

**Waikite Valley School Board Meeting**  
Monday 11th December 2023 , WVS Staffroom

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

**Non-speaking observer:**

**Apologies:** Mike France running late

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

**Meeting Opened:** 4.04

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 on the 18th September 2023.

**Matters Arising:**

**School House Rent increase:**

Mary Briggs asked about the status of this and had an appraiser been found?

Kelly Weston suggested asking Carolyn Morris.

The Board agreed to continue this discussion when Mike France arrived.

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

**Monitoring:**

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

**Roll:** 85 - As stated in report

**Banking Staffing:** As stated in report

Well under used so using quickly.

**Attendance:** As reported

**Property:** As Stated in the report

**Personnel/Staff:** As reported in the report.

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

Sue Ratcliffe informed the Board Teachers had completed an online restraint course and Teacher Aides are not to restrain students.

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

**Community Engagement:** As stated in the report.

Kelly Weston asked if the student to adult ratio was appropriate for the Picnic?

Sue Ratcliffe would be a large amount of Parent help, with ratios of 1/1 and ½ for Pod 1 and Room 2.

Mentioned for helping throughout the year were:

Jacob Gielen	Clearing trees behind the swimming pool
Kahu Baniff - White	Weed Eating
Less Barry	replacing Soccer goal nets.

### Finance:

October Finances:

Mary Briggs reported to the Board.

On track for spending.  
Well ahead on income.

Definitely in a better position.

Replacement of the water pump should be M.O.E. funded.

Van warranted and serviced.

The School House shower repairs have been paid this month.

M.O.E. projects:

Roofing Completed  
Reimbursement for the purchase of cabinetry for the school is expected.  
Pool fencing is likely to stay in budget.

### 2024 Draft Budget

Sue Ratcliffe, Sophia Burton and Mary Briggs met to review the Budget.

Mary walked the Board through the Principal Wellbeing Fund. This fund will be in the Principal Wellbeing Budget and 2023's will be added to 24's.

The Board discussed Grant funding and possible items for applying for.

Ipads

Sports uniforms

- Sue Ratcliffe Informed the Board that the P.T.A. was looking into helping with the purchase of new Sports Uniforms.
- The Board discussed various ways the sports uniforms could be efficiently managed.

The Board discussed the current cleaning arrangements noting it was the cheapest option but reliability was proving difficult. Sue Ratcliffe informed the Board she was looking into using a commercial cleaning operation.

- Sue Ratcliffe was still looking into a few different factors including
  - A deep clean, what needs to be done to get it to an acceptable level and was this included in the current quote for this service.
  - Kelly Weston asked how long the contractual commitment was?

- The commitment was for a year.
- This service is used by a lot of schools.
- The Board discussed the number of days cleaning would be required agreeing that it was important the school toilets were cleaned daily.
- The Board agreed this was a good idea and to review the service in a year.

Mary Briggs continued to work through the Budget.

The Board raised the topic of the school house and its expenses.

- Various options were discussed and it was agreed that what was promised to be done would be done, including:
  - Stopping and painting the hall.
  - Holes in the cupboard doors.
  - Replace pantry shelves and doors.
  - Heat pump replacement (Capital Expense).

Expenses for the roof repair/painting, deck etc were considered and the Board agreed it was important to maintain the asset.

The Board then discussed the up and coming rent increase and who best to do this

The Board unanimously accepted the 2024 draft Budget.

**ACTION: Mike France will contact Carolyn Morris.**

**ACTION: MK Innovations to be contacted and asked to do repairs to the cost of \$2,500.**

**ACTION: Kelly Curtis to recode AIMS games spending and income.**

**Board Assurances:** As Stated in the report.

**Resolutions:** It was resolved at a meeting of the Board of Trustees of Waikite Valley School on Monday 11 December that a grant application be made to NZCT (New Zealand Communities Trust) for the sum of \$13007.50 - towards the cost of the Waikite Valley School Camp at Tui Ridge in Term 1, 2024.

### Discussion/Decisions:

Board Self Review:

- Sophia Burton clarified Board roles and responsibilities and the role of the Principal in the day to day running of the school.
- Sophia Burton opened the floor for reflections and asked the Board to think over the holidays and to be discussed at the next meeting.

Staff Gifts:

- The Board discussed and agreed that the staff would receive a pressie card.

**Meeting Closed:** 4.43pm

### Agenda Items for consideration for the next meeting

Elect the Presiding Member  
 School House Rent increase.  
 Quotes for school house repairs.  
 School Pool use.

Next Meeting: 12/2/24

Signed:

A handwritten signature in orange ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Date:

29-02-2024.

**PRINCIPAL REPORT TO BOT December 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
13/11/2023	17	12	11	10	14	14	3	4	84	42	42
11/12/2023	19	12	11	9	15	14	3	4	85	44	41

Roll	NZ Maori	Pacific	Dutch	NZEuro	Other Euro	Filipino
13/11/2023	20	1	3	73	3	3
11/12/2023	19	1	3	76	3	3

Banking Staffing Report, (02055) Waikite Valley School  
 Period: 202418, Pay Day: 28-NOV-23, As at Period Ending: 28-Nov-2023

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Summary FTTE Details

Pay Period No	10	11	12	13	14	15	16	17	18	YTD Total
Total staffing usage for period	5.75	5.85	5.2	5.2	5.2	5.2	5.2	5.27	6.09	114.87
Entitlement for period	5.36	5.36	5.4	5.41	5.41	6.53	5.69	5.41	5.41	119.65
Ministry adjustment for period	-	-	-	-	-	-	-	-	-	-
Year End Automatic Adjustment for period	-	-	-	-	-	-	-	-	-	-
Difference for period	(-.39)	(-.49)	.2	.21	.21	1.33	.49	.14	(-.68)	2.88
Estimated \$ value of staffing (YTD)	\$1,574	\$0	\$642	\$1,317	\$1,991	\$6,263	\$7,836	\$8,286	\$6,102	\$6,102
Required average staffing level to finish year with zero balance (FTTE)	5.4	5.36	5.42	5.46	5.49	6.81	6.1	5.93	5.89	5.89

GRANTS-
Grassroots Trust Ltd
Pub Charly
NZCT
One Foundation - ASC Term 1, 2024 applied for
GRASSROOTS CENTRAL
Four Winds -
Aotearoa Garning Trust
Okataina Trust

Roll 85  
Leavers 2023 = 9 ( 4 x year 8, 5 x year 6)

Summary of Attendance for 2023				Summary of Attendance for 2022			
Attendance %	Number	% of Total		Attendance %	Number	% of Total	
95-100%	22	21.38%		95-100%	4	3.88%	
90-94.99%	33	32.04%		90-94.99%	28	27.18%	
85-89.99%	18	17.48%		85-89.99%	36	34.95%	
80-84.99%	14	13.59%		80-84.99%	17	16.50%	
75-79.99%	6	5.83%		75-79.99%	5	4.85%	
70-74.99%	0	0.00%		70-74.99%	6	5.83%	
65-69.99%	4	3.88%		65-69.99%	2	1.94%	
60-64.99%	1	0.97%		60-64.99%	2	1.94%	
55-59.99%	1	0.97%		55-59.99%	2	1.94%	
50-54.99%	4	3.88%		50-54.99%	1	0.97%	
45-49.99%	3	2.91%		45-49.99%	2	1.94%	
40-44.99%	0	0.00%		40-44.99%	0	0.00%	
35-39.99%	0	0.00%		35-39.99%	0	0.00%	
30-34.99%	0	0.00%		30-34.99%	0	0.00%	
25-29.99%	0	0.00%		25-29.99%	0	0.00%	
20-24.99%	0	0.00%		20-24.99%	0	0.00%	
15-19.99%	0	0.00%		15-19.99%	0	0.00%	
10-14.99%	0	0.00%		10-14.99%	0	0.00%	
5-9.99%	0	0.00%		5-9.99%	0	0.00%	
0-4.99%	0	0.00%		0-4.99%	0	0.00%	
NA	3	2.91%	No included in calculations	NA	2	1.94%	No included in calculations
Total	103	100.00%		Total	103	100.00%	

Analysis  
 90%-100% =53%                      90%-100% =31%  
 80%-100% =84%                      80%-100% =83%  
 Below 80% =16%                        Below 80% =17%

Banking staffing  
 ● Total staffing usage for pay period was 6.09      YTD=114.87  
 ● Entitlement for period 5.41                              YTD=119.65  
 ● Estimated \$ value of staffing YTD \$ 6102 (underusage)

Property  
 ● Pool fence- being put in Week 10. Once filled a message will go out to the school community to purchase a code for \$50. Training and a management plan for the holidays will be completed once the pool is filled.  
 ● Contract cleaners- TBC once budget approved. 2 quotes were received from a Rotorua company- Clean planet and Jani King - Hamilton.

Personnel  
 ● CRT (Curriculum release time) cover for Term 1 and Term 2 filled. Contract to be signed.  
 ● Shandy Burns starts maternity leave Term 1 and 2

Health and Safety  
 ● Two incidents of physical restraint have been reported to MOE recently. A support plan is in place to avoid further incidents.

Curriculum- Teaching and Learning	<ul style="list-style-type: none"> <li>• Excellent results and participation in the Maths Quiz, Cluster Athletics and CBOP Athletics</li> <li>• Room 3 and 4 EOTC -Maunga Kakaramea and Room 3 to Buried village- Both trips linked to NZ Histories Curriculum</li> <li>• Congratulations to Lisa Dinning and Shandy Burns for passing their BSLA Canterbury University Qualifications.</li> <li>• Professional Growth Cycle completed for most teachers ( 1 still to complete)</li> <li>• Principal Growth Cycle signed off</li> <li>• End of Year Pupil Reports Completed</li> <li>• Transition into 2024 classes completed. Lots of excitement.</li> </ul>
Community Engagement	<ul style="list-style-type: none"> <li>• End of year celebration at Lake Rerewhakaaitu supported by the PTA. A big mihi to the PTA's contributions to our school over the year. ( BSLA books, SEN books, wish lists from classes, tatau, sports equipment)</li> <li>• Thank you to the voluntary help around the school eg trees, pumptrack, football goals netting replaced</li> <li>• Prizegiving 2023 followed by a shared afternoon tea.</li> </ul>
Board Assurances	<ul style="list-style-type: none"> <li>• Physical restraint online training completed by teaching staff. (compliance 2024)</li> </ul>
	Thank you for providing morning tea for the staff, it was appreciated.