

Waikite Valley School Board Meeting
Wednesday 21st August 2024 , WVS Staffroom

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

Non-speaking observer:

Apologies: Mary Briggs

In Attendance: Kelly Curtis (Secretary)

Meeting Opened: 4.05

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 24th July 2024.

Credit Card Statement:

The credit card statement for 2 July - 1 August was checked and signed by the Presiding Member, Sophia Burton.

Matters Arising:

School House roof, repairs and removal of heat pump etc:

- The Heat pump and oven have been removed

Repairs discussed:

- Garage door has a broken handle, making it ununlockable, that needs repairing
- Small 10mm x 70mm strip of carpet required to fill the gap from the removal of the heat pump and small hole to be filled.
 - The Board discussed this repair and various options. They agreed that the hole needed filling and that left over carpet squares from the classroom upgrades could be suitable for the repair.

ACTION: Mike France will repair the garage door handle

SchoolHouse Kitchen:

- The Board discussed the 2 quotes received by Mike France from Bunnings and Mitre 10.
- They unanimously agreed to purchase the kitchen from Bunnings, spending an extra \$200 (approx) to have the bench made into one piece, and charging it to Waikite Valley School's account.

Playground Update:

- Kelly Weston informed the Board she had requested 4 quotes.
- Sue Ratcliffe has met with Compass Playgrounds and awaits a quote
- Another company is due to visit next week and the final company is updating a quote received earlier.
- Kelly hopes to have quotes by the next Board meeting and be able to present them, showing various construction and material options, to the Community at Pet Day.
- Sophia thanked Kelly and Sue, acknowledging what a long process a project like this can take.

Auditors Approval Letter:

Sophia Burton has drafted the letter outlining the signing of the credit card statement by the Presiding Member at each monthly meeting and thanking the Auditor. This will be sent once Mary Briggs has approved it.

ACTION: Sophia Burton to run the Auditor Approval letter past Mary Briggs for approval then send.

Correspondence: As stated in the agenda.

Monitoring:

Principals Report: Previously circulated – see attached

Roll: 89 - As stated in report

Attendance:

Banking Staffing: As stated in report

Property: As Stated in the report.

Personnel/Staff: As reported in the report.

- The Caretaker will be working one day a fortnight but is also flexible if needed.

Health & safety: As stated in the report.

- Sue Ratcliffe informed the Board of the details regarding an incident with the school Bus.
Sue Ratcliffe felt confident that all procedures had been followed and had debriefed with the whanau and Bus driver.

Curriculum: As stated in the report.

- Sheena Hunter informed the Board that the Keeping Ourselves Safe programme had informed and engaged the students well encouraging appropriate discussions throughout the school
- "Dan the Fireman" will be visiting Pod 1 and Room 2 this Friday.

Community Engagement:

- Sue Ratcliffe thanked Sheryl Pearson & Sheena Hunter for their organisation and supervision of the C.B.O.P. Winter Sports Teams.
- The Board discussed the Science Fair.

Board Assurances:

- Sue Ratcliffe explained the layout of the School Docs Board Assurances attached to the Principal's report.
- It was agreed this document could be shared with the Board in the Board pack for each meeting.

Annual Plan:

- Sue Ratcliffe informed the Board that the Annual Plan would be attached to the Principal's report.
- Sue Ratcliffe explained that the document detailed what had been done/done well and outlined the "next steps" for the Annual goals specified
- Sophia Burton appreciated seeing this document and the insight it provided. It showed the strategic planning and details of how these targets would be met.

Finance:

Discussions /Decisions

Schooldoc review - Concerns Complaints

- Sophia Burton outlined the procedure stating that the policy was straight forward.
- The Board discussed this further including noting that different steps applied to the varying level or severity of the complaint.
- The Board unanimously agreed that this policy was appropriate and that Waikite Valley School would continue to use this for the following two years.

E.R.O. - School Improvement Framework

- Sue Ratcliffe informed the Board that E.R.O. would be visiting in week 10 this term.
- Sue Ratcliffe explained that she was gathering evidence to present to E.R.O. from the self assessments made by the staff and the Board.
- The Board discussed pages 18 - 20 of the School Improvement Framework.
- Sophia Burton read through each title from the Stewardship and Governance Section. The Board discussed these subjects and assessed where they felt they sat - Working towards, embedding or, excelling.
- Sue Ratcliffe recorded evidence to support these assessments.

Agenda Items for consideration for the next meeting

Health Consultation
Best Start Tenancy
PlayGround Quotes

Meeting Closed: 5.20

Next Meeting: 25th Sept 2024 @ 4.00pm

Signed:



Date:

25/10/24.