

Waikite Valley School Board Meeting
Wednesday 12th June 2024 , WVS Staffroom

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

Non-speaking observer:

Apologies:

In Attendance: Kelly Curtis (Secretary)

Meeting Opened: 4.03

The Karakia was read by the Board members.

The Presiding Member announced that Tracy Bain had retired from the Waikite Valley School Board of Trustees.

Minutes:

The Board discussed the recording of the minutes and agreed that discussions are to be summarized, not recorded "verbatim".

It was unanimously agreed that after changes were made, these minutes are a true and accurate record of the Waikite Valley School Board Meeting held Wednesday 8th May 2024.

Matters Arising:

Community Health Survey:

Sue Ratcliffe informed the Board that the Survey had been deleted and she was working towards redoing it.

- The Board discussed how this had happened and possible solutions.
- Sue Ratcliffe will inform the Board of any updates.

Sophia Burton informed the Board that the School House Tenants had given notice.

Mike France was asked to clarify this.

- Mike France received a text asking for Bond documents and the tenancy agreement, from the tenants, which were passed on immediately.
- The tenants gave 28 days notice on the 31/05/24 so will vacate the property on the 30/06/24.
- The Board agreed that Sophia Burton and Mike France would do the final inspection.
- The Board discussed the availability of the School House and agreed that until it was established it wasn't necessary for a new staff member it would remain untenanted.
- Mike France noted there are a few minor repairs that needed to be done however the roof and heat pump are scheduled to be repaired/replaced.

Correspondence: As stated in the agenda.

Monitoring:

Principals Report: Previously circulated – see attached

Roll: 89 - As stated in report

Attendance: As reported

Banking Staffing: As stated in report

Property: As Stated in the report.

Sue Ratcliffe asked if Mike France could provide a photo of the leak in the school house roof to show the Roofing contractors.

ACTION: Mike France to share a photo of the school house roof leak to Sue Ratcliffe.

The Board discussed the replacement of the staffroom oven and asked for a volunteer to research the cost etc.

ACTION: Kelly Weston to provide the Board with 3 or 4 quotes. Mary Briggs is happy to provide an extra quote if required.

Personnel/Staff: As reported in the report.

Sue Ratcliffe thanked the Staff for the smooth running of the school while she attended the Rural Conference.

Sue Ratcliffe informed the Board that an After Care School Supervisor had been found - someone known to most staff.

- At this stage the school is waiting to reconfirm it's Police Vetting status so the Board agreed they were happy for the new After School Staff member to start but asked that After School Care be held in close proximity to the supervising Teacher.

Health & safety: As stated in the report.

Sue Ratcliffe informed the Board The Keeping Ourselves Safe programme will run in the first 2 weeks of term 3. Staff PD and Parent meetings will be held in the final week of the term.

Curriculum: As stated in the report.

Life Education - The staff reported that this was definitely a better learning experience than last year.

Sue Ratcliffe informed the Board that Year 7 & 8 students had attended Art Technology at Reporoa College today (Wednesday). They will be learning different skills and will work towards completing a school mural. Next Wednesday they will attend Woodwork and will alternate between these two technologies.

Community Engagement: As stated in the report.

Board Assurances: As stated in the report.

Grants: As stated on the report.

Finance:

April Finances:

Mary Briggs shared her findings with the Board.

- Overall the budget is tracking well with spending down and income up.
- Unfortunately the Principal Wellbeing Budget was not brought forward to this year as requested by Mary Briggs to Education Services. This affects the overall look of the finances with last year looking under spent and this year looking over spent.
- Moving forward Mary Briggs requested we be given a copy of the accounts prior to being submitted to the Auditors. This would allow these errors to be corrected.
- Clerical wages to be re coded.
- Mary Briggs requested the Board be sent copies of the 2023 Audited Financial Report and Management Letter to be reviewed and accepted at the following Board Meeting.

ACTION: Secretary to send these documents to the Board.

Resolutions:

It was resolved at a meeting of the Board of Trustees of Waikite Valley School on Wednesday 12th June that a grant application be made to the One Foundation for the sum of \$2014.40 towards the cost of an After School Care Supervisors wages for Term 3, 2024.

Discussion/Decisions:

B.O.T. Vacancy - Sophia Burton shared her research with the Board regarding filling the Parent Member vacancy.

The Board discussed the two options - Co - opting or electing through a By Election.

Sophia Burton asked the Board to vote.

The Board unanimously voted to hold a By Election to elect a new Parent Member.

Kelly Curtis was appointed Returning Officer.

ACTION: Sophia Burton to research the process further.

Teacher Vacancy - The Board discussed the Teacher vacancy and what was required for the position and what was required to begin the process of appointment.

- Sue Ratcliffe asked for those who would be interested in being part of an Appointment Committee.
- The Appointment Committee will be Sue Ratcliffe, Kelly Weston and a member of the Staff.

Principal Appraisal - Findings were shared on this topic and the Board agreed there was more research needed on this topic.

ACTION: Further findings to be shared at the next Board meeting.

The Board agreed to purchase leaving gifts for the Staff and Board members who have resigned.

Agenda Items for consideration for the next meeting

Community Health Survey Results.

Audit Report/ Management Letter

Meeting Closed: 5.30

Next Meeting: 24th July 2024 @ 4.00pm

Signed:



Date:


25/07/24

PRINCIPAL REPORT TO BOT June 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
8/5/2024	14	11	10	12	7	19	7	1	81
12/6/2024	17	14	11	12	7	20	7	1	89

G	B
41	40
48	41

Roll	NZ Maori	Pacific	Dutch	NZEuro	Other Euro	Filipino
8/5/2024	23	1	3	67	3	3
12/6/2024	27	1	3	73	3	3

Banking Staffing Report, (02055) Waikite Valley School
 Period: 202505, Pay Day: 28-MAY-24, As at Period Ending: 28-May-2024

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Summary FTTE Details

Pay Period No	23	24	25	26	1	2	3	4	5	YTD Total
Total staffing usage for period	4.92	5.08	4.98	6.02	5.47	5.2	4.99	5.75	6.29	48.7
Entitlement for period	5.42	5.42	5.42	5.42	5.42	5.42	5.42	5.42	5.42	48.78
Ministry adjustment for period	-	-	-	-	-	-	-	-	-	-
Year End Automatic Adjustment for period	-	-	-	(-6)	-	-	-	-	-	(-6)
Difference for period	.5	.34	.44	-	(-.05)	.22	.43	(-.33)	(-.87)	.68
Estimated \$ value of staffing (YTD)	\$1,817	\$3,053	\$4,652	\$4,652	\$4,471	\$5,270	\$6,833	\$5,634	\$2,472	\$24,772
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	5.51	5.46	5.46

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

Resolutions: Approval of the ASC grant being submitted for the amount of \$2014.6

Roll	8 new starters- mainly in lower years Increase in Māori students
Attendance	<p>YTD 76.92% Regular attendance is defined as > 90% 17.58% Irregular attendance is defined as > 80%, <= 90% 4.4 % Moderate attendance is defined as > 70%, <= 80% 1.1 % Chronic absence is defined as <= 70% All moderate and chronic absences explained.</p>
Banking staffing	<ul style="list-style-type: none"> • Total staffing usage for pay period 6.29 YTD=48.7 • Entitlement for period 5.42 YTD= • Estimated \$ value of staffing YTD \$ \$2,472 (underusage)
Property	<ul style="list-style-type: none"> • The heating/electrical project tenders are in. Philip secured the tender. Once they start I will ask for a quote for the school house pump. • Quotes are in for roofing. We will ask them to look at the school house leak and the Room 4 roof. • The staffroom oven needs replacing. • We have joined the Small and remote schools pilot that targets maintenance and upkeep of assets. Here is the service offering for our school outlined below. * to be invoiced 50% September 2024, 50% February 2025. <p>Operational Funding Contribution: \$6,200 excl. gst.*</p> <p>Pilot Services:</p> <ol style="list-style-type: none"> 1. Access to a 24/7 helpline for logging urgent property jobs and organizing contractors for timely resolution, tracked to completion. 2. Provision of a part-time caretaker who dedicates one day per fortnight to each school within the pilot group. The caretaker's duties are distributed among several participating schools in the area. 3. Provision of an Asset Manager and development of an annual maintenance plan for each school, detailing asset defects. Where feasible, these will be addressed by the caretaker. (standard service along with shared caretaker). 4. Assistance in the delivery of low complexity 5YA projects, where applicable. 5. Onsite Drinking Water testing and maintenance services. Funded by the Water Services Improvement Programme. 6. Preparation of Asbestos Management Plan.

	<p style="text-align: center;">Funded by the National Asbestos Management Programme.</p> <ul style="list-style-type: none"> • School House insurance for full replacement is being renewed for \$565,000. An increase from \$474,000.
Personnel	<ul style="list-style-type: none"> • Rural Conference-discussions mainly focussed on government changes and what they might look like. Workshops included Localised curriculum • We have received an ASC supervisor applicant- Catherine Dent. Safety checks still to do. • New Zealand Principals Federation Trans-Tasman Conference booked for September
Health and Safety	<ul style="list-style-type: none"> • Playground injury- fracture from falling off bars. (The child has been away so I haven't talked to her yet)
Curriculum- Teaching and Learning	<ul style="list-style-type: none"> • TOD with kahui ako at Rerewhakaaitu-Teachers and TA's had the opportunity to choose PLD workshops. Workshops included trauma informed practice, 6 bricks, neurodiversity, behaviour management, colourful semantics and learning village- ESOL (English as a Second Language)/oral language support • Student Representatives from across the kahui ako attended a day at Reporoa to plan their end of year conference. They worked together to come up with a theme - Survival. All year 5 + from across the kahui ako will attend in November. • Te reo lessons-positive feedback from teachers and children. The lessons are being delivered in an engaging way eg games, visual cues, drawing etc • Life Education visited-Covering the Health Curriculum- relationships, friendships, being a good leader and choices.
Community Engagement	<ul style="list-style-type: none"> • Hilary Outdoors with Kahui ako. Thank you to Shane Atkinson for attending. It sounds like they had a fantastic time- abseiling, caving, hiking, building shelters etc Shane said they tried everything and represented our school well. • Cross country Rerewhakaaitu- Excellent participation and great results. BOP cross country is in Tauranga week 9. • Student representatives
Board Assurances	
Annual plan	