

**Waikite Valley School Board Meeting**  
Tuesday 6th June 2023 , WVS Staffroom

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

**Non-speaking observer:**

**Apologies:** Tracy Bain running late

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

**Meeting Opened:** 4.05

The Karakia was read by the Board members.

**Minutes:**

It was unanimously agreed that these minutes are a true and accurate record of the Waikite Valley School Board Meeting held 2nd May 2023.

**Matters Arising:**

**School House Insurance Documents:**

The Board discussed the 2 quotes received from insurance brokers.  
They unanimously agreed to switch to AON and that the value insured for the school house was appropriate.  
They decided that Pod 1's insurance value needed to be increased too 150,000K  
Mary has a Broker form that needs to be completed.  
Sophia thanked Mary and Kelly for their work on this subject.

**Fundraising Ideas:**

The Board discussed the Rodent Hunt fundraising idea raised at last month's meeting.  
They all agreed that fundraising was not The Board of Trustees job and to pass the idea to the P.T.A.

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

Mary asked about the "Delay on release of confirmed staffing" and "Permanent Teaching Appointments" correspondence received from the M.O.E. Sue explained that these were precautionary documents standardly issued.

**Monitoring:**

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

**Roll:** 82

The role should remain around the mid 80's.

**Banking Staffing:** As stated in report

Slightly under-using staffing.

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

Leaks - the Board discussed the leaks. The discussion revolved around the roofing project that was done in 2022 and that it was unacceptable that there were still areas leaking. They agreed that the company who performed the work should be called back, however details needed to be provided so contacting Rebeka Wong from W.S.P. for clarification was appropriate.

**ACTION: Sue Ratcliffe to contact W.S.P. regarding last year's roofing project and gain a more detailed account.**

Sue Ratcliffe informed the Board she had asked them to quote repairs for Pod 1's roof.

The quote was \$340.00 to re-screw the roof. The Board unanimously agreed to go ahead with this repair.

**ACTION: Sue Ratcliffe to arrange for this to be done.**

*Tracy Bain arrived at 4.45pm*

Sue Ratcliffe informed the Board there was \$5k leftover from the S.I.P.S. project and that she would like to spend this on cabinetry and teachers resources.

Sue Ratcliffe asked that any school house issues/request's be dealt with by the Board Property Representative, Mike France. The Board agreed this was the correct way to deal with this.

**Personnel/Staff:**

A.S.C. - Vacancy for a supervisor has risen again.

The Board discussed After School Care and agreed that if grant funding was lost a small fee would be introduced freeing up money for resources and perhaps increasing the value of the service.

**The Board went into "Committee"**

*Sue Ratcliffe left the meeting briefly to answer a call.*

Kahui Ako - Sue Ratcliffe explained various roles within the Kahui Ako and their responsibilities. Sue Ratcliffe also informed the Board Shandy Burns will play the role of Within School Teacher. This involves meeting, developing and utilizing the goals of the Kahui Ako.

Sue Ratcliffe shared her feedback from her attendance at the Rural Schools Conference the previous week. She thoroughly enjoyed it and found it extremely helpful. She attended relevant workshops including Banking Staffing and Finance.

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

Sue Ratcliffe thanked Waikite Valley School Staff for staying within school and attending their paid union meeting. This saved the closure of the school.

- Kelly Weston asked if all teachers at W.V.S. were union members? - No, 1 staff member is not.

Civil Defense Training - Senior students have attended this training.

School Docs -

- EOTC is available to be reviewed by all in the school community.
- The Board discussed School Docs and if reviewing a policy to familiarize and reflect on should be added to the meeting agenda? This would allow discussion and procedure awareness.

- Sophia Burton asked the Board to familiarize themselves with School Docs enabling a decision on how the Board would review the documents.

Tracy Bain raised the topic of the sunken pavers in the Lunch eating area and asked if this needs to be minuted and if the area needs to be noted as a "trip hazard". This was discussed and the Board agreed that this needs to be identified to minimize the risk.

**ACTION: Notice of this hazard to be attached to the Visitors Book.**

**The area will be spray painted so all are aware.**

**Curriculum:** As stated in the report

Sue Ratcliffe shared the Staff's reports on the recent visit from Life Education. Snow Camp is booked and we await the decision on the status of the Ski field. Cluster Cross Country went well and 11 students entered to compete at the Rural Cluster Schools Cross Country at Kaharoa. A D.O.C. representative visited the school for P.L.D offering various resources.

**Community Engagement:** Nothing to report.

**Grants:** As stated in the report

**Resolutions:**

**Strategic Aim/Learning and Teaching:**

**Finance:** April Finances.

Mary Briggs updated the Board on April's Financial report reporting on questions she had asked Sue Ratcliffe and Kelly Curtis.

She asked that the 2022 Annual Report and Management Letter be reviewed and adopted at the next meeting.

After looking through the Annual Report she asked Sue Ratcliffe to ask Hilary Christmas (Education Services) to remove the approx 7k that sits in M.O.E. funded projects as this project is complete and the money is not available as it currently suggests.

**ACTION: Sue Ratcliffe to ask Hilary Christmas (Education Services) to remove the approx 7k that sits in M.O.E. funded projects as this project is complete and the money is not available as it currently suggests.**

**ACTION: Review and approval of the 2022 Annual Report to be added to July's agenda.**

### **Discussion/Decisions:**

**Goods For Grants:**

Sue Ratcliffe asked the Board what things they wanted to be applied for through "Goods for Grants". The Board discussed various things such as the renewal of the van, the school lawn mower, educational resources, Technology etc.

After some discussion the Board agreed to pursue urgent school needs from grants applied for through school and look into the building of a new Junior Playground through "Goods for Grants" in the future.

**ACTION: Sue Ratcliffe to look into the next steps.**

School House Inspection:

Mike France shared his findings with the Board of his inspection of the School House on 3/6/23.

- Roof
  - The Board discussed the state of the school house roof and agreed it need to be prioritized when the budget is reviewed next year.
- Deck
  - **ACTION: The Board agreed that Mike France would repair holes in the deck.**
- Lighting
  - Lights not working
  - **ACTION: Kelly Curtis to contact Sefton Electrical and arrange repair.**
- Heat Pump
  - Unusual noise when first starting the heat pump.
  - **ACTION: Kelly Curtis to contact Rod Pola and arrange for the servicing/repair of the heat pump.**
- Shower
  - The Board discussed the shower and the rotten window framing in the shower.
  - **ACTION: Sophia Burton to look into the price of a "plastic box" or other options for repair.**
- Holes and other small repairs were discussed.
  - **ACTION: Sue Ratcliffe to get the School Caretaker Frank Clark to look at these and see if he can do the repairs.**
- Oven
  - **ACTION: Mike France to remove.**
- Down pipe
  - The downpipe outside the lounge currently goes nowhere and is leaving water pooling under the house.
  - **ACTION: Sue Ratcliffe to get Frank to look at this also.**

Agenda Items for consideration for the next meeting

Review and approval of the 2022 Annual Report

- Meeting Closed: 6.30

Next Meeting: Monday 24th July 4.00pm

Signed:



Date:

31/07/23,