

## **Waikite Valley School Board Meeting**

**Wednesday 20<sup>th</sup> November 2024**

**Meeting Opened:** 6.35pm

**Attendance:** Sue, Lisa, Mike, Denise, Mary, Kelly, Catherine

**Apologies:** Sophia – Mike to chair meeting.

**Minutes Confirmed Accurate:**

It was unanimously agreed that these minutes are a true and accurate record of the Waikite Valley Board Meeting held Wednesday 23<sup>rd</sup> October 2024.

**Visa Statements:**

The most recent Visa Statements were reviewed, confirmed satisfactory and signed by Mike France on behalf of Sophia in her absence.

**Matters Arising:**

### **1. SCHOOL HOUSE**

Mike has talked to the Builder and his Insurance and Registration is all up to spec. The Builder is all ready to go and has made a start. It was decided that as the new Staff member did not require the house that we go ahead and get the kitchen done at the same time as the rest of the work so the house can then be ready if the Board decide to lease it. General discussion as to whether we go ahead and get quote for roof work and it was decided that Mike would go ahead and get this.

ACTION: Mike to get roof quote from Builder

### **2. HEALTH STATEMENT**

A draft copy of the Health Statement was supplied for the Board to peruse (**attached**) and after discussion the Board has approved the draft copy with the final copy to be ready for the next meeting.

### **3. RENEWAL OF BEST START LEASE**

Sophia has taken away a copy of the Lease to read and go through and fill out and will present back her report at next meeting.

**Principal's Report:**

Sue gave us her monthly update aligning with the Report **attached** to this month's agenda.

**Finance Report:**

Mary has reviewed September and October finances (**attached**) which the Board discussed and approved.

**Discussions/Decisions:**

### **1. DRAFT BUDGET**

Mary went through the relevant points of the Draft Budget which included that the School is looking to get a Grant to cover costs of School Camp but if this does not come through then we should have enough to cover costs through user pays. The Board held a general discussion regarding available funds and what the Board will need to budget for next year. The School is sitting well ahead with our funding from the last Budget. The Board accepted the Draft Budget and this will be ratified at the next meeting.

The Board has budgeted \$10,000.00 for the work to be done in the School house in 2025 and a general discussion was held about whether we need to include the roof in this amount and do we also budget for a deck? The Board decided to include the roof which Mike will get a quote for but to leave the deck until next year if funding available.

It was also brought up whether we approach the PTA to assist with funding for camp for those children who may not be able to pay if the Grant doesn't come through. After general discussion it was decided that perhaps this might be a good idea and Sue will look into it.

Sue also brought up the fact that the Board needs to look at putting the wall back up between what was Room 2 and Room 3 to make a more functional space for Teachers to work in as at the moment there is no space for this other than the Staffroom. There was discussion and the Board decided that it was definitely something that would be looked at in the near future.

Principal's wellbeing fund – this will need to be carried forward to the next Budget just so it is noted.

## **2. SCHOOL DOCS**

Financial Conflicts of Interest Policy was discussed, reviewed – the Board noted that transparency was important and so long as this was maintained and noted the Policy was unanimously approved.

## **3. FLYER FROM WAIKITE VALLEY COMMUNITY COLLECTIVE**

The Board received a draft copy of a flyer (**attached**) from the above stating that they were going to be holding a community drop by meeting and wanted to use the School Library for this purpose. After general discussion the Board decided that the School would rather remain neutral and that it was just not practical as it meant that the children's toilets and also the Staffroom would need to be unlocked and a Staff member would need to be on site until the meeting was over to lock up afterwards and that this was just not feasible so Sue on behalf of the Board would politely refuse the use of the Library and suggest the use of the Hall instead.

### **General Business:**

#### **1. POOL MANAGEMENT**

Mike and Sue attended a Pool Management and Safety Compliance Course which both found very interesting but also found out that our School Pool is not compliant with the regulations as we need a "lifeguard" on duty while people are using the pool over the Summer Break and also we don't have a way other than water testing every other day over summer for checking water quality for poop/vomit/blood etc. During Term time the Staff know when children are unwell and should stay out of the water for at least 10 days after being ill but over the Summer holidays we can't keep track of this and it means Staff have to come down and test etc which is not fair and not feasible.

Also unfortunately the Pool Shed is a bit untidy and needs a good clean out so this needs to be done before Term 1 resumes. Pool Co from Hamilton is coming over in January to show us how to test the water etc.

The Board then held a discussion regarding opening the Pool over the summer holiday break and it was decided to keep the Pool closed as it was just not practicable, not fair on Staff and cause compliance issues.

## **2. STAFF EOY FUNCTION + THANK YOU**

Sue asked if the Board would be happy to put money towards helping Staff go out to a reasonable meal etc for the End of Year Function – general discussion held and Board decided they would be happy to do this and also to fund vouchers for the Staff as a Thank You to them for all their hard work this year.

## **3. PAINTING CLOAKROOMS IN ROOMS 3 & 4**

Sue also asked the Board if they would be happy to get this done as well as replacing broken pegs which are a hazard. The Board agreed to get this done over the Christmas break.

## **4. SCHOOL VAN STORAGE**

Sue wondered if the Board had or knew anyone who could store the School Van over the Christmas break as it would not fit in her garage. A general discussion took place and Kelly suggested that we would need to notify the Insurers as to where it would be stored as they will need to know. The Board also discussed perhaps purchasing a cover for the van if nowhere suitable under cover could be found. It was suggested that perhaps Pat and Shelly could store the van in the big shed over the road or perhaps building a leanto.

Sue would get in touch with Pat and Shelly and would report back at the next meeting.

## **5. SCHOOL PLAYGROUND**

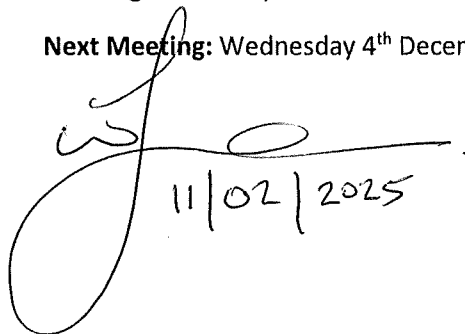
Sue suggested the Board might like to start thinking about getting ideas/sorting funding to start replacing the School's playground. A general discussion was held and it was agreed that we might put up a suggestion board for the children/parents/staff at the school picnic after prizegiving so that the Board can get an idea of how much it would likely cost to start gradually replacing the old playground equipment – the Board agreed this is a good idea and Sue will look into getting this set up.

### **Agenda Items for Consideration for the next meeting:**

Budget, Annual Plan Revue, Lease for Best Start, Van Storage

**Meeting Closed:** 8pm

**Next Meeting:** Wednesday 4<sup>th</sup> December 2024 at 6.30pm



Handwritten signature and date: 11/02/2025