

Minutes of Waikite Valley School Board of Trustees Meeting,

Wednesday 26th June 2019, WVS Staffroom.

The Board met at 6.11 to participate in a BOT Induction/training workshop held by Spencer Baty via Skype.

ADMINISTRATION

Present: Teresa Topp, Shelley Schnuriger, Sarah Price, Andrew La Grouw, Edwin Schweizer, Mike France & Mary Briggs.

Apologies:

In Attendance: Kelly Curtis (Secretary)

Meeting opened: 7.09pm

Teresa handed out updated Board folders.

The Board were given their school email addresses. (user name is first name and first initial of their last name @waikitevalley.school.nz). Teresa explained that all Board correspondence should go through this address. Kelly will send reminders to the Board via personal email or text message to check emails when BOT work is sent. Board Agenda's are put together following the annual BOT plan in the Board folder – this tells you what will be discussed/ looked into at the meeting. We do not have a "General Business" section on the agenda. If anyone has anything they'd like raised at a meeting please contact Teresa or Shelley so it can be formally added to the agenda if relevant, no matters to arise on the night.

Teresa asked for nominations for Board Chairperson. – Andrew nominated Shelley, Teresa seconded. Shelley accepted. All in favour. Shelley Schnuriger duly elected Waikite Valley School Board of Trustees Chair Person.

Shelley took over chairing the meeting.

The Board established the following roles:

- Finance Mary Briggs
- Health & Safety Mike France
- Property Edwin Schweizer
- Community Consultation Sarah Price
- Personnel Andrew La Grouw
- Secretary Kelly Curtis

Confirmation of previous meeting minutes: Minutes confirmed by previous Board members (Teresa, Andrew & Shelley).

Matters arising:

School House Fence - Teresa explained she was having trouble getting quotes for the proposed corrugated fence for the school house. It was explained to new Board members that we need a rough idea of the cost to see if we would be able to fund the project.

Shelley is doing follow up report for the Tenants.

The Board asked who was responsible for the School house Tenancy. Teresa explained the Board was and the tenant liaison with the Board Chair.

Edwin asked if the dogs were a problem. At this stage we have never had a problem, however, the fence is a good way to add privacy for our tenants and ensure we don't have dog issues.

Andrew & Mike will get prices together. How high? 1.8 ? What Colour – Denim Blue or Green. Talk to Barry Morris – he may be able to provide iron at a cheaper rate. Could the fence be part of the wood shed?

Edwin will talk to Barry.

Edwin requested we could give the community more notice for working Bees in the future.

Lock Down Procedure – It was agreed we needed more information on procedure and planning. This will be put into "Agenda items for the next meeting".

Teresa informed the Board she had purchased an iPhone/s for the school. The decision came after realising it would be cheaper to run eftpos through a smart phone and helped by the fact our landlines are terribly unreliable and frequently hang up mid conversation. It/they will also be an essential part of Lock down procedure planning.

Correspondence: As per list circulated in meeting pack

Matters arising: No matters arising.

MONITORING

Principals Report: Previously circulated.

- ✓ The roll is at 81 – Andrew and Teresa explained "Staffing" to the new members. We have been sitting just under 76 for a long time. MOE's staffing equation is 1 Teacher to every 25 children, so passing 75 has meant the Government will now fund another teacher. Up until the roll increase the Board has funded 2 days a week. The increase in Staffing and the \$15k grant we received from Infinity Foundation will help financially. Holding this number on the 1st of July will guarantee this staffing for the next two years.

As the roll grows the needs of the students and demands on staff increases, but this also allows Teresa to be available as a full time "walking Principal".

Grants are a large part of resourcing our school.

Maori students are approximately a quarter of our roll.

Teresa explained the "Staffing Table" in the Principal's report. By manipulating where Teaching staff are paid from, we are able to have the Banking staffing closest

to 0 by Pay period 26. The Board should notice the change as the year progresses. If any members of the Board require more information regarding this, please ask.

- ✓ Mike asked if we received "Equity Funding".

Teresa explained this is very specific funding. See attached entitlement notice for specific details on School MOE funding.

Property

Teresa explained the Board's intention to dismantle and remove the boiler and modify the shed for housing for the school van. We had had a quote for removal however Cam had volunteered to have a look at doing it. After seeing it, Cam advised going back to Leo's services. A condition of Leo's removal was that all the coal be removed and Teresa does not want to contact him until it is. Henry has taken a trailer load, however, there is still a lot left. The Board discussed different ideas of disposing of it - Does anyone in town want it?, Can it go in the skip? We could post it on the Community facebook page or do a Trade Me listing.

Teresa updated the Board on the "Bathroom" Project. The details are still changing so bouncing back and forth at the moment. This project is for a "special needs" toilet, including shower facilities costing approximately \$70k and funded by the MOE. Once the plans are fully approved Teresa and Edwin will visit Opus to decide on winning tender. Because the project is in the office area we will accept it being done during term time.

Personnel - As stated in the report.

Teresa explained she is doing staff appraisals this year, these have been done by an external appraiser (Marlene Baty) for the past 3 years however, it was a cost that was cut to help staff funding. We are currently up to date on the process.

Health & Safety - As stated in the report.

Curriculum - As stated in the report.

Community Engagement

The Parenting Place will facilitate a course in Term 4 for parenting Teens. We will look at the quote - around \$75 per family - would like the board to fund if we have available budget.

The out - come from the Bus meeting sounded positive and Tracey is starting the ground work. The current bus route situation was explained for those who were not aware. In short the Bus route is locked for review for the next 2 years and the MOE were unwilling to negotiate, hence the meeting. The Board discussed alternatives - such as running the school van, or funding the extra kilometres the bus would need to travel. Parents Teresa has spoken to agreed it was the principle of the matter rather than the actual transport. There is also difficulty in getting in touch with Charlie, manager of Go Bus Tokoroa. Teresa hopes to hear back from Tracey (MOE) by the end of the term.

The Board queried how they could communicate with the school community? Perhaps there could be a Board Newsletter/piece in the school newsletter after each Board meeting to keep parents in the loop. Parents are welcome to attend Board meetings. The Board asked who will attend PTA

meetings as the Board Rep. Andrew volunteered. The PTA have moved meeting times from 9.00am to 3.15pm which allows teachers to attend and add their perspective also.

Grants

The Waikite Valley School Board of Trustees resolved that an application is made to NZCT for next year's school camp (\$20k).

The Waikite Valley School Board of Trustees resolved that an application be made to One Foundation for our After School Care supervisors wages (\$1800).

Strategic Aim Discussion : Teresa explained the Annual School Improvement plan table on the back page of the agenda. This meeting the "Retention Of Students" was highlighted for discussion.

We are doing really well with our older students staying at our school. Our roll increase is largely due to strategically ploughing ahead, with good Board governance, good staff and never being complacent. Add in an exceptional ERO report our school is doing very well and has an excellent reputation.

Edwin asked if we had many students at WVS that were from other school's areas. We do have Students live closer to their schools, but chose to attend WVS. WVS does not advertise or try to poach any students. The Kindy has played a big part in our roll number growing /stability and we had a large number of students arrive around Gypsy day this year.

Finance - Teresa informed the Board the credit card statement will be in the Board pack from now on. A suggestion BDO has made. This provides transparency. Teresa explained that Shelley and the member in charge of finance (Mary) get full Financial statements, while the rest of the Board get the first 9 pages of the report (executive summary).

Mary asked about code 4915. Teresa explained that this appears overspent, however, we have received grant money for this shown in code 0419 – NYLD funding from Southern Trust.

Governance Policies - None reviewed at this meeting.

DISCUSSIONS/DECISIONS

Support Staff pay – Teresa explained this topic had been raised at the last Board meeting. Teresa had looked into this and had made a couple of adjustments.

Support Staff pay will be made to as attractive and rewarding as the budget will allow.

The Caretaker is back on Board with work planned for the holidays .

ERO Report - The Board discussed the ERO report.

The Board congratulated Teresa and the Staff on an outstanding ERO report. They asked how this outstanding result had been celebrated. Shelley explained that she had thanked Teresa for her hard work and Teresa explained that she had celebrated with the staff at our staff meeting.

The Board asked how they could show their appreciation to the Teaching staff for the fantastic report. They decided to hold a morning tea on Thursday 4th July.

Andrew volunteered to bring the food out.

Mike asked about ways we could incorporate Te Reo into our school. He felt we could lead by example by performing Karakia etc at the beginning and end of Board meetings. He asked how we could show inclusiveness. Teresa talked about wanting a Waharoa at our school for the last few years.

Teresa asked if the Board would like to learn some Te Reo waiata & tikanga with Matua Grant. The Board were enthusiastic. Teresa will look into this.

The Board read/ shared and signed their code of conduct. Shelley stressed the importance of this document and adherence to it.

Meeting closed: 8.44pm

Next Meeting: Wednesday 31 July

Agenda Items:

Karakia

Lock down Procedure

School Van

Signed

A handwritten signature in black ink, consisting of a large, stylized 'S' shape with a horizontal line extending to the right.

Date 31/7/19

