

Waikite Valley School Board Meeting

Wednesday 25th March 2026

Meeting Opened: 6.05pm

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

Apologies: None

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 18th February 2026. **Moved: Lisa/Seconded Denise**

Correspondence: See List.

Matters Arising/Strategic Decisions:

1. ANALYSIS OF VARIANCE

The Analysis of Variance is ready for Sue to present to Denise and the Board. It is currently with the Auditors and as Sue has sent each Member a copy of the document separately she asks that the Board now approves the Analysis of Variance.

MOTION: The Board approve the Analysis of Variance.

Moved: Denise/Seconded Lisa

2. SCHOOLHOUSE

The Schoolhouse is now tenanted but as there is still quite a bit of work to done the Tenant is happy for this to be carried out. Quotes have been gathered for the new fence, painting and replacing the roof. The Board decided to look at what needs to be done the most urgently and get that done first with funds already budgeted for the Schoolhouse. The Board discussed all options and decided that the roof should have top priority and that Denise will get another Quote for this. The area where the fence will run needs to be surveyed for power and phone lines before any work goes ahead and this will be an extra cost which needs to be considered. The painting will be carried out at a later date.

3. AUDIT 2025

All relevant documentation is now with the Auditor and the Report should be back in the next few weeks.

4. EMERGENCY MANAGEMENT PLAN – HARRISON AND TEWS

Harrison and Tews work with Schools to teach Staff and Children what to do in emergency situations such as earthquakes, lockdowns etc and as the School is quite open this is going to take a bit more time and planning. Sue is asking for the Board to approve the payment of \$4000 to enable Harrison and Tews to visit the School to do the EMP.

MOTION: The Board approve payment of \$4000 for Harrison and Tews to visit the School.

Moved: Denise/Seconded Jess

5. BEST START LEASE

The Best Start Lease is up for annual renewal and Denise has read through this thoroughly. After discussion with the Board regarding questions which she wasn't too happy about to do with additional expenses for things like the clearing of rubbish bins/smoke alarms etc which are slightly different to the last Lease it was decided that Denise would seek clarification as to whether these should be left in or removed altogether and would report back at the next Meeting. Sue suggested that the Board use the revenue from the Schoolhouse to fund repairs etc needed at Best Start and the Board agreed that that was an excellent idea.

Monitoring/Principal's Report:

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

IT IS MINUTED that via email the Board has approved the Camp Whakamaru RAMS Sheets.

Sue asks that the Board approves the amount of \$12,609 as a final playground contribution.

MOTION: The Board approve the amount of \$12,609 as a final playground contribution.

Moved: Jess/Seconded Denise

Financial Report:

Sue presented the Financial Report for February 2026 to the Board for approval.

MOTION: The Board approve the Financial Report for February 2026.

Moved: Jess/Seconded Denise

Policy Reviews:

Sue has reviewed the Governance and Management Policies and these have been approved by Denise.

Agenda Items:

Fencing/Roofing Quotes for Schoolhouse, Best Start Lease.

Meeting Closed: 7pm

Next Meeting: Wednesday 13th May 2026 6pm

JD Tanaka 13/05/2026

Am.