knowledge and attributes.

The secretary asked current members (Mike France, Mary Briggs, Tracy Bain, Mary Briggs, Sophia Burton, Kelly Weston, Sheena Hunter & Teresa Topp) to write the name of the preferred candidate on a piece of paper and put them in a container.

The secretary left the room to count the votes.

The Secretary returned and declared that Sophia Burton was the new Presiding member

Sophia Burton was asked to chair the remainder of the meeting.

Minutes: It was unanimously agreed that these minutes are a true and accurate record of the Waikite Valley School Board Meeting held on 15 June 2022.

Matters Arising:

Roofing Project - Teresa updated the Board on the roofing project and asked them to consider variations

- The existing roofing over the walkway outside the office is to be replaced with reinforced clearlight.
- This should help the current dampness and leaking (ultimately a larger pitch would help but the contractors are unable to do this) and will need to be put into the new 10ypp to be fixed properly.
- The Board agreed to the variations.

ACTION: Teresa to contact **Rebekah Wong** at WSP and instruct her to go ahead with the project.

Schoolhouse - Tim talked to the Board and brought the new members up to date with the School House.

- The 3rd inspection was completed on Monday 15 Aug.
- The property was tidy but not perfect.
- Hole in the walls behind doors.
- Scribbling on walls.
- Wear and tear.
- Repairs have been made as discussed at the last inspection.

- Tim has photos and videos that he will compile.
- Sophia asked if the Board was giving the Tenants notice?
 - Mary brought Sophia up to speed, explaining that the Board doesn't want the property empty and will know until after the Principal interviews whether the property is needed for the Principal or Deputy Principal. If needed there will be enough time to give notice and do repairs that are not extensive.
 - Deck needs replacing, see discussion in Correspondence.
 - Policy states the preference goes to school staff members.

Governance Policy 12 - Teresa and Mike explained to the Board that since principal evaluation had changed from the appraisal system to the professional growth cycle the governance policy needed to reflect this. The use of the Growth Cycle is optional this year and becomes mandatory in 2023.

The Board agreed to ratify this policy.

ACTION: Kelly to replace the current Governance policy 12 with the updated one.

Correspondence: As stated in the agenda.

Schoolhouse Deck Repair - Scott Van Twuiver is unable to do the decking repair for the school house.

Sophia asked what needed doing - The Board informed her that the decking and railing need replacing, like for like, foundations are sound.

ACTION: Teresa to see if Lee Stubbs will do the job.

ACTION: Kelly to find the recent quote and get lineal meters required to Sophia.

ACTION: Sophia to see if she can get materials.

Monitoring:

Principals Report: Previously circulated – see attached

Roll: 96

Banking Staffing: As stated in the report

Property: As stated in the report.

Teresa discussed the installation of the Basketball hoops and the rugby posts (when they arrive).

- Hoops supporters need a sleeve inserted and concreted into turf.
- The rugby posts are being made and are a few weeks away.
 - Teresa asked Edwin if he would consider looking at installing these?
 - Edwin is happy to take a look at this.
 - Edwin asked if the current location of the posts are in the most practical location?
 - This was discussed and it was agreed... **Edwin would look at measurements etc to see what other options are available.**

Personnel/Staff: As stated in the report

The newly appointed Acting Principal, Sue Ratcliffe, has met with Teresa for a run down on the big picture for term 4 and will spend a day (12 Sept) with Teresa to go over things more thoroughly.

ACTION: Teresa to notify the community of Sue's appointment.

Amanda Edwards is the new cleaner.

Health & safety: Nothing to report

Curriculum: As stated in the report

Snow Camp - Mary reported to the Board about Snow Camp as she attended.

- Very wet!
- Cool group of kids who gave skiing a really good crack and skied right to the last minute.
- Sophia thanked Mary Briggs for her time and help with the trip.

Leaders Trip - Teresa Topp & Kelly Curtis are taking 11 yr 7 & 8 school leaders to Wellington to visit parliament, Zealandia, Te Papa & the Supreme Court.

Aims Games - Teresa updated the Board on attending the AIMS games.

- We have games on one day that start at 9 and finish at 6.00. Teresa will look into this and see if any can be changed and if not talk with parents to see if they can help.

Community Engagement: As stated in Report

Disco - Sophia reported on the P.T.A's Disco.

Grants: As stated in Report

Resolutions:

Strategic Aim/Learning and Teaching: As stated in Report

Finance: July Finances

Mary explained her role to the new Board Members.
Finances are tracking well .

ACTION: Kelly to contact Kelly Parkinson (Education Services) and ask her to put the GST back on the snow camp grant \$1000.00

Governance Policies 19 - 21

ACTION: Kelly to update the Trustee Register (GP 20)

The Board agreed to move GP 19 & GP 21 to next month's meeting with newly appointed Board members.

Teresa asked Sophia to dismiss the outgoing (Edwin Schweizer, Tim Braithwaite and Lorraine Bowman) Board Members. Teresa presented them each with a gift.

Mike asked at the end of the meeting if the outgoing Board Members could be acknowledged in the newsletter.

Teresa had thanked them formally in the newsletter when she announced the new Board members in week 3's newsletter.

Discussion/Decisions:

Principal Appointment committee:

Teresa shared her ideas regarding allocating committee members to cover different areas and jobs of the Principal Appointment process.

Sophia asked how many applicants they were expecting?

- Perhaps 6 - 9
- Shortlist to 4

Mary asked Teresa who interviewed her?

- The whole Board.

Mary felt it was important that all members had a hand in appointing the new principal because of its importance. She also felt having the Staff Rep of the Board present is important because they know the culture of the school & Staffroom aspect of the job and could consider that aspect of the job confidently.

Kelly Weston agreed with Mary regarding the staff Rep being present as this process can be a 2 way street and an applicant may have questions for the Staff rep.

She also felt organisation would be important if the whole Board is involved and practises and protocols will need to be adhered to.

- One person leading the interview using previously agreed upon questions

Mike explained his reference to Andrea from STA.

- Support from STA is free
- She is a regional advisor
- Knows policy and documents
- Will sit in the interview to ensure correct protocol is followed

Sheena asked where applications are going to?

1. The office. Then forwarded to the Sorting, shortlisting and setting up interviews committee.

Applications close 2nd September 5pm.

Interviews take place on the 17th & 18th September

Sophia volunteered to be on the Sorting, shortlisting and setting up interviews committee along with Kelly Weston and Mary Briggs.

Once the applicants have been shortlisted their C.V.s will be released to the remaining Board members.

Teresa explained that some schools were having quite a bit of difficulty finding Principals at the moment.

Sophia asked how the Board communicate amongst themselves and what days/times suited

members most for meetings.

- Mainly by email and text
- Wednesdays aren't great for anyone and at this stage they'll stick to 6.30pm.

Agenda Items for consideration for the next meeting

- Board induction - getting to know each other (strengths & skills); governance/management; the role of a school board; Trustees' Code of Behaviour Policy
- Board Folder orientation - last ERO findings, current Strat Plan, ongoing school challenges & barriers, curriculum delivery, Q&A
- Ops policies 1-2 (Board Roles and Responsibilities Policy & Responsibilities of the Principal Policy)

Governance Policy 19 - Handling complaints and complaints procedure

Governance Policy 21 - Board Annual Work Plan

- Meeting Closed: 7.42pm

Next Meeting: Monday 12 Sept - 6.30pm

Signed:



Date:

19-09-22.

PRINCIPAL REPORT TO BOT August 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
27/07/2022	12	12	11	17	18	5	10	11	95
17/8/2022	12	10	12	18	17	6	10	11	95

G	B
50	45
50	45

Roll	NZ Maori	Pacific	Dutch	NZEuro	Other Euro
27/07/2022	27	1	4	82	9
17/08/2022	27	1	4	83	9

Banking Staffing Report, (02055) Waikite Valley School

Period: 202310, Pay Day: 09-AUG-22, As at Period Ending: 09-Aug-2022

Summary FTTE Details

Pay Period No	2	3	4	5	6	7	8	9	10	YTD Total
Total staffing usage for period	5.46	5.46	5.46	5.6	5.32	5.46	5.58	5.58	5.58	76.9
Entitlement for period	5.46	5.46	5.46	5.56	5.56	5.56	5.56	5.56	5.56	77.04
Ministry adjustment for period	-	-	-	-	-	-	-	-	-	-
Year End Automatic Adjustment for period	-	-	-	-	-	-	-	-	-	(-2)
Difference for period	-	-	-	(-.04)	.24	.1	(-.02)	(-.02)	(-.02)	.34
Estimated \$ value of staffing (YTD)	\$321	\$321	\$321	\$193	\$963	\$1,285	\$1,220	\$1,156	\$1,092	\$1,092
Required average staffing level to finish year with zero balance (FTTE)	5.47	5.47	5.47	5.56	5.58	5.59	5.59	5.59	5.59	5.59

- Property Update
 - roofing project - section at front of office exceeds budget due to total roof adjustment required, quite major structurally. But can replace what's there with structural clearlite (like in front of Rm 2-3) for about \$5k. This looks like the best option.
 - Basketball hoops waiting to be installed (beside office building/astroturf). Rugby posts currently being manufactured - will need to be installed.
- Personnel/staff management -
 - Acting Principal T4 appointment
 - New cleaner appointed - increased to 3 hours/day
- Health & Safety - Nothing to report
- Curriculum - Snow Camp, Leaders Trip to Wellington, AIMS games entries, speeches, Cultural Festival
- COMMUNITY ENGAGEMENT
 - PTA school disco
 - Pet Day planning well underway

GRANTS -

Grassroots Trust Ltd - Rugby Goal Posts - Submitted \$3000 approved & spent
 Pub Charity - Basketball Hoops/Tower - \$3301 approved & spent
 NZCT - application for GPA snow camp - \$9715 approved & spent
 One Foundation - ASC T3 2022 - \$5500 submitted \$5000 approved
 GRASSROOTS CENTRAL - \$2950 submitted for senior girl kapa haka uniforms
 Four Winds - Librarian&books \$8500 submitted Approved \$5500
 Aotearoa Gaming Trust (Formerly Southern Trust) - School leaders (11 students + 2 teachers) trip to Wellington - Approved \$7661.50
 Okataina Trust - snow camp 2022 Approved \$1500 & spent

Annual School Improvement Plan 2022 – SUMMARY

Domain	Achievement Challenge	Annual Goals	Target	UPDATE
Learning and Teaching	<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>JULY - Mid year assessment results and open day/student led conferences feedback. Gifted & Talented student mid year update.</p> <p>Mindfulness & wellbeing continue to be a daily focus in the classes.</p>
Community Engagement	<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>MAX: 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. Will survey this term around communication across classrooms - particularly use of ClassDojo vs Facebook pages for our classes. Parents are frequently in the school for a range of purposes.</p>
Property	<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 waharaoa 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>AUGUST - Outdoor classroom- Some use from classes - still establishing best use. Need to purchase appropriate furniture/furnishings for the space.</p> <p>Waharaoa - 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 . Have not heard back - contacted Friday 5 Aug, no response yet.</p>
Students and Staff	<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 a kōngā 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>	<p>JUNE:</p> <p>Baseline strengths and skills of teaching staff assembled (see attached). Next step is to establish weaknesses and areas for PLD over the next 3 years.</p> <p>Student/Graduate Profile to be worked - BOT presented with previous profile for feedback.</p>