

**Waikite Valley School Board Meeting**  
Thursday 23rd February , WVS Staffroom

**Present:** Tracy Bain, Mary Briggs, Sophia Burton, Mike France, Sheena Hunter, Kelly Weston & Sue Ratcliffe

**Non-speaking observer:**

**Apologies:**

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

**Meeting Opened:** 4.34

The Karakia was read by the Board members.

### **Presiding Member Election**

Sophia Burton welcomed everyone and thanked them for rescheduling the meeting due to cyclone Gabriella.

Sophia Burton informed the meeting that at the first Board of Trustees meeting of the year the Presiding Member is elected.

The Board unanimously agreed for Sophia Burton to continue as Presiding member.

Sophia Burton emphasized she was open to any constructive criticism and suggestions that could improve her performance as Presiding Member.

**Minutes:** It was unanimously agreed that these minutes are a true and accurate record of the Waikite Valley School Board Meeting held on 5 December 2022.

**Matters Arising:**

**Schoolhouse Decking:**

Sue is still waiting to be contacted by Lee Stubbs regarding this.

**ACTION: Sue to contact Lee for an update.**

**School House Tenancy:**

Sophia Burton updated the Board on the School House.

- She thanked Mike France Katrina Martin, Tracy and Jason Bain for removing the rubbish from the School House and thanked Mary Briggs for the loan of their trailer.
- The School House was left in a big mess with considerable damage throughout.
  - Extensive drawing on the walls with offensive slogans
  - Food pushed into the wall cavities through holes put in them by tenants
  - Because of this there was a lot of mold

Sophia Burton stated that the School House has been a problem for previous Boards and she is determined not to let this happen again.

Mary Briggs discussed the current School House insurance.

- Dealing with the current broker was proving very difficult and he has been very quick to say no to an insurance claim being filed for the damage done to the school house.
- She recalled having to fight for the past claim filed
- She stated brokers are meant to work for you
- The Policy needs to be checked

**ACTION: Kelly Curtis to provide Kelly Weston with a copy of the current School House Policy for her to look over.**

Sophia Burton explained that the situation - having the new tenant on site driving the process along meant more time wasn't spent on the insurance side of things.

The Board discussed how they could go about getting into the same situation again. The previous inspection was in October with minor damage reported.

- Monthly inspections
  - Could be seen as tenant harassment
  - It was felt the most you could inspect a rental property was 3 monthly

**ACTION: Sophia to get photos/videos of the last inspection from the past Board Property Representative**

The Board discussed the cost of the damage (more than \$8k) to the School House including \$700 dollars for new tracks and curtains and approximately \$1000 spent on carpets, drapes, light bulbs etc. This is alongside the cost of repairs to the walls etc. There is still no power to one side of the house and the elements on the oven are not working properly.

**ACTION: Kelly Curtis to contact Sefton Electrical to remedy these faults.**

Mike France explained there's one more load of rubbish to be taken to the dump and asked Mary if the trailer was available.

**ACTION: Mary Briggs to check the availability of the trailer.**

Sophia Burton informed the Board of her conversation regarding the Bond with Fabian Chamberlain and explained that she had informed him that due to damage done whilst he was at the house this would not be refunded.

### Community Playground:

Nothing to report at this time.

**ACTION: Sophia Burton will look more closely into who and how.**

### School Docs

Sue updated the Board on the progress of these documents.

At this stage the documents are locked but she can show the Board at the meeting what they will look like.

Once they are available the Board will go through and adjust/ look into the relevance to Waikite Valley School. These documents will be constantly updated by School Docs.

The Board discussed this stating most should be straightforward with most procedures in place and current policy documents taken from MOE templates.

The Board noted there was no Weather Event Policy following the closure of the school on Monday 13th &

14th Feb due to power lost from the effects of Cyclone Gabriella.

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

The letter from Julian Prestidge was discussed - Sue explained that this letter from Julian outlined the importance of moving into a nice house for himself and his family.

The Board went on to discuss the school house and the fact that although old it is one of the cheapest houses available in the valley.

Mike France stated that the Builder responsible for the repairs had said the house had "good bones".

Mary Briggs felt the only thing stopping the house drawing a higher rent was the kitchen.

The Board discussed this further and all agreed that after the amount spent so far any kitchen remodeling was not on the card and that nothing further, other than previously stated repairs, will be offered or promised.

Sue Ratcliffe asked to table a letter received from the MOE regarding the closure of the school due to Cyclone Gabriella. The letter gave approval for the closure of the school and will reduce the number of half days to be attended by 4. It stated that The Board's decision to close the school was noted in the next Board meeting.

The Board unanimously agreed to shut the School due to the weather event, Cyclone Gabriella and the effects it had on weather and the power supply to school.

### **Monitoring:**

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

**Roll:** 81

**Banking Staffing:** As stated in report

Sue informed the Board that the current Banking Staffing, PP23, had the Staffing back on track. However we currently approx 7K so adjustments have been made to reduce this by PP26.

**Property:** As stated in the report.

**5YPP** - The Board discussed the document sent out with the Board pack.

- After a discussion with the MOE Property Manager the Pool fencing has been moved to a P1 status (urgent due to Health & Safety reasons) and will be fully funded by the MOE asap.

**Furniture Grant** - 17K has been granted from the MOE.

- Sue has signed up with OfficeMax
- Discussions with Staff will help decide what the money will be spent on - shelving, desks, chairs etc.

### ***Nga iti, Small Schools***

Will fund the smaller improvements necessary such as, electrical sockets, light bulbs etc

**Sue** informed the Board that Kiri Cheetham, MOE Property advisor informed her there was 7K (5K spending, 2K consultants fees) left over from the SIP's Projects.

Whilst Rebekah Wong, from WSP, was visiting Sue asked her if re-barking the playground was an acceptable way to spend this leftover funding. It is. Sue asked the Board if they approved of getting the playground re barked?

The Board agreed unanimously that this was a great way to spend the funds.

Sue also informed the Board that because Pod 1 is owned by the Board they are responsible for repairing the plumbing for the sink.

After some discussion they agreed that the sink will be unused for now.

Sue also informed the Board that she has been advised that the Outdoor classroom needs to be insured.

**ACTION: Outdoor Classroom to be insured.**

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

**Sheena Hunter** has filled the .6 job advertised at the end of the year.

**Sue Ratcliffe** updated the Board on the S.E.N. (Special Education Needs) students in the school.

- The arrival of students this year has meant a lot of time spent working on behaviour management and toileting issues.
- Kate is working full time as a Teacher Aide
- The school is lacking human resources
- Pushing Health & Safety for the students as well as their classmates
- Teachers are hard stretched ATM
- Funding is approved for some of these students however finding someone suitable to work alongside them may prove tricky but Sue will start this process
- Staff have been asked to inform Sue Ratcliffe if the students do or disclose anything untoward.
- Sue Ratcliffe then contacts the appropriate child support services and files a R.O.C. (Report of Concern)

Sophia Burton thanked Sue for informing the Board and reassured her they fully supported her and the staff.

Tracy Bain offered to volunteer.

Sue thanked her.

**P.U.M.**

Sue informed the Board that the upcoming teachers paid union meetings will be held in school via zoom.

The children will be supervised.

**Sue Ratcliffe** informed the Board she would be attending a Rural Principals Conference being held in Queenstown for 3 days.

This is funded by the Rotorua Principals association so will be at no cost to the School.

This was discussed with the Presiding member prior to arrangements being made.

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

**The maintenance** and upkeep of the swimming pool was discussed and it was agreed that a plan needs to be in place to efficiently do this.

**ACTION: The Board will revisit this in Term 3**

**Best Start Kindergarten** has asked to share our water testing results. In turn they will pay the cost of testing every second month.

The Board unanimously agreed that this could go ahead.

**Curriculum:** As stated in the report

**Camp Okataina** is booked for the last week of term for rooms 3 & 4.

This will be a self catering camp so will be on the lookout for someone with catering skills.

**E.R.O. Visit.**

Sue updated the Board on the E.R.O.visit on Thursday 2nd March.

There will be an informal Powhiri and morning Tea with invitations extended to parents/caregivers and Board Members. Information regarding this will be in the next newsletter.

**C.O.L. / Kahui Ako** - Sue asked the Board if they were happy for the school to join the Reporoa Collective of Learning.

A Community of Learning | Kāhui Ako is a group of education and training providers that form around children and young people's learning pathways, and work together to help them achieve their full potential.

The Board agreed unanimously to this.

**Yearly Overview** to be discussed at the next Board meeting

**Community Engagement:** As stated in Report

**The Board discussed the Meet and Greet** held on the 10 Feb.

- Great relaxed atmosphere
- Noticed that it was the same people who usually attended school events and not many new families were met.

**The Board discussed the Parent/Teacher/Student interviews** held on Tuesday 21st and Wednesday 22nd of Feb.

Most families attended with Teachers following up on those that didn't attend.

Sophia Burton discussed that bringing their children to the interview was new to this school community and would need a culture shift.

Tracy Bain explained that she wasn't comfortable having her children present.

After some discussion the Board agreed this was a choice that parents can make.

**Grants:** Nothing to report.

**Resolutions:**

**Strategic Aim/Learning and Teaching:**

**Finance:** Mary reported on December and January's financial reports.

- These weren't very helpful as amounts received such as the reimbursement from the Roofing project hadn't been up-dated in the report.
- Last year's deficit has increased to approximately 30k due to AMS Learning space being zeroed out.
- Pleased that the changes and cuts made to this year's budgets were made.
- January's accounts were missing figures as the approved Budget had not been used.
- 2 X air purifiers have been capitalized. 1 has been returned due to not working so unsure of this.
- Mary asked that the final accounts be sent to her before going to the Auditors so she can double check they are correct.

Sophia Burton informed the Board that she'd like everyone to come to the next meeting with a fundraising idea.

**ACTION:** Put fundraising ideas on the next meeting's agenda.

Operational Policy 3 -6

The Board agreed that due to the new policies coming that current policies don't need to be reviewed.

**Discussion/Decisions:**

Agenda Items for consideration for the next meeting

- Meeting Closed: 6.00pm

Next Meeting: Tuesday 14 March 4.30pm

Signed:

A handwritten signature in black ink, appearing to be 'S K' followed by a horizontal line.

Date:

20/03/23