

Minutes of Waikite Valley School Board of Trustees Meeting,

Wednesday 13th February 2019, WVS Staffroom.

ADMINISTRATION

Present: Lisa Dinning, Teresa Topp, Shelley Schnuriger, Katie Wheeler, Henry Worsp, Cam Negus, Andrew La Grouw

Apologies:

In Attendance: Kelly Curtis

Meeting opened: 6.30pm

Confirmation of previous meeting minutes: Taken as read, Approved

Matters arising: Nothing to report

Correspondence: As per list circulated in meeting pack

Matters arising: Additional items – Response to PTA's letter

Shannon Cathcart shared the Board's response with the PTA.

They discussed possibilities for terms 2 & 3 such as nominating families to care for a particular area. This will be revisited at the end of the term and put in place. The PTA asked if the Board expected a response, which Teresa advised it was not required as she would verbally report back.

The gardening done over the holidays will enable easier maintenance and Teresa hopes to asphalt these areas.

The Board thanked those involved with the garden work.

A quote to asphalt around the areas where gardens have been removed will be arranged.

Katie needs to show Teresa where they came across a pipe before this is done.

MONITORING

Finance: The December accounts (as usual) didn't look great but we finished the year in credit. January's report will look a lot better with new budget figures.

Andrew asked how we managed the 128% overuse in salaries budget? Teresa explained that by managing Bulk Grant/Teacher Salary coding we can manipulate this. The Board discussed the over use and under use of banking staffing and Teresa explained that it is more beneficial to overuse slightly as opposed to underuse.

The Board discussed the actual bank balance (page 8) and the Financial Position (page 2). The Financial position is a worse case scenario, all expenses such as painting of the school etc have been taken out, so this figure reflects what would be left.

Teresa will meet with Hilary before the next meeting and should have the budget to present.

Principals Report: Previously circulated.

✓ As expected a roll drop left 64 starting 2019. We have 6 new entrants starting next term, so the roll should be 70 by the end of term 1.

✓ This year has started seamlessly. Teresa has begun the Teacher appraisal process.

✓ The process of updating room's 3 & 4's lighting, removal of boiler piping etc is underway. Teresa asked if someone was prepared to be a point of contact for this project. – Shelley volunteered.

As yet there is no time frame – Cindy James (MOE) will communicate with the school.

✓ Teresa has prioritised the list of repairs needed from Andrew's walk around. The electrical work is currently being done.

✓ Each class is looking at this terms learning inquiry, Identity & Culture, in their own way. The staff are sharing well and collaboration is very positive. Everyone seems very confident in their teaching areas.

✓ The schools Facebook page has had a continued great response and proving to be our most effective & efficient method of communication. The website continues to be updated.

✓ Teresa discussed grants we have received and grants she plans to apply for. She will apply for the shortfall of the Supernumary Teacher, even 10k would be a huge help.

Teresa will contact RECT to clarify if we fit the criteria.

We will apply to Fontera Grass roots for an Outdoor Classroom. The Board discussed this – would be an excellent asset.

Pod 1 has started learning outside one day a week and a permanent outdoor structure would be extremely beneficial and would tie in well with the pumptrack, native walk, concrete pipes and food forest. Teresa was unsure of the cost break down but will source a copy of the quote.

✓ A man came to physically inspect the boiler. He asked that it not be used as a storage area and recommended removal of the boiler. We should be able to sell it. We could try Trade Me. It would be a great area to convert to a Van garage, mower and bike storage. We will look at getting quotes to remove the boiler and alter the structure to better suit our needs.

Assessment Data Report: Previously circulated.

The Board discussed the very pleasing End of year Data report. The overall success can be linked to:

- staff conversations
- accurate judgments
- a continuation of strategies that have shown excellent success.
- Reading Recovery programme
- having the right staff in the right places
- the use of interesting topics / relevant and authentic structured spelling programme
- well being focus

The Board asked how we could share this great news with the school and wider community? Teresa will re-write and put in the newsletter and on the website. This data is also published on the Education Counts website after all schools have submitted to the MOE.

Governance Policies 1 – 6

These were read and discussed and any changes made.

Shelley reinforced the impetus of the Trustee's code of Behaviour Policy and its importance. She asked everyone read it thoroughly and take ownership. All Board members signed this policy.

School House Insulation (and Rent)

The Board agreed to increase the School House rent by \$50.00

It was determined the tenancy agreement needed to be reviewed (very old document).

Andrew agreed to review the tenancy agreement, talk with the tenants regarding rent increase and put a 12 monthly rental review procedure in place.

Henry will ensure there is a measure up, order the materials and keep the insulation project on target to be completed in a timely fashion.

DISCUSSIONS/DECISIONS

Succession Planning

The Board discussed the up and coming Triennial Board Election.

It would be good to have 2 – 3 established Board Members remain on the Board, so who would be willing to be nominated?

Cam will stay until the election.

Katie will stay until the election.

Henry will stay until the election.

Shelley is happy to be nominated.

Andrew is also going to be nominated this election.

Teresa will begin shoulder tapping to invite other potential members to put their names forward.

Shelley mentioned a very good NZSTA resource to explain the roles of the BOT and suggested it be put in the Newsletter.

Our School Futures

The Board discussed the many points raised in the Stronger together Report summary sent home in the Board Pack.

Meeting closed: 8.10pm

Next Meeting: Wednesday 13th March 2019, 6.30pm, School Staffroom

Agenda Items: Budget 2019

Governance 7 - 13 review BOT Policy Framework

Succession planning - BOT triennial elections

School House insulation

Camp, Taupo



