

**Waikite Valley School Board Meeting**  
**Wednesday 8th May 2024 , WVS Staffroom**

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

**Non-speaking observer:**

**Apologies:**

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

**Meeting Opened:** 4.07

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 Wednesday 20th March 2024.

**Matters Arising:**

**School House Rent increase:**

All adjustments have been made and the new rent rate began on 1st May 2024.

- Sophia Burton asked if this needs to be lodged with the Tenancy Tribunal?
- Kelly Weston felt it shouldn't need to.

**School House Heat Pump:**

Tenders are currently being collected for the whole school heat pump project.

- Sue Ratcliffe will approach the successful applicant ,regarding the school house heat pump, for a price.

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

**Monitoring:**

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

**Roll:** 81 - As stated in report

Mike France asked if Sue Ratcliffe knew if any were leaving on 1st?

- Sue Ratcliffe answered that she was aware of 1 family.

**Attendance:** As reported

**Banking Staffing:** As stated in report

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

Sue Ratcliffe outlined the small schools maintenance initiative, to maintain M.O.E assets, that Waikite Valley School could be involved in. Currently Sue Ratcliffe is awaiting a plan that she will share with the Board at the following meeting.

**ACTION: Sue Ratcliffe to share the small school maintenance plan with the Board if it becomes available.**

#### New Furniture -

- Sheena Hunter discussed how valued the new whiteboards were that all classrooms received.
- Pod 1 did not receive one of these tables however they received a learning nook, wooden stools etc.

#### M.O.E. Property Advisor Meeting -

- Peeling paint was observed in the Room 4 cloak bay indicating a potential leak.
- Sue Ratcliffe will ask the roofing contractors to look into this.

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

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

Mike France raised the topic of the Board of Trustees being prosecuted with the death of students being discussed in the media currently.

- He asked if the school's current Health & Safety policies were up to date?
- The Board agreed that they felt confident they were and Kelly Weston mentioned the Board had been comfortable with the running of the end of year picnic.

Sue Ratcliffe informed the Board that a medical emergency occurred on Monday with a student.

- This student became less responsive, trying to fall asleep but responding to prompts to remain awake.
- Sue Ratcliffe praised Alice Gielen noting this deterioration and responding quickly and confidently following procedures by the book.
- Sue Ratcliffe emphasized how stressful and scary the situation had been for Alice.
- The parents had communicated that they were pleased with the management of the situation.
- Tracy Bain asked if this is a child Alice cares for on a regular basis?
- Sue Ratcliffe replied that yes it is.
- Sue Ratcliffe informed the Board all aides had been trained in this child's management and that 2 of the aides had been debriefed regarding the event.
- Sue Ratcliffe informed the Board aides had attended a zoom meeting with a medical educator this afternoon.
- Sue Ratcliffe praised the Teachers and Aides for all their learning regarding this condition in a short time.

Sue Ratcliffe informed the Board that a child had been excluded from the Bus for 2 days.

- Hopefully this might improve their behavior and the overall health and safety of the bus trip.

Cobblestones between the turf and library.

- As outlined in the report this is being looked into.
- Mike France asked how this would be investigated?
- Sue Ratcliffe informed Mike France and the Board that that was what the school M.O.E. property representative was currently investigating.
- Mike France commented that it would be good to have a plan of the school's pipe work.

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

Te Reo lessons information was well received by staff.

- Sue presented the Board with hard copies of the program of work that will take place once a fortnight.
- Sheena Hunter felt the tutor was very knowledgeable and prepared to do a lot with all. She was looking forward to the development of the whole school Pepeha.
- The Board discussed schools placement on the boundary of two iwi.
- Sue Ratcliffe informed the Board that this was not a problem and consultation between both was

encouraged however they asked that each iwi's stories/tales/legends be told consistently.

Mike France asked Sue Ratcliffe about the Waharoa that was planned for the entrance to the school.

- Sue Ratcliffe informed Mike France that when she asked the iwi representative about this she asked "why would you have that?"
- Sue Ratcliffe explained that there was more to it than just putting it up. It was not just a gesture.

Tracy Bain asked Sheena Hunter how the B.S.L.A. professional development was going?

- Sheena Hunter said it was going well and she enjoyed it. She is using the program for groups and across the class.
- Sue Ratcliffe informed the Board that children that aren't suited to this approach were all taught to their individual needs.

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

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

Sue Ratcliffe informed the Board that technical difficulties in sending the Health consultation survey to the school community had been ironed out and it was ready to be sent.

**Grants:** As stated on the report.

**Finance:**

March Finances:

Mary Briggs shared her findings with the Board.

- Overall the budget is tracking well with spending down and income up.
- Questions regarding payment of the cleaning company and the payment of aides who no longer worked in school (Pay Period 25, back pay) had been explained.

**Resolutions:**

**Discussion/Decisions:**

School Docs review - School Employer Responsibilities.

- The Board agreed they were comfortable with the policy as it stands.

Tracy Bain asked if the Board was receiving reports from the Principal Appraisal process?

The Board had a rigorous discussion about the appraisal process for the Principal, and resolved to do more research and confirm that we are meeting employer obligations.

The Board likes to note this robust discussion concerns policy and did not stem from concerns regarding Sue Ratcliffe's performance.

**Agenda Items for consideration for the next meeting**

Community Health Survey Results.

**Meeting Closed:** 5.07

**Next Meeting:** 12th June 2024 @ 4.00pm

Signed:



Date:

19/6/2024



PRINCIPAL REPORT TO BOT May 2024

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
20/3/2024	12	10	11	12	7	16	7	1	76
8/5/2024	14	11	10	12	7	19	7	1	81

G	B
36	39
41	40

Roll	NZ Maori	Pacific	Dutch	NZEuro	Other Euro	Filipino
20/3/2024	17	1	3	67	3	3
8/5/2024	23	1	3	67	3	3

Banking Staffing Report, (02055) Waikite Valley School

Period: 202503, Pay Day: 30-APR-24, As at Period Ending: 30-Apr-2024

Summary FTTE Details

Pay Period No	23	24	25	26	1	2	3	YTD Total
Total staffing usage for period	4.92	5.08	4.98	6.02	5.47	5.2	4.99	36.66
Entitlement for period	5.42	5.42	5.42	5.42	5.42	5.42	5.42	37.94
Ministry adjustment for period	-	-	-	-	-	-	-	-
Year End Automatic Adjustment for period	-	-	-	(-.6)	-	-	-	(-.6)
Difference for period	.5	.34	.44	-	(-.05)	.22	.43	1.88
Estimated \$ value of staffing (YTD)	\$1,817	\$3,053	\$4,652	\$4,652	\$4,471	\$5,270	\$6,833	
Required average staffing level to finish year with zero balance (FTTE)	5.44	5.46	5.48	5.48	5.48	5.49	5.52	

GRANTS -

Grassroots Trust Ltd  
Pub Charity

NZCT - Grant for Tui Ridge Camp applied for - \$13,007.50 APPROVED \$6817.39

One Foundation - ASC Term 2, 2024 applied for and APPROVED \$2518.00

GRASSROOTS CENTRAL

Four Winds -

Aotearoa Gaming Trust

Okataina Trust \$2000 Approved

Tu Manawa-Sport Bay of Plenty- \$14,265.63 Approved

Roll	Whānau of 4 from Tihoi New entrants 2																																							
Attendance	<p>75% Regular attendance is defined as &gt; 90% 22.36% Irregular attendance is defined as &gt; 80%, &lt;= 90% 1.32% Moderate attendance is defined as &gt; 70%, &lt;= 80% 1.32% Chronic absence is defined as &lt;= 70% All moderate and chronic absences explained.</p> <p><b>Waikite Attendance Summary T1 2024.</b></p> <div><table><thead><tr><th>Attendance %</th><th>Number</th><th>% of Total</th></tr></thead><tbody><tr><td>95 - 100%</td><td>38</td><td>50.00%</td></tr><tr><td>90 - 94.99%</td><td>19</td><td>25.00%</td></tr><tr><td>85 - 89.99%</td><td>13</td><td>17.11%</td></tr><tr><td>80 - 84.99%</td><td>4</td><td>5.26%</td></tr><tr><td>75 - 79.99%</td><td>1</td><td>1.32%</td></tr><tr><td>70 - 74.99%</td><td>0</td><td>0.00%</td></tr><tr><td>65 - 69.99%</td><td>0</td><td>0.00%</td></tr><tr><td>60 - 64.99%</td><td>0</td><td>0.00%</td></tr><tr><td>55 - 59.99%</td><td>0</td><td>0.00%</td></tr><tr><td>&lt; 54.99%</td><td>1</td><td>1.32%</td></tr><tr><td>NA</td><td>0</td><td>0</td></tr><tr><td>Total</td><td>76</td><td>100.00%</td></tr></tbody></table></div>	Attendance %	Number	% of Total	95 - 100%	38	50.00%	90 - 94.99%	19	25.00%	85 - 89.99%	13	17.11%	80 - 84.99%	4	5.26%	75 - 79.99%	1	1.32%	70 - 74.99%	0	0.00%	65 - 69.99%	0	0.00%	60 - 64.99%	0	0.00%	55 - 59.99%	0	0.00%	< 54.99%	1	1.32%	NA	0	0	Total	76	100.00%
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Banking staffing	<ul style="list-style-type: none"><li>Total staffing usage for pay period 4.99 YTD=36.66</li><li>Entitlement for period 5.42 YTD=37.94</li><li>Estimated \$ value of staffing YTD \$ \$6,833 (underusage) There is a lot of PLD booked in for this term that will use up this amount.</li></ul>																																							
Property	<ul style="list-style-type: none"><li>There is an opportunity to be a part of a new small schools maintenance project to help us maintain MOE assets. At present I'm just looking into it and may have more information next meeting</li><li>New furniture has arrived for all classrooms chosen by the teachers- student tables, teacher whiteboard tables, storage, colourful seating for Pod 1, reading seat.</li></ul>																																							

	<ul style="list-style-type: none"> <li>5YA projects for roofing and heating have begun. We're awaiting quotes. There have been 2 changes in the scope of work.               <ol style="list-style-type: none"> <li>Excluding electric openers for room 4 and replacing the heat pump in the Library.</li> <li>Replacing the pump shed instead of just fixing the roof.</li> </ol> </li> <li>M0E property advisor meeting. We discussed the possible leak in Room 4 (this is not part of our 5YA). Roofers will assess when they complete the roofing project.</li> </ul>
Personnel	<ul style="list-style-type: none"> <li>ASC running with 1 supervisor.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>BWOF completed. All jobs raised from the visit have been completed.</li> <li>Cobblestones between turf and library were discussed with M0E. If it is a wastewater problem then M0E will cover the cost. Selina(M0E) is going to look into possible solutions and get back to us. We will continue to mark with yellow spray paint.</li> </ul>
Curriculum-Teaching and Learning	<ul style="list-style-type: none"> <li>Assessment for Learning PLD is underway. There are a series of staff meetings and observations with Amy booked in for this term and will continue into Term 3.</li> <li>Te reo lessons delivered by the iwi start this week.</li> <li>ERO phone call week 11 Term 2. Leanne was investigating how we were doing with the implementation of our phone policy and 1 hour daily for Reading, Writing and Maths. We discussed the issue around e.g. mini-marathon day. I explained our 5th hour would be in cross-curricular.</li> </ul>
Community Engagement	<ul style="list-style-type: none"> <li>Iwi hui with staff and BOT</li> <li>Camp- Tui Ridge.</li> </ul>
Board Assurances	<ul style="list-style-type: none"> <li>A Health consultation with the community must happen every 2 years. We have the survey ready to go out. (still sorting technical problems)</li> </ul>