

Waikite Valley School Board Meeting
Wednesday 28th February 2024 , WVS Staffroom

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

Non-speaking observer:

Apologies:

In Attendance: Kelly Curtis (Secretary)

Meeting Opened: 4.06

The Karakia was read by the Board members.

Presiding Member Election

Sophia Burton welcomed everyone.

Sophia Burton invited any nominations for Presiding Member.

Tracy Bain asked if this was a regular occurrence.

Sophia Burton explained 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 thanked the Board and emphasized the importance of consistency and that communication was the key. She also noted that she has prior commitments later in the year.

Minutes:

The Board asked for the figure detailed on the staff gift recording be removed from the minutes.

It was unanimously agreed that, once this change had been made, these minutes are a true and accurate record of the Waikite Valley School Board Meeting held on the 12th December 2023.

Matters Arising:

School House Rent increase:

Mike France informed the Board he had communicated with a local Real Estate Agent who had appraised the school house rent at \$510.00 per week.

This takes the rent to \$382.00 a week once the 25% discount for "Service Tenancy" has been applied.

ACTION: Mike France to present the notice of rent increase to the tenants.

Mike France also informed the Board he had done a rental inspection and most problems have already been identified.

The property was also audited by Tenancy Services and after installing 2 new smoke alarms had passed with flying colors

Mike France asked if it was the Boards responsibility to have the chimney cleaned.

In the past the Board has done this and it was agreed to continue to do this.

ACTION: Kelly Curtis to contact SuperSweep - Winton Smith, regarding the maintenance of the school house chimney

Correspondence: As stated in the agenda.

Monitoring:

Principals Report: Previously circulated – see attached

Roll: 76 - As stated in report

Banking Staffing: As stated in report

Attendance: As reported

Property: As Stated in the report

Personnel/Staff: As reported in the report.

- Kylie Goddards CRT, on Wednesdays, is being used as relief for the Room 4 teacher.
- Tracy Bain asked if this will affect the other staff's Classroom Release time?
 - Sue Ratcliffe said it would be made up once the teacher returns.

Health & safety: As stated in the report.

- Sue Ratcliffe informed the Board new bark was being delivered at the beginning of next week.
- Kelly Weston recalled bark being offered to the school previously that was not acceptable due to size and quality and asked if this bark was of the correct requirements?
 - Sue Ratcliffe said yes, it is bark that has been used on other school playgrounds.

Curriculum: As stated in the report.

Community Engagement: As stated in the report.

Board Assurances:

New M.O.E. updates

- Mary Briggs asked if off sight activities such as Rats Duathlon affected these requirements?
 - Sue Ratcliffe reassured the Board that these requirements were over and above being met daily.

Paid Union Meetings

- Sue Ratcliffe informed the Board that arrangements would be made for this day.

Grants: As stated on the report.

- Sue Ratcliffe informed the Board of the funds/grant received from Sport Bay of Plenty for the encouragement of active and alternative play.

Kelly Weston asked the Board if there was an "appetite" to pursue a firmer direction on the ongoing topic of a junior playground/upgrade of the playground.

- Sue Ratcliffe answered that there definitely is.
 - Sue Ratcliffe explained she has raised this topic with the P.T.A. and they were keen to work towards this.

- Sue Ratcliffe felt that a committee needed to be organised to begin the design process.
 - Sue Ratcliffe said she was happy to organise designs
- Sheena Hunter mentioned the Boards idea to approach the Rotorua Council and the outcome of that discussion.
 - Kelly Weston responded saying she had been given a firm "No" when she had approached them and the large budget cuts the Council had made were discussed.
- Sophia Burton felt this topic needed leadership and vision and finding a consultant/specialist would be helpful.

The Board discussed getting quotes for both a playground and I.T.C. equipment.

- Kelly Weston pointed out that getting quotes for a playground when we were uncertain of what was required could be tricky.
 - Sue Ratcliffe informed the Board she had had a playground specialist in to do a design for half of the current playground and this could be a start to the process.
 - Mary Briggs felt the initial process could begin while the Community, Students and P.T.A were consulted.

Mike France asked about the location of a Junior Playground recalling that in the past having it by the rocks near Pod 1 had been suggested.

- Sue Ratcliffe pointed out the current playground was deteriorating and hardly played on therefore the upgrade of that area would be useful.
- Mary Briggs pointed out supervising one playground would be a simpler option for staff.

The Board discussed the use of "Goods For Grants" for applying for funding for a playground.

- Sheena Hunter asked if it was necessary to use this service considering it's cost (\$600.00 per 15K).
 - Sue Ratcliffe replied saying the P.T.A. were happy to pay this cost.
- Tarcy Bain suggested another person who would do it for a lot less.

The Board discussed the fact that this project needed to be pushed forward.

- Sheena Hunter suggested involving the senior class to help with the design process, expressing the opportunities for learning were unlimited.
- Kelly Weston pointed out there was a year 7 & 8 Technology unit on the M.O.E. website around this idea.
- Tracy Bain suggested providing a list of equipment.
- Sheena Hunter suggested providing images to start discussion, voting on equipment then providing a model.
- Mary Briggs said it would be a great way to consider expense and functionality.
- Sheena Hunter pointed out scale & measurement would/could also be learnt.

Sophia Burton asked the Board what the "Takeaways" from this discussion would be.

ACTION: Sue Ratcliffe to provide quotes for a playground.

ACTION: Sophia Burton to publicize the Schools desire to upgrade the playground, informing the school community of the process (gathering of ideas) cost (all fundraising efforts to go towards it) and the total commitment that would be required to achieve this.

ACTION: Sheena Hunter will inquire regarding Shandy Burn's brother, who was involved in the design of the Lake Front area, to see if he specializes in Playground design.

Finance:

November/December Finances:

Mary Briggs shared her findings with the Board.

The end of year finances looked great due to conservative budgeting and High health need funding.

She had inquired and been answered that the large sum paid to the cleaner was termination pay and that the payment from the University of Canterbury had been Teacher release for those studying BSLA. She brought up this year's Audit, checking that M.O.E. funded projects were in the right place and that reimbursement was due from the latest ones.

Mary Briggs asked how the new cleaning company was going?

- Sue Ratcliffe said she was pleased so far and Sheena Hunter said it was great knowing you'd arrive to a clean classroom.
- Sue Ratcliffe also informed the Board she had received 1K discount for service.

Resolutions:

Discussion/Decisions:

The Board discussed a suitable time to hold Board Meetings.

It was agreed Wednesday's at 4.00pm would suit all.

Agenda Items for consideration for the next meeting

Strategic Plan -

- Sophia Burton informed the Board that the Strategic Plan was noted on the agenda under next month's meeting. She asked Sue Ratcliffe to outline the process and dates for the development and submission of the Strategic Plan.
 - Sue Ratcliffe informed the Board the Strategic Plan was due to be uploaded to the M.O.E. on 1 March 2024. She explained she would use the previous years document developed with the help of the E.R.O. member and that it was nearly complete.
 - Sue Ratcliffe asked if the Board would be happy for her to upload the document.
 - Mary Briggs asked if they could see the document prior to this as they would be endorsing it.
 - The Board agreed they would like this shared so they could review it.

ACTION: Sue Ratcliffe to share the Waikite Valley School 2024 Strategic plan with Board members so it can be approved and uploaded to the M.O.E. on 1 March 2024.

School Docs Review

Meeting Closed: 5.00

Next Meeting: 20/3/24

Signed:



Date:

20/03/2024