

Waikite Valley School Board Meeting

Wednesday 22nd November 2025

Meeting Opened: 6pm

Attendance: Sue, Denise, Lisa, Karl, Ben, Jess, Kate, Catherine

Confirmation of Previous Minutes:

It was unanimously agreed by the Board that these minutes are a true and accurate record of the Waikite Valley School Board Meeting held 22nd of October 2025. **Moved: Jess/Seconded Denise**

Correspondence: See List.

Matters Arising:

1. EMERGENCY CLOSURE OF THE SCHOOL

It is hereby minuted that there was an emergency closure of the School due to circumstances beyond the School Board/Principal's control as there were downed powerlines which lead to no power and no water for the children to drink/wash hands/toilets etc so it became a serious Health and Safety issue. The situation was well handled by the School but there was some unrest which Sue and Denise have dealt with.

2. NEW PLAYGROUND

The School has received approval from the MOE for the New Playground – hurrah!

3. DRAFT BUDGET

Sue outlined the Draft Budget for 2026 and went through it with the Board. The School Roll will drop to 84 next year thus this will drop the amount the School will get for the Ops Grant. The Budget however is looking good but the School still needs a bit more resources for those students with extra educational needs. A discussion was then held by the Board regarding Contents Insurance and other costs which Sue will look into early next year.

Sue is also looking for Board support to extend Literacy Support from 2 days to 3 days to include Maths Support as well.

MOTION: The Board approve the Draft Budget for 2026 and also to extend Literacy/Maths Support from 2 to 3 days in 2026.

MOVED: Denise

SECONDED: Karl

4. ATTENDANCE MANAGEMENT PLAN

Sue also went through this with the Board as this needs to go in the School Handbook and on the School Website before the beginning of Term 1 2026. The biggest concern is making sure children attend school and that the School tries to minimize unjustified absences if it can. It would help to send out the Booklet to parents separately.

MOTION: The Board approve the Attendance Management Plan/Handbook and to review this next Term as required.

MOVED: Denise

SECONDED: Jess

5. DELEGATION OF RESPONSIBILITY

In the absence of the Principal, the Deputy Principal will assume responsibility and in the absence of both the Principal and the Deputy Principal Mrs Sheena Hunter will assume responsibility.

MOTION: The Board approve the above Delegation of Responsibility.

MOVED: Denise

SECONDED: Jess

6. SCHOOL HOUSE

The current Tenant is leaving the Property on the 18th of December 2025 so Sue Rolls has been asked to carry out the Final Inspection etc – this is so that the Board can find out if there is any maintenance which needs to be carried out before the Property is advertised for rental. The deck needs repairing and this will be looked into. *Knowles*

7. STAFF END OF YEAR THANK YOU FUNCTION

Sue would like the Board to approve funding for a catered meal in the Staffroom this year to say thank you to the Staff for all their hard work and also vouchers.

MOTION: The Board approve funding for a catered meal and vouchers as thank you for the Staff.

MOVED: Denise

SECONDED: Jess

Monitoring/Principal's Report:

Sue gave the Board her update aligning with the Report which the Board discussed and approved.

MOTION: The Board approve the Principal's Report.

MOVED: Denise

SECONDED: Jess

Financial Report:

Sue presented the October Financial Report to the Board for approval.

MOTION: The Board approve the Financial Report for October.

MOVED: Lisa

SECONDED: Denise

Policy Reviews:

These will be done at the next Meeting.

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Agenda Items for Next Meeting:

Analysis of Variance, End of Year Data, Principal Appraisal, Annual Plan 2026

Meeting Closed: 7.40pm

Next Meetings: Wednesday 18th February 2026 6pm

Wednesday 26th March 2026 6pm (to be confirmed)

Diemata 18-2-26