

Waikite Valley School Board Meeting
Wednesday 24th July 2024 , WVS Staffroom

Present: Mary Briggs, Mike France, Sophia Burton, Sheena Hunter, Kelly Weston (Via Google Meet) & Sue Ratcliffe

Non-speaking observer:

Apologies:

In Attendance: Kelly Curtis (Secretary)

Meeting Opened: 4.06

The Karakia was read by the Board members.

Minutes:

It was unanimously agreed that these minutes are a true and accurate record of the Waikite Valley School Board Meeting held Wednesday 12th June 2024.

Matters Arising:

School House Roof Leak:

- The Board discussed the school house roof leak.
 - Mike France will discuss this, and rescrewing and rust protecting/painting the roof, with the Roofing Contractor when they visit school regarding the School Roofing project.

ACTION: Sue Ratcliffe to contact Mike France to arrange a meeting with the Roofing Contractor when they come to school.

The Board went on to discuss the final rental inspection of the School House.

- Sophia Burton & Mike France unanimously agreed that the School House had been left in excellent condition and that the bond should be refunded.

ACTION: Kelly Curtis to arrange the bond refund.

- The Board then discussed the repairs that were needed (from previous tenants).
 - Holes in doors
 - Hallway wallpaper
 - Laundry window sill
 - Bathroom Slider

ACTION: Mike France to get a quote for these repairs.

- The condition of the School House was discussed and the Board agreed that getting quotes for a new kitchen would not only improve the condition of the property but also increase rent value and value of the home.
- The Board agreed that a space would remain for a dishwasher.

ACTION: Mike France to get prices for new kitchen cabinetry and benches.

- Mike France asked the status of the old heat pump, indoor and outdoor, left at the School House. Were they safe to remove?

ACTION: Sue Ratcliffe to ask Phillip Electrical to disconnect from the power.

ACTION: Mike France to remove the old oven and heat pumps.

Staffroom Oven - Complete.

Parent Board Member By - Election:

- Sophia informed the Board that the By - Election process had begun with nominations closing on the 31st July and the election on the 4th September. No nominations had been received yet.
- The Board agreed to talk to those who had shown interest.

Principal Appraisal process the Boards obligations:

- Sophia Burton reported that she had investigated the link regarding this on the N.Z.S.T.A. website.
- She confirmed that the Principal Professional Growth Cycle had subsumed the Principal Appraisal process however the Board needed to be familiar with the Principal Collective Agreement, including the job description and responsibilities.
- Sophia Burton felt reassured that these processes were being met and encouraged the Board to be aware of the goings on in the school and to continue to communicate effectively.
- Mary Briggs asked how the Board could be reassured they were supporting the Principal effectively?
- Sue Ratcliffe reassured the Board that she was well supported by various advisors and that she wouldn't hesitate to ask for help if needed.
- After more discussion by the Board Sophia Burton passed a motion to include the opportunity to reflect on the Principal Professional Growth Cycle every second Board meeting. This will be included in the Principals report on the meeting agenda.

Correspondence: As stated in the agenda.

Monitoring:

Principals Report: Previously circulated – see attached

Roll: 89 - As stated in report

Attendance: As reported

- Sue Ratcliffe reported that the focus would be on those under the "irregular" banner.
- The Board discussed attendance, reasons for absence and the effects.

Banking Staffing: As stated in report

- As expected due to the relief teachers needed in Term 2

Property: As Stated in the report.

- The Defect walk around was performed today.

Personnel/Staff: As reported in the report.

- Mary Briggs asked about applications for the Senior Teacher position
- Sue Ratcliffe informed the Board that the process was "paused" allowing time for thought, reflection and input for/from staff.
- The Board discussed the School House remaining vacant throughout this process and that it seemed a long time without rent revenue. Sue Ratcliffe informed the Board that the School House budget had been amended to reflect this and a more definite plan, regarding this, will be available in the coming weeks.

Health & safety: As stated in the report.

- Sue Ratcliffe clarified the various management plans and how they were being created.

Curriculum: As stated in the report.

Mid Year Data (click on the link provided to view this data)

- The Board actively discussed the data provided. Noting in particular the data for the senior school and the unusual circumstances experienced this year. Emphasis was now on gathering information on these students, identifying where they are tracking and putting in place the appropriate learning to ensure their success. They discussed the importance of the End of year data and agreed this, Mid Year Data, was a snapshot, reflecting those that needed varying levels of support and what students were working towards. The Board discussed data collection and whether a comparison to previous data would be helpful. They agreed that due to the size of the school and once transient students etc had been removed that the data may not prove useful. Overall the Board agreed that learning was not a linear process and any negative trends would be quickly picked up by staff and management.

Community Engagement: As stated in the report.

Board Assurances: As stated in the report.

Grants: The Board discussed the use of Goods for Grants to gain grants. They discussed how best to go about this in terms of what was needed and its priority. It was agreed that teachers would put together a wish list that would be prioritized and the list would continue to be worked through. The updating of the school playground was raised. It was agreed that this should go onto "items for the next meeting".

Resolutions: It was resolved at a meeting of the Board of Trustees of Waikite Valley School on Wednesday 24th July that a grant application be made to the One Foundation for the sum of \$2266.20 towards the cost of an After School Care Supervisors wages for Term 4, 2024.

ACTION: Kelly Weston volunteered to gather information regarding the playground for the next meeting.

Finance:

May & June Finances

- Mary Briggs reported to the Board informing them finances were looking comfortable.
- She outlined any questions she had raised with Sue Ratcliffe and the replies she received.
- Sue Ratcliffe informed the Board she had met with Education Services to update the Budget and July's report will reflect this.

ACTION: Kelly Curtis to find documents referring to the MOE project 242679,D18E, C,D,L,IA: Roofing Repairs for Mary Briggs to check and hopefully advise how to amend the underspend of \$1130.00 showing on the current financial report.

Waikite Valley School Annual Report.

- Mary Briggs gave a detailed account of the above mentioned report.
- No concerns were raised regarding this.
- The Board discussed the number of M.O.E. Sue ratcliffe has managed, thanking her. They also commented on the speed that the projects were being planned and completed.

The Independent Auditors Report/Management Letter

- Mary Briggs went through the report in detail.
- No concerns were raised regarding this however the Board agreed that from now on the Presiding Member would view and sign the Credit Card statement at each monthly Board Meeting.
- Mary Briggs read the following statement to the Board

"We take this opportunity to comment on the efficient and well-controlled nature of your team's administration and accounting function. This is a credit to the people involved as well as the disciplines put in place by your Board. As your auditors, we appreciate your openness to external advice and congratulate your school for your good efforts in ensuring the efficient and effective operation of this important part of your school. "

ACTION: Sophia Burton to pen a letter to the Auditor notifying them the Board has read, reviewed and approved their report.

Mike France asked that the \$140.00 owed to MK Innovations be paid

ACTION: Kelly Curtis to look into this and rectify.

Agenda Items for consideration for the next meeting

Playground

Teacher Wish List

Meeting Closed: 5.37

Next Meeting: 21st August 2024 @ 4.00pm

Signed:



Date:

21/08/24

| Roll | see above | | | | | | | | | | | | | | | |
|----------------------|---|-----|--------|---|--------------|----|-----|----------------------|----|-----|---------------------|---|----|--------------|---|----|
| Attendance | <p>Summary of Attendance data for the period 29 Jan - 5 July 2024.</p> <table border="1"> <thead> <tr> <th></th> <th>Number</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Regular 90%+</td> <td>57</td> <td>64%</td> </tr> <tr> <td>Irregular >80% - 90%</td> <td>28</td> <td>31%</td> </tr> <tr> <td>Moderate >70% - 80%</td> <td>3</td> <td>3%</td> </tr> <tr> <td>Chronic <70%</td> <td>2</td> <td>2%</td> </tr> </tbody> </table> | | Number | % | Regular 90%+ | 57 | 64% | Irregular >80% - 90% | 28 | 31% | Moderate >70% - 80% | 3 | 3% | Chronic <70% | 2 | 2% |
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| Banking staffing | <ul style="list-style-type: none"> Total staffing usage for pay period 5.88 Entitlement for period 5.42 Estimated \$ value of staffing YTD - \$2,726 (overusage) | | | | | | | | | | | | | | | |
| Property | <ul style="list-style-type: none"> Heat pumps have been installed. Awaiting defect walk around to sign off project. Staffroom oven stalled by Philips electrical. Heat pump installed in school house. WVS has been selected for the Satellite for Schools programme and has been connected to a more reliable, faster and safer internet. N4L and the Ministry of Education have partnered with 2degrees to connect to a satellite for reliable high-speed internet. The Ministry of Education fully funds this programme. | | | | | | | | | | | | | | | |
| Personnel | <ul style="list-style-type: none"> Staffing for Term 3 and 4 <i>Deputy</i> Pod 1 Lisa Dinning- Acting Principal, Room 2 Shandy Burns, Room 3 Job share Sheryl Pearsons & Kylie Goddard, Room 4 Mrs Hunter. Kylie Goddard covering CRT- 20 hours for 1 FTTE | | | | | | | | | | | | | | | |
| Health and Safety | <ul style="list-style-type: none"> Asbestos management plan completed Hazard risk management plan underway DWSP- Drinking water safety plan underway All management plans held in the office. | | | | | | | | | | | | | | | |

Curriculum-
Teaching and
Learning

- [Mid term data](#)
- Year 7 and 8 attended technology at Reporoa College for 4 weeks- alternating visual art and woodwork. This will continue on Wednesday's this term.
- A technology transfer request (for Yr 7 and 8) to Reporoa College for 2025 is being placed with the MOE. A ministry MOU will be signed between Reporoa and Waikite. It covers health and safety, the requirement of registered teachers to deliver technology and the expectations of our arrangement. Eg timetable, technology coverage for the year and assessment. The staffing entitlement for technology is transferred to Reporoa. As part of the transfer the MOE organises transport.
- Keeping Ourselves Safe community consultation-15 whānau attended
- WVS has adopted Aotearoa maths scheme by Charlotte Wilkinson to address the changes of the curriculum refresh. Our maths lead Sheryl Pearson asked staff to trial it in Term 1 and it was agreed by staff to adopt it. Charlotte attended a staff meeting to go over the resources and her vision for the scheme. We have bought the necessary resources for this year and will budget for future purchases in 2025.

● MOE's latest updates regarding the curriculum. See below

Curriculum Timeline

Phase 1

- Available from Term 3, 2024: English required for use from Term 1, 2025.

Preparation to implement the Year 0-6 English learning areas is already underway with the recently announced \$70 million of professional learning and development in structured literacy and decodable resources for schools. The curriculum document will be a foundational tool for the introduction of structured literacy approaches (required for use from 2025) which is why we are focussed on delivering this ahead of other learning areas. [\(WVS is already delivering structured Literacy in years 0-3\)](#)

Phase 2

- Available from Term 4, 2024: English (Years 7-13)
- Maths and Pāngarau (Years 0-13), required for use from Term 1, 2026. [\(WVS implementing Aotearoa maths\)](#)
- Science (Years 0-13) and technology (Years 0-13) required for use from Term 1, 2027.

Phase 3

- Term 4, 2025: Years 0-13 all other learning areas (Health & PE, learning languages, the arts, and social

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| | <p>sciences) and the overall curriculum frameworks for both The New Zealand Curriculum and Te Marautanga o Aotearoa required for use from Term 1, 2027.</p> |
| Community Engagement | <ul style="list-style-type: none"> • PTA Kapenga Shearing and Quiz night. Both very successful community fundraising events to support the school. Thank you Denise Temata • Hangi- A big thank you to Kahu and Danielle for overseeing the food preparation and to Kim Holmes for leading the preparation and cooking of the hangi. • BOP cross country- students showed a lot of grit and great attitudes. I believe it was a tough course. |
| Board Assurances | / |
| Annual plan | / |