

Waikite Valley School Board Meeting
Monday 24 July 2023 , WVS Staffroom

Present: Tracy Bain, Mary Briggs, Sophia Burton, Mike France, Sheena Hunter, Kelly Weston(Via Zoom) & Sue Ratcliffe

Non-speaking observer:

Apologies:

In Attendance: Kelly Curtis (Secretary)

Meeting Opened: 4.04

The Karakia was read by the Board members.

Minutes:

It was unanimously agreed that once these minutes were amended to say "*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.*" they are a true and accurate record of the Waikite Valley School Board Meeting held 2nd May 2023.

Matters Arising:

"In Committee" minutes discussed and updated

School House Maintenance:

- Mike France tabled a quote from MK Innovations to repair the shower for the sum of \$5049.29
 - Mary Briggs suggested looking into fitting a waterproof flashing to cover the window as an alternative.
- The Board agreed to get a quote for this.

ACTION: Mike France to get a quote for this and the Board would make a decision at the next meeting.

- Mike France informed the Board that the holes in the deck had been repaired.
 - The Board thanked Mike France

Correspondence: As stated in the agenda.

Monitoring:

Principals Report: Previously circulated – see attached

Roll: 82

Banking Staffing: As stated in report

Slightly under-using staffing, tracking well.

Attendance: As reported

Attendance is very good. The L.S.C. does a report highlighting where conversations with parents may be needed.

Property:

Roofing - The roofing project has been approved.

- Sue is being contacted by the Butynol contractor and Roofing contractor this week and the projects will start as soon as possible.
- Mary Briggs & Mike France asked if there was any more information regarding last year's roofing project and if that company could be held accountable for the ongoing problems.
 - Sue Ratcliffe told the Board she had contacted the Project Managers who didn't see a problem with the past job or its results.
- The Board also discussed the fact that these leaks had occurred in the extremely heavy rain recently experienced.

Personnel/Staff: As reported in the report.

- Sue Ratcliffe informed the Board Kate Stubbs had resigned.
 - Alice Gielen has been appointed as Teacher Aide
- Sue reported that Danielle Gardiner has been appointed as After School Supervisor

Health & safety: As stated in the report.

- The Staff attended a first Aid course in the holidays

Curriculum: As stated in the report

- Sue Ratcliffe reported that Lisa Dinning & Shandy Burns are studying the Better Start Literacy Approach, a phonic based programme.

Community Engagement: As stated in the report.

- The Board discussed the success of the Matariki celebration.
 - Really good community participation.

Board Assurances: The Board discussed how they would review/what needed to be reviewed in the School Docs platform.

- Term 3 Board review topics are posted on School Docs.
- Sophia Burton explained that some policies are aimed at the Principal and teaching staff to look into and micro manage while the policies to be reviewed under the "Board Assurance" title were overarching.
- In reviewing the Board can ask how they are implemented in our school and any other questions.

Grants: As stated in the report

Resolutions:

Finance: May & June Finances.

Mary Briggs updated the Board on May & June's Financial reports, reporting on questions she had asked Sue Ratcliffe and Kelly Curtis.

- Mary Briggs noted a dramatic rise in insurance expenses but explained this was because of the timing of the beginning of the policy and it would even itself next year.
- Mary Briggs also reported on an increase in Other MOE grants, because of the increase in high health needs, HHN, students. An increase in P.T.A. donations and decrease in van expenses due to the van not being used.
- Mary Briggs informed the Board that Sue Ratcliffe had met with Hilary Christmas (Education Services) to adjust the budget to reflect the current financial position.
 - Mary Briggs reported on the variations made.

Waikite Valley School Annual Report.

- Mary Briggs gave a detailed account of the above mentioned report.
 - The Board discussed this and possible reasons for the increases and decreases in cash flow etc
 - No questions were raised.

The Independent Auditors Report.

- Mary Briggs went through the report outlining any areas of improvement.
 - The Board discussed the Credit Card and agreed that in the case of a receipt not being available that a written description be presented and approved at the following Board Meeting.
 - The Board discussed Board of Trustee reimbursements and agreed they would be ratified at the next Board Meeting.

ACTION: Sophia to pen a letter to the Auditor notifying them the Board has read, reviewed and approved their report.

Discussion/Decisions:

Consultation Health Curriculum & Strategic Plan 2024

- Sue Ratcliffe discussed the procedures required to construct a Strategic Plan for 2024.
 - Sue Ratcliffe suggested running Community consultation in conjunction with the Parent, Teacher Conferences in week 6 Term 3.
 - Setting the library up with tea & coffee and allow the parents/community to move around placing ideas on post it notes and putting them on large pieces of paper which will have appropriate questions/suggestions regarding those areas of the curriculum.
 - These could be run over the week of Parent, Teacher conferences and during drop of and pick up times.
 - Sue Ratcliffe asked if the Board wanted to be involved and said their help would be appreciated.
 - The Board agreed an option to contribute quietly should also be an option as some people may find some topics in the Health Curriculum confronting.
 - Kelly Weston suggested ensuring that the purpose of the survey is articulated and the community is aware of the process. Also providing the community with a link to the Health Curriculum.
 - Sue Ratcliffe told the Board the Staff will be informed and consulted during a Staff meeting.

SchoolDocs

The Board discussed how they would review/what needed to be reviewed in the School Docs platform.

- The Board agreed to review *Inclusive Education, Maori Education Success and Learning Support Policies* by the next meeting.
 - The Board will have a brief discussion about these, asking what they look like in our school and look into any queries or suggested changes.
 - The Board will strive to review 6 policies per term.

Agenda Items for consideration for the next meeting

Term dates for 2024

- Meeting Closed: 5.12pm

Next Meeting:

Monday 21st August 4.00pm

Signed:

A handwritten signature in black ink, appearing to be 'S. A.', written over the printed word 'Signed:'.

Date:

21/08/23

PRINCIPAL REPORT TO BOT July 2023

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 | G | B |
|-----------|----|----|----|----|----|----|----|----|-----|----|----|
| 2/06/2023 | 13 | 9 | 11 | 7 | 15 | 15 | 5 | 5 | 82 | 40 | 42 |
| 24/7/2023 | 15 | 10 | 11 | 9 | 15 | 15 | 3 | 4 | 82 | 43 | 39 |

| Roll | NZ Maori | Pacific | Dutch | NZEuro | Other Euro | Filipino |
|-----------|----------|---------|-------|--------|------------|----------|
| 2/06/2023 | 18 | 0 | 4 | 76 | 3 | 1 |
| 24/7/2023 | 21 | 0 | 3 | 72 | 3 | 1 |

Banking Staffing Report, (02055) Waikite Valley School
 Period: 202408, Pay Day: 11-JUL-23, As at Period Ending: 11-Jul-2023

Page 3 of 3
 Generation Date: 11-Jul-2023, 07:57am

Summary FTE Details

| Pay Period No | 26 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | YTD Total |
|------------------------------------------------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|-----------|
| Total staffing usage for period | 2.9 | 5.38 | 7.13 | 5.2 | 5.34 | 5.34 | 5.34 | 5.34 | 5.34 | 60.44 |
| Entitlement for period | 5.36 | 5.36 | 5.36 | 5.36 | 5.36 | 5.36 | 5.36 | 5.36 | 5.36 | 64.31 |
| Ministry adjustment for period | - | - | - | - | - | - | - | - | - | - |
| Year End Automatic Adjustment for period | - | - | - | - | - | - | - | - | - | 2.88 |
| Difference for period | 2.46 | (-.02) | (-1.77) | .16 | .02 | .02 | .02 | .02 | .02 | .99 |
| Estimated \$ value of staffing (YTD) | \$8,093 | \$8,029 | \$2,344 | \$2,858 | \$2,923 | \$2,987 | \$3,051 | \$3,115 | \$3,179 | \$31,179 |
| Required average staffing level to finish year with zero balance (FTE) | 5.47 | 5.48 | 5.4 | 5.41 | 5.41 | 5.41 | 5.42 | 5.42 | 5.43 | 5.43 |

- Property Update -Roofing repairs approved and ready to start. SIPs 5K Cabinetry ordered.
- Personnel/staff management - TA appointment, ASC Danielle
- Health & Safety - Teaching Staff completed First Aid course,
- Curriculum - Year 7 & 8 (7 Students) will be attending Snow Camp on 28th & 29th August. Julian Prestige will be attending
- Community Engagement- Matariki

| GRANTS - |
|-----------------------------------------------------|
| Grassroots Trust Ltd |
| Pub Charity |
| NZCT- Camp T1 approved \$3000 |
| One Foundation - ASC Term 3, for \$5006.20 APPROVED |
| GRASSROOTS CENTRAL |
| Four Winds - |
| Aotearoa Gaming Trust |
| Okataina Trust - Camp T1, approved \$3000 |

SchoolDocs site
waikitevalley.schooldocs.co.nz

Community username
waikitevalley

Community password
courage

Click on the BLUE REVIEW TAB at the left hand-side. Here you will find all the information about the reviewing process.

Attendance Term 2 2023

| Attendance % Range | Number | % of Total |
|--------------------|--------|------------|
| ANALYSIS T2 2023 | | |
| 95 - 100% | 17 | 17.89% |
| 90 - 94.99% | 26 | 27.37% |
| 85 - 89.99% | 20 | 21.05% |
| 80 - 84.99% | 7 | 7.37% |
| 75 - 79.99% | 6 | 6.32% |
| 70 - 74.99% | 4 | 4.21% |
| 65 - 69.99% | 4 | 4.21% |
| 60 - 64.99% | 2 | 2.11% |
| 55 - 59.99% | 0 | 0.00% |
| < 54.99% | 8 | 8.42% |
| NA | 1 | 1.05% |
| Total | 95 | 100.00% |