

## **Waikite Valley School Board Meeting**

**Wednesday 12<sup>th</sup> February 2025**

**Meeting Opened:** 6.30pm

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

**Apologies:** None

**Minutes Confirmed:**

It was unanimously agreed that these minutes are a true and accurate record of the Waikite Valley Board Meeting held Wednesday 4<sup>th</sup> December 2024.

### **Matters Arising:**

#### **1. PRESIDING MEMBER VACANCY**

Sophia let the Board know that she was stepping down as Chairperson and opened the floor for nominations. Mike put his name forward to fill the position – thank you Mike – Sophia will still be around to help out if she is needed and is much happier now someone has stepped up.

A vote was held and the Board unanimously elected Mike to be the new Chairperson therefore Mike took over the running of the Meeting.

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

Sophia has not yet done anything regarding this – Sue has said that the MOE Advisor has advised the Board to consider putting a Clause in the Lease Agreement allowing the Board to give Best Start 3 days advance warning of any capital or urgent works to be done so this work can be carried out without delay (which happened when trying to get work done to ready the School for beginning of Term 1) ie cleaning out the water tank, sewerage etc

Kelly suggested the Board run the Clause by a Solicitor to ensure it is legally worded and above board.

Discussion was held around water testing – latest test done and results due tomorrow – also what the Board should do regarding the result of the reading ie ECOLI levels

#### **3. SCHOOL HOUSE RENTAL**

Mike reported that work has been going well – the kitchen is in and looking good and the interior is looking really nice. The roof has quite a lot of rot etc so will need replacing in the near future. Builder's advice was to rescrew the roof which the Board has had done but not happy to find out it may have spent unnecessary funds if the roof then needs replacing anyway. The house is now okay to rent out.

Mike has looked into Property Managers – Rotorua Rentals happy to come out to do a free appraisal as is the Professionals. Mike will look after this and report back at next Meeting.

Discussion was then held regarding tenancy – local family with kids at our School has first preference and the Board will offer Market rental rates.

Mike has offered to get the chimney swept when he gets his own done – thank you Mke.

#### **4. NEW PLAYGRUND**

Lisa has an Ideas board set up in library to get more ideas from the children as to what they would like.

The Board has an Architect's plan which fits half the current playground area and can be made fit for purpose for all ages. Discussion was then held around Architect's advice to fundraise for one of playground equipment at a time and also flooring as well. The Architect has said if the Board brings back to them what they would like, they can give the Board an idea of price etc which can then be brought back to the next Meeting and will then give the Board a place to start with fundraising etc. Sue suggested maybe asking PTA if they would ask for parental donations as people will be happy to do this for the children. It was decided to get Marie (the Architect) to come to the School and get the ball rolling.

**Correspondence:** (attached) Survey for Reintegration Facility – Kelly to complete.

#### **Principal's Report:**

Sue gave the Board her update aligning with the Report (**attached**) which the Board discussed and approved.

#### **Financial Report:**

Mary presented the Nov/Dec Financial Reports to the Board which were duly approved.

Discussion was held around Financial Budget for 2025 which was then approved by the Board.

#### **Discussions/Decisions:**

##### **1. MEETING SCHEDULE**

The Board discussed having two Meetings per Term with six weeks between each Meeting. Sue will email Board members what she has planned and will discuss at next Meeting. Holding some Meetings in the morning was also discussed as spending time in the classrooms important opportunity for Board to make observations as to how the classrooms are running – was suggested that Morning meetings be held on Fridays around 8.15am and Wednesday evening meetings start at 7pm to give everyone time to get there.

##### **2. TRIENNIAL BOARD MEMBER ELECTIONS**

Discussion was held regarding this and it was decided that these are to be held in September with a date to be decided closer to the time.

##### **3. CODE OF CONDUCT**

Code of Conduct was reviewed and approved by the Board.

**4. BOARD DELEGATIONS**

Board Delegations was reviewed and approved by the Board – make sure all Positions covered ie Health and Safety Liaison Officer for future Meetings.

**5. BOT CONFLICT REGISTER**

The BOT Conflict Register was reviewed, discussed and approved by the Board.

**General Business:**

**1. DOCUMENTED BOT SCHEDULE**

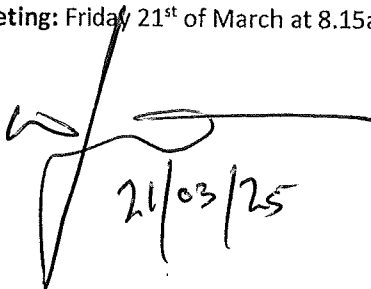
Mike would like to see a documented BOT schedule introduced so that Members can all see what is coming up in the months to come and be able to plan ahead for future Meetings.

**Agenda Items for Next Meeting:**

Annual Plan, Analysis of Variance, School House – Property Management, Playground, Meeting Schedule, BOT Schedule

**Meeting Closed:** 9pm

**Next Meeting:** Friday 21<sup>st</sup> of March at 8.15am



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