



March 2022

Our Vision

Our Children will be Confident Lifelong Learners

Circulation:

Brad Pyers
Dane Boswell
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Scott Mackenzie
Sonia Emerson

cc File

WAKEFIELD SCHOOL BOARD OF TRUSTEES STANDING ORDERS

General:

Meetings will generally be held twice a term as per the annual agenda. The quorum shall be more than two-thirds of the members of the board currently holding office.

The Chairperson shall be elected at the first meeting after the Annual Meeting except in the general election year where it will be at the first meeting of the newly elected board.

The Chairperson may exercise a casting vote in the case of equality of votes, in addition to his/her deliberative vote.

Any trustees with pecuniary interest in any issue shall not take part in any debate on such issues and may be asked to leave the meeting for the duration of the debate.

Time of Meetings:

Regular meetings will commence at 5.30pm and conclude by 8.00pm.

A resolution for an extension of time not exceeding half an hour may be moved.

Any business remaining on the agenda at the conclusion of the meeting will be transferred to the following meeting.

Special meetings:

A special meeting may be called by delivery of notice to the Chairperson signed by at least one third of trustees.

Exclusion of the Public:

The meeting may, by resolution, exclude the public and news media from the whole or part of the proceedings in accord with the Meetings Act.

Public Participation:

Public will not normally be allowed free discussion during the meeting.

Public participation is at the discretion of the Chairperson.

Public attending the meeting will be given a notice about their rights to participation in the meeting.

Motions/Amendments:

All motions and amendments moved in debate must be seconded unless moved by the Chairperson. Motions and amendments once proposed and accepted may not be withdrawn without the consent of the meeting.

No further amendments may be accepted until the first one is disposed of.

The mover of a motion has right of reply.

A matter already discussed may not be reintroduced at the same meeting in any guise or by way of an amendment. If not a unanimous decision, then majority rules.

General Business:

Notifications of general business are required three days prior to the meeting.

Late items of general business will be received at the Chairperson's discretion and are to be presented at the beginning of the meeting.

Termination of debate:

All decisions will be taken by open voting by all trustees present.

Suspension of Meeting Procedures:

Standing Orders may be suspended by resolution of the meeting.

Agenda:

The order of the Agenda may be varied by resolution at the meeting.

Minutes

The minutes will be distributed within 1 week of the meeting.

AGENDA

Board of Trustees meeting Thursday 24th March 2021, 5.30pm
Venue: Staffroom

1. Strategic Focus and Special Presentation

- Presentation for Reading and Mathematics

2. Welcome and apologies

- Declarations of Interest (See Standing Orders)
- Additional items of general business

3. Administration

- Confirmation of Minutes (February 2021)
- Matters Arising from Minutes
- Correspondence (Copy of Inward/Outward Mail Tabled)

DATE	FROM	CONTENT	TO
4/3/2022	Symon Beattie	2022 Behavioural Support	Peter Verstappen
8/3/2022	Suzanne Thompson (NZSTA)	Vaccine Mandate	Peter Verstappen
9/3/2022	NZEI Te Riu Roa	Paid union meeting for school support staff covered by the SSSCA and the KRCA	Peter Verstappen
11/3/2022	Megan Hannigan	Recapitulation process – next step	Peter Verstappen

4. Reports

(Only written reports in board papers will be discussed).

- a) Principal
- b) Financial
- c) Property
- d) Staff Report

5. Items from the Board Annual Calendar for February

- Table 1* March roll return
- Report on performance appraisal meetings, including advice and guidance programmes for beginning teachers
- Report fire drill and safety officer's roles and responsibilities
- Report review of H&S policies
- Principal's performance agreement goals reported
- Draft annual accounts presented

6. General Business

- Elections update and CES Returning officer service

- Update on Te Ara Huarau – How ERO works within your school
- Covid continuity plan

7. In-Committee Meeting

8. Closure

MINUTES OF THE WAKEFIELD SCHOOL BOARD OF TRUSTEES MEETING at 5.30pm Wednesday 23rd February 2022

Present: Peter Verstappen, Ryan Edwards, Sonia Emerson, Brad Pyers, Vicky Edwards, Scott Mackenzie, Dane Boswell

Apologies: Lea Galvin

Strategic Focus and Special Presentation:

- None

Declarations of Interest (See Standing Orders)

- Nil

Additional items of general business

- Close contact exemption scheme – noted in Principal report.
- Ryan apologised as was due to send a letter to Fleur Creedmore and Dave Mackenzie For plant sale. Vicky to provide contact details.
- Peter advised that the ERO initial meeting has happened last year but had ERO had not followed up. There are new processes that they are following.
- BOT Annual Calendar – It is important that the board look through the calendar to see the plan for the year. Confirmed that nothing to be added.

Motion: Pass the calendar as being correct and no changes to be made for 2022 **Ryan Edwards/ Peter Verstappen**

Confirmation of Minutes (November 2021)

Motion: Move that the minutes from Board meeting held on 24th November are correct.
Ryan Edwards/ Sonia Emerson

Correspondence Inward

- Recapitation update – Peter talked through and explained that Megan is the new contact as Alison has moved on. It appears that all information may not have been passed on to Megan or she is not totally up to speed at the moment. Peter will continue to monitor but not heard back yet.
- N4L (Network for learning) which is MOE agency to put in place controls. Wednesday evening there was an outage to set up.
- School-based covid-19 vaccination opportunity for 5-11 year olds email: Peter advised that email has gone out to all schools and Ryan discussed that we have no timeframes or dates, but up to the board if Wakefield school would be a good place for a vaccination clinic. Peter explained that this is not a new ideas or practice and something that has been done commonly before. It is sensitive though. The board discussed and felt the community have good access to vaccination clinics and the school is not the right place. It was felt that it could cause conflict within the community and this is not what the board want. The board were concerned that it would identify children that are and are not having the vaccine. This goes against what the teachers are trying to do in keeping a level playing field and no attention being

brought to vaccinations. It was agreed that the school would not take up this option and that no action was required.

Correspondence Outward

- Nil

Reports

- **Principal**

As per Board Report – following points discussed

- The board questioned how the school can use the \$10,000 funding of government support that has been applied for. It was discussed that there does not seem to be a criteria and can be used as the school sees necessary. It is a thought that it could be applied to learning support as this area always requires more funding. Peter emphasised that it is going to be a stressful year with increased stresses and strains meaning this area could require additional resources. The money has not arrived yet, so just need to wait.
- Ryan congratulated Peter on the hard work that he put into the roll numbers for 2022.
- The board questioned Peter on Covid Prep and planning. He explained that this was an ever evolving situation and plan. Leanne Hough was isolating at home after a family member was tested positive, she was negative at the time of the meeting. Anna Doblancovic has been running the class. Julie McIntosh was unwell and a RAT test had a negative result. However, she was still not happy and had a PCR test – awaiting results. No other contacts within the school. The office has had a few calls that are close contacts but the children are not. Peter does have a Q&A sheet detailing what to be done in different situations from Waimea intermediate that he is asking permission to use. Peter and leadership team have a safety plan and business continuity plan in place. The school has been registered for the close contact exemption scheme so we have access to RAT tests should we be under the threat of closure. Vicky and Allison have ordered some RAT tests for the school through Ngaio Diagnostics. These will be used for re assurance to the staff and to keep people here if concerned about health.
- Peter and Scott discussed that relievers are hard to find at the moment, but we have secured Kathy Jessop and she will not be going to any other school so no mixing. Dane asked how many teachers down before we have an issue and may need to close. Peter and Scott explained the 4 tier plan they have in place. They also confirmed that the bus company had a plan in place.
- Scott discussed camp is currently going ahead as trying to keep things as normal as possible.
- Charter was discussed in some detail as already agreed but needs to be sent to MOE by March. There are a few changes around professional learning, diversity and items that have fallen out of the big picture work that has been done. Peter highlighted that the important document is the curriculum for 22 that was updated last year. New staff get this document to provide guidance, set a plan and determine expectations. The feedback from new staff on this document is also very important. Ryan questioned measurement of this and advised that it taken to every meeting that teachers hold.

Motion: Move Charter for 2022

- **Peter Verstappen/ Scott Mackenzie**

• **Financial**

As per Board Report – following points discussed

- Sonia congratulated Peter on management of Bank Staffing for 2021.
- MOE have relaxed rules for sick leave and can claim back after 4 days. The MOE have sent guidelines about how to code staff away linked to Covid-19.

• **Property**

As per Board Report – following points discussed

- 3 Fire calls in 10 days. Peter and Bruce are working with the installer and Wormald. The sensors are working but they are detecting such a small particle of dust it makes it ultra-sensitive and hence the alarms. Wormald charge for their time, but this will be sent to installer.
- Electrical testing has lapsed and will need to be sorted asap.
- There are some tree maintenance issues down the bank. Mort from Sticks and stones to make trees safe.
- Waharoa project is ongoing. There is roughly 2 weeks of work left. The building company being used (IMB) are very generous with the school. Brad advised that a meeting is being arranged for the carvings etc. Waiting on the Rata foundation decision for funding.

• **Staff Report**

As per Board Report. Following points discussed:

- Wellbeing room is in beginning phases and is showing a positive impact for the children it is designed to help. Scott has used it to calm children but can be used to help them before they need calming, but that change can occur quickly. Room 10 is currently the senior syndicate staffroom as well, but managing to split as necessary.
- The board discussed how the new staff are settling in. They are doing great and all the teachers are settling into the new teams well. There is lots of support for new teachers and working fabulously with Scott not in the classroom and available as necessary.
- Peter highlighted to the board that there is a learning gap in kereru team and some of the cohort are low. There are 2 amazing teachers in Kereru rooms but big job ahead. Both Peter and Scott confirmed to the board that this is a trend across the country and not just Wakefield school. Various reasons why, but oral language plays a huge part in understanding how to read. Scott confirmed that these children do want to learn and are eager to learn.
- Scott highlighted to the board that he has noticed a trend on camp questionnaires with parents identifying that their children suffer with anxiety about being away from home.

Motion: Move the adoption of these reports – **Dane Boswell/ Brad Pyers**

Items from the Board Annual Calendar for September

- Confirm any changes to BOT personnel and responsibilities – No changes all to stay in current portfolios
- Elect Board Chairperson – Ryan elected as Board chair.
- Set calendar of meeting dates – Lea unable to attend Wednesdays. It was felt that the board need to change nights so that they can meet as a board.

Motion – Meeting days moved to the 4th Thursday of each month **Ryan Edwards/ Brad Pyers**

- Finalise/approve annual charter. Send charter to MOE – confirmed in principal’s report and motion detailed.
- Discuss/approve student achievement targets
- Confirm budget
- Approve disposal of records under sections 1.5 and 1.8 of our policy for the second prior year.
- Report: Analysis of Variance from previous year’s SATs and description of **current year SATs.**
- Curriculum review: Mathematics

Motion – All above points passed **Dane Boswell/ Brad Pyers**

General Business

- Alternative source of funds with gala postponed – Budget less \$30,000 without the gala taking place. Peter has prompted the PTA to discuss some fund raising options. Sonia confirmed that the Gala conversations will need to commence in June for it to run in November.

In-Committee Meeting

- One item noted separately

Closure

There being no further business the meeting closed at 6.50pm.

I confirm these minutes to be a true record of the meeting held on Wednesday 23rd February and the resolutions agreed at that meeting.

Signed:.....
(Chairperson)

Date:.....

PRINCIPAL'S REPORT

Whakatauki:

E tu kahikatea, awhi mai, awhi atu

By supporting each other, we will all live, learn and grow

Kia ora,

The whakatauki is from our school song, E Tu Kahikatea, reminding us that kahikatea trees, even though they have very shallow roots, can become enormous because they grow closely together, offering mutual protection from storms: 'awhi mai, awhi atu' means, 'I receive and give help'. It's a profound concept at all times, but especially now as we grapple together to manage Covid, as the world unites to support Ukraine against Russia's atrocious actions, and as we reflect on the lessons of the Christchurch mosque attacks three years ago. Some of these may be distant from our lives in Wakefield, but we are all invested in these matters and we shape our lives in how we respond to them.

Roll Numbers and Distribution

School Roll is: 242 (March 2021 = 241)

Matai Piwakawaka (38) Matai Kereru (43)

Totara Toroa (77) Totara Karearea (84)

Items from Board Annual Calendar for March

- Table 1st March roll return
- Report on performance appraisal meetings, including advice and guidance programmes for beginning teachers
- Report fire drill and safety officer's roles and responsibilities
- Report review of H&S policies
- Principal's performance agreement goals reported
- Draft annual accounts presented

Schedule of team reports to BOT

	March	May	August	September
2022	Cancelled	Matai Piwakawaka	Totara Toroa	Matai Kereru

Student Achievement Targets 2022

1. Literacy – Reading

Goal

- To accelerate the progress of all students below the expected curriculum level in reading.

2. Literacy - Writing

Goal

- To accelerate the progress of all students below the expected curriculum level in writing.

3. Mathematics

Goal

- To accelerate the progress of all students below the expected curriculum level in mathematics.

Covid Management

1. Case numbers

Children. As of today (Thursday 17 March) we have had 24 children absent from school due to Covid that we know of. Of these, 19 have completed their isolation period as contacts of household members with Covid, and 5 have contracted Covid. Of the 5 actual cases, 4 contracted Covid while isolating as household contacts and 1 was likely to have been infectious while at school. 13 of the 24 children have returned to school, of the remaining 11, 3 have Covid and 8 are isolating as close contacts.

Staff. As of Thursday 17 March 3 staff have been absent from school due to Covid, 2 as household contacts and 1 who contracted Covid while isolating as a household contact. One other staff member has been absent this week due to illness, but has tested negative for Covid to date.

We have set up a Covid Tracer document to track student and staff absences. You can view that [here](#).

2. Covid Safety Plan

We continue to update and apply our [Covid Safety Plan](#). Recent updates have included new information around ventilating classrooms and work spaces in cooler weather, defining close contacts and isolation periods, and classifying leave categories for staff absent from school due to Covid.

3. Business continuity planning

Our plan for managing the school during the current outbreak has been updated and will be included in the meeting papers for your information and discussion at our meeting. Please read this carefully and direct any questions to me at the meeting. You can also see the plan [here](#).

We are maintaining all the risk mitigation measures we established at the beginning of the year, including having two separate staffrooms, mask-wearing and minimising mixing of students among teams.

4. Rapid Antigen Tests

The MOE will begin supplying RATs to schools this week. These are to be used at our discretion, for both staff and children. We will not administer RATs to children; if children show symptoms at school we will continue to send them home immediately, and we may provide a pack of RATs for the family's use. Staff are encouraged not to come to school if they are unwell in any way, so we may also send RATs home for their use if needed. Otherwise we use RATs for staff at school as a reassurance if they are feeling under the weather but not ill enough to go home. We've been doing 1-2 of these per week lately.

5. Vaccination Mandate

The government is signalling that the vaccination mandates will be reviewed very soon. The MOE is obviously expecting that the mandate for education staff will be altered, judging from this information received on 15 March:

In the event the vaccination mandates in education are lifted, school boards will be required to take the implications of this into account in decisions about their own health and safety settings.

As initial guidance we have updated our risk assessment and business continuity planning template: [Risk assessment and planning for Omicron](#).

You'll also find further information about [undertaking a health and safety risk assessment here](#).

This will help you to monitor and review health and safety policies around COVID-19 as you re-assess these in consultation with your staff and the wider schooling community.

Early and good engagement with your staff will be of critical importance as you consider future policy settings.

I'm still getting my head around what is meant by boards taking 'the implications of this into account in decisions about their own health and safety settings.' One potential implication for us is where the removing of the mandate leaves us regarding Tiffany's situation. I have received advice about this from STA, which is included in the board correspondence and will be discussed at the meeting.

6. Outdoor Education

At the point of writing we have successfully completed one Year 5-6 camp and hopefully by the time of our meeting we will have almost completed the remaining camps. This week's camp was highly successful on all accounts, including the Covid management procedures we had in place. Our policy is to isolate and immediately send home any children who show signs of illness while at camp. There is a slight grey area around defining other children as 'household contacts' of a child who contracts Covid while on camp, and we're hoping our actions to mitigate the likelihood of that happening will be enough to cover us.

NAG1 Curriculum and Student Achievement

Student progress and achievement

- We have revised our assessment and reporting schedule as a result of discussions among staff about our expectations around specific assessment tools, frequency of use and what data we record and pass on to the subsequent teachers.
- We are working with Keryn Hooker, our PLD facilitator for Te Whare Matauranga, to redesign the report format for parents. The new format, which will begin at the mid-year reports, will include longitudinal information on the child's progress in maths, reading and writing (think of the Plunket graphs).
- Fingers crossed we will get through all our Year 5-6 camps without disruption. This week's camp was a huge success, judging from children's responses. It points out the value of these experiences for our children's learning and wellbeing.
- I've spent a lot of time in classrooms recently and am impressed by the calm, purposeful atmosphere and learning focus across the school. Children are being challenged and stimulated appropriately and I can see learning happening. As always, there are a few bumps for some but I can see the staff working hard to get to know their children's needs and how to meet these.
- I'm particularly impressed with what's happening in and through the school library at present. Most staff are rising to the invitations from Kathy to use her as a learning resource, and being much more active about running information literacy programmes. Kathy does a good job teaching these.

Learning Support

- Reading Recovery. Paula is fully up and running with four students on this programme.
- We have employed one additional teacher aide, using unassigned hours previously budgeted to staff who resigned over the summer break, plus some interim response funding from the MOE targeted to support one child.
- A second T/A will be employed as soon as possible for 10 hours per week providing literacy and maths support in Toroa and Kereru teams.
- The above child and her family are being further supported by RTLB through a Priority Service Request (PSR), activated by the stand-down of this student last month. The PSR is a relatively new initiative, the first time we have used it, and I'm very impressed by the swift and thorough response of RTLB staff. Two staff have worked with the family, the child and our staff to develop a plan for supporting the child. So far, it is working well.
- Te Tumu - Managed Moves. Our region has begun a trial of a high-intervention programme for year 4-8 children who are most at risk of failure due to stand-down, suspension and exclusion. Te Tumu is a 10-week programme hosted by Salisbury School in which up to 12 children will receive full-time intensive support in a separate unit staffed by specialist teachers and other support staff. Schools nominate children, with a selection process to determine places on the programme. Children are taken daily to Salisbury School, and their 'home school' supports the programme by providing teacher release for the child's normal teacher to attend at times, especially in support of their transition back to the home school. The trial runs until the end of 2022 and we hope it is successful.

Curriculum Review

- We continue to develop Te Whare Matauranga through ongoing trial and review across the school.
- We continue this year to work with Keryn Hooker from ImpactEd to refine Te Whare Matauranga and continue to grow our wellbeing curriculum.

Literacy Review - Reading

- Our literacy facilitator, Jacqui Clayton, spent two days with us recently, observing in classrooms, reviewing practice with teachers and running a staff meeting. She returns next week for more of the same. Jacqui will also work with Kathy Ameen to support her role as a literacy resource person.
- You may have seen this week a report on the state of literacy education in New Zealand: *Now I Don't Know my ABC*, published by The Education Hub. You can read the report [here](#) and I encourage you to look at it. It's a tough read, but addresses some real issues. I will speak a bit more about this at our meeting.

Accelerated Learning in Mathematics (ALiM)

- Kent Murray, Scott and myself attending a (Zoom) introduction day to the ALiM project last week, which was very useful. Kent will select a group of

Aotearoa New Zealand Histories Curriculum

- You may have seen in the news this week that this new curriculum has (finally) been officially launched. As you know, we have done considerable work to prepare for this and we'll keep going. The new curriculum is mandated from the start of 2023.

ERO

- I've been advised that our ERO facilitator has changed. We're awaiting contact from the new person. ERO is not doing in-person work in schools under present Covid settings so I expect it will be a slow process to get our review under way.

Learning Conferences

- Recent conferences were well received by families and staff. It was refreshing to have the buzz of parents in school for once. Feedback from staff is that they gained a lot from having face-to-face interaction with parents, especially for new staff.

Waimea kāhui ako

- A Connect week of PLD activities is happening next week (21-24 March), all of it online. Our commitment is for all staff to attend at least one workshop during the week. You will also have received an invitation for parents to attend two workshops; online safety and culturally responsive practice (unfortunately the second one clashes with our board meeting). You can register for the online safety workshop here:
Online safety: Wednesday 23 March, 7.30-9.00pm <https://netsafe-org-nz.zoom.us/j/87619977784> Meeting ID: 876 1997 7784

NAG2 and NAG2A Documentation, Self-Review, Reporting

Policies: Item from Annual Calendar: Report review of H&S policies

- H&S policy review is ongoing until the end of the term (see below)
 - This term we're reviewing:
 - Health and Safety Management
 - Emergency, Disaster and Crisis Management.
- Both are significant policy areas with several separate procedures in each. I encourage the board to look at them and send through your feedback to me and Schooldocs:
- Click the Current Review tab on your SchoolDocs site for all the information you need about this term's reviews, including instructions for the principal and reviewers. You can also go to the [SchoolDocs Video Library](#) on YouTube and watch [How to Take Part in the SchoolDocs Policy Review Process](#).
 - Assurances: I give the board the following assurances:
 - Our charter was sent to the MOE by 1 March and acknowledged
 - We are reporting and recording accidents, administering medicines, managing minor/ moderate injuries and illnesses according to our procedures
 - Police vets for non-teachers are up to date. Police vets for all parents attending camp have been completed and are clear.
 - Risk Management. Identified hazards are being monitored and/or controlled, and that measures are being re-evaluated to check their adequacy.
 - We have updated our policy on Māori Educational Success to align with new expectations.

School Travel Plan and Active Travel initiative

- Nothing further to report

Table 1 March Roll Return: Item from Annual Calendar

- We no longer have hard copies of roll returns to table. I give assurance to the board that the roll return was completed and received by the MOE on time. We should receive confirmed staffing and funding notices shortly.

Recapitulation update

- Ryan and I have been in contact with MOE about the process going forward - see item in Correspondence. We will report on this at the meeting.

NAG3 Employer Responsibilities

Staffing Changes

- As noted under NAG1 above, we have employed one new teacher aide (19 hours per week) and in the process of employing a second (10 hours per week).

Staffing and Funding for 2022

- Lee's employment entitles us to access a new Covid beginning teacher support scheme, introduced in consequence of the vaccine mandate. This has been confirmed and we will receive \$10,000 for the school. Lee is also entitled to some student loan relief under this scheme.
- We're considering the timeframe for increasing staffing in the new entrant classes, likely to be at or near the beginning of term two.

Report on performance appraisal meetings, including advice and guidance programmes for beginning teachers: Item from Annual Calendar

- One teacher appraisal is outstanding and will be completed next week.
- There are no support staff appraisals due until April.
- Lee Henaghan's beginning teacher support programme is happening. Lee and his tutor teacher, Kent Davis, attended a 1-day BT support seminar recently, hosted by Otago University.

NAG 4 Property and Finance

Sponsorship and Grants

- We received sponsorship from the Richmond Rotary Club of dictionaries for year 5-6 children and a small grant to accompany these.
- We acknowledge the invaluable support of local couriers and school parents, Julie Gibbs and Joe Bradley, who have offered to deliver home learning packs for free to children who are isolating at home due to Covid. Their support is outstanding.

School Infrastructure Project (SIP) funding

- The waharoa structure is fully completed and further progress on the project is reported in the Property/H&S committee minutes.

Draft annual accounts presented: Item from Annual Calendar

- (see finance committee report)

Insurance

- We hope to submit a claim to the MOE for the repair costs from a recent water leak. Thanks to Vicky for managing this.

Wakefield School and Community Swimming Pool Committee

- Pool committee matters are reported in the Property/H&S committee minutes.
- The pool will close on Sunday 10 April. The committee has yet to decide if it will hold the usual end-of-season pool party. This will depend on Covid settings at that time.

NAG5 Health & Safety - wellbeing

Covid 19

- See information at the top of this report.

Report fire drill and safety officer's roles and responsibilities: Item from Annual Calendar

- A fire drill will be conducted this week.
- Bruce continues as our school safety officer, and works with Scott and myself in this capacity through the Property/H&S committee process. Each month we review the accident and safety registers and discuss actions to remediate hazards and mitigate risks. I believe this process is practical and robust. Staff are encouraged and able to report and discuss all H&S matters as the first item of business at all meetings.

Staff and student well-being

- Staff are managing well through the Covid outbreak. Up to this point we have had only 4 staff who have needed periods of isolation, and one further staff member who has taken time off for non-Covid illness. We expect this will change as the outbreak spreads through our community, and we have plans for how we will cover multiple staff absences (see Continuity plan included in board papers).
- Student absences due to Covid and other illnesses are growing (see data below). Families are responding well to our messaging about keeping unwell children at home and reporting Covid cases and household contacts.

Attendance

- As above, absences for last week were:
Monday 14 March: 43
Tuesday 15 March: 31
Wednesday 16 March: 26
Thursday 17 March: 41
(note: this was the day after room 9 camp, with 12 absences from that room alone)
Friday 18 March: 37
Average daily absence: 36 (15% of our current roll).

By comparison, a colleague in one of the Richmond primary schools told me they are averaging 20% of their roll absent on any day.

NAG6 Legislation & Industrial Matters

- Notice from NZEI: *Paid union meetings for all support staff will take place between 28 March and 14 April 2022.*
- NZEI has also notified they are taking the pay equity claim for administration staff to the Employment Relations Authority because of lack of progress in negotiations with MOE.
- Implementation of the Aotearoa New Zealand Histories Curriculum.



Peter Verstappen
Principal

Actions

- Implications of removing vaccine mandate
- Recapitation update
- Report on NZ literacy standards

FINANCE REPORT

Minutes Of the Finance Sub-Committee Meeting held on Tuesday 15th March 2022 at 4.00pm

Present: Vicky Edwards, Sonia Emerson, Peter Verstappen, Ryan Edwards

Apologies: None

Confirmation Of Previous Minutes:

Motion: Move that the minutes from the finance committee meeting held on Tuesday 15th February 2022

Sonia Emerson/Peter Verstappen

Matters Arising From Minutes: Tuesday 15th February 2022

None

Additional items of Business

- Invoices for 20th March payment

Finance

- Annual accounts update – Vicky confirmed that all information has been sent to accountant and she has emailed them a few times to confirm they are happy with information sent but no reply at time of meeting.
- Covid-related staffing costs – Peter highlighted that there are going to be increased costs for leave e.g Leanne Hough has been away for 2.5 weeks some leave here was discretionary leave with pay (DLWP) and some was disregarded sick leave (DSL) School can claim back DSL except for the first 4 days when relating to a teacher being absent.
Support staff being absent sees a small increase in costs with other support staff covering where necessary. Support staff duties have been put into a tier system so that staff can be redirected where necessary. Peter confirmed that we would struggle to find relievers for support staff and so keeping it all in house. Vicky was isolating and Allison covered for her in the office. Sonia asked is the Staff are doing ok and Peter confirmed yes and it was decided that the split of staffrooms etc should continue to be safe. At time of meeting there were no staff away isolating or positive. There was several children away as household contacts and any positive cases reported have come from isolating at home. School currently has a low risk profile. Several children away with snuffles and anxious families keeping children home. Peter and teachers are working with anxious families to help support them. Peter confirmed that some children are away for genuine health reasons. Peter reiterated that the board need to be mindful that there is going to be additional costs and bank staffing will be hit over the next couple of weeks.
- MOE grant for beginning teacher support programme – Confirmed that the grant is in processed of being received. Invoice has been raised and this grant will go towards learning support and the role recently advertised. The

role advertised is for 10 hours a week – 5 hours to Toroa and 5 hours to kereru to support literacy.

- Outcome of Rātā Foundation application for waharoa – no news yet and foundation advised that they are still about 2 weeks away from any decisions.
- Invoices from Wormald and Smoke Alarm issues – The school have received invoices for callouts when the fire alarms kept being activated. These invoices have been sent to the installer (Fire Defend) for them to pay. Fire defend disagree that the cost should fall to them and Peter agrees that some of the reasoning is legit. The invoices and response have been sent to Argest who are the MOE contractor to get an opinion. Bruce is in discussions with Fire defend and Wormald to get some clarity over who dose what in the contract. Peter and Bruce would like to talk with Wormald as the technicians they have been sending to help with the alarms have limited knowledge of the system. The invoices are not going to be paid until more research has been done and questions from contractors answered. Finance committee agreed with this stance.

Motion – Invoices to be held from payment until all questions answered.

GST

- A GST return is to be completed by 28th March

Supplier Payments

- The Finance sub-committee ratify the payment made on **20 February** as per the approved Bank Preview Payment report for the amount of **\$14,551.12**

Credit Card Payment

- The Finance sub-committee ratify the payment made on **22 February** as per the approved credit card statement for the amount of **\$198.26**

NOTE:

- 1. Review of bank reconciliations – the bank statements and reconciliations will be viewed and signed off by the Treasurer, Sonia Emerson, following each finance meeting.***
- 2. Credit Card Expenditure – the credit card expenditure will be viewed and signed off by the Chairperson Ryan Edwards, following each finance meeting.***
- 3. Bank Preview Payment- the bank preview payment will be viewed and signed off by the Chairperson, Ryan Edwards, following each finance meeting.***



School Bank Account Balance(as at) 28 February 2022		
Cheque Account	\$	191,643.79
Business Online Saver Account	\$	311.38
Investment Accounts	\$	101,182.39
TOTAL	\$	293,137.57

Vicky Edwards
Office Administrator

Balance Sheet [Budget Analysis]

February 2022

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
1-0000	Assets				
1-1000	Current Assets				
1-1100	Bank Accounts				
1-1130	ASB Trust Cheque	\$191,643.79	\$255,371.75	-\$63,727.96	(25.0)%
1-1140	ASB Saver Account	\$311.38	\$311.16	\$0.22	0.1%
1-1181	Term Investment #75	\$51,074.18	\$50,806.43	\$267.75	0.5%
1-1182	Term Investment #76	-\$12.64	\$30,206.13	-\$30,218.77	(100.0)%
1-1183	Term Investment #78	\$20,120.85	\$20,082.02	\$38.83	0.2%
1-1185	Term Investment #79	\$30,000.00	\$0.00	\$30,000.00	NA
	Total Bank Accounts	\$293,137.56	\$299,137.80	-\$6,000.24	(2.0)%
1-1200	Clearing Accounts				
1-1220	Electronic Clearing Account	\$9.58	\$0.00	\$9.58	NA
	Total Clearing Accounts	\$9.58	\$0.00	\$9.58	NA
1-1300	Other Current Assets				
1-1310	Accounts Receivable	\$4,732.10	\$10,894.09	-\$6,161.99	(56.6)%
1-1330	Stationery on Hand	\$1,285.30	\$1,285.30	\$0.00	0.0%
1-1340	Prepayments	\$71.24	\$2,063.91	-\$1,992.67	(96.5)%
1-1380	Swimming Pool Society	\$3,763.23	\$3,763.22	\$0.01	0.0%
	Total Other Current Assets	\$9,851.87	\$102,322.03	-\$92,470.16	(90.4)%
	Total Current Assets	\$302,999.01	\$401,459.83	-\$98,460.82	(24.5)%
1-2000	Fixed Assets				
1-2100	Buildings				
1-2110	Buildings at Cost	\$241,963.53	\$241,963.53	\$0.00	0.0%
1-2120	Buildings Accum Depn	-\$76,171.63	-\$66,827.77	-\$9,343.86	(14.0)%
	Total Buildings	\$165,791.90	\$175,135.76	-\$9,343.86	(5.3)%
1-2200	School Equipment				
1-2210	School Equipment at Cost	\$51,899.97	\$271,306.25	-\$219,406.28	(80.9)%
1-2220	School Equipment Accum Depn	-\$29,346.84	-\$237,784.18	\$208,437.34	87.7%
	Total School Equipment	\$22,553.13	\$33,522.07	-\$10,968.94	(32.7)%
1-2300	School Furniture				
1-2310	School Furniture at Cost	\$81,916.63	\$190,099.62	-\$108,182.99	(56.9)%
1-2320	School Furniture Accum Depn	-\$53,224.92	-\$149,683.50	\$96,458.58	64.4%
	Total School Furniture	\$28,691.71	\$40,416.12	-\$11,724.41	(29.0)%
1-2400	Office Equipment				
1-2410	Other Equipment at Cost	\$165,295.12	\$242,525.12	-\$77,230.00	(31.8)%
1-2420	Other Equipment Accum Depn	-\$111,720.58	-\$169,902.26	\$58,181.68	34.2%
	Total Office Equipment	\$53,574.54	\$72,622.86	-\$19,048.32	(26.2)%
1-2500	Office Furniture				
1-2510	Office Furniture at Cost	\$7,236.39	\$23,402.39	-\$16,166.00	(69.1)%
1-2520	Office Furniture Accum Depn	-\$3,956.90	-\$18,653.98	\$14,697.08	78.8%
	Total Office Furniture	\$3,279.49	\$4,748.41	-\$1,468.92	(30.9)%
1-2600	Computer Equipment				
1-2610	Computer Equipment at Cost	\$49,322.75	\$299,249.53	-\$249,926.78	(83.5)%
1-2620	Computer Equipment Accum Depn	-\$36,988.50	-\$254,857.27	\$217,868.77	85.5%
	Total Computer Equipment	\$12,334.25	\$44,392.26	-\$32,058.01	(72.2)%
1-2700	Library Resources				
1-2710	Library Resources at Cost	\$114,830.63	\$122,549.38	-\$7,718.75	(6.3)%
1-2720	Library Resources Accum Depn	-\$87,428.61	-\$89,207.02	\$1,778.41	2.0%
	Total Library Resources	\$27,402.02	\$33,342.36	-\$5,940.34	(17.8)%
1-2750	Leased Assets				

Balance Sheet [Budget Analysis]

February 2022

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
1-2760	Leased Assets at Cost	\$108,606.21	\$108,606.21	\$0.00	0.0%
1-2770	Leased Assets Accum Depn	-\$79,819.47	-\$79,819.47	\$0.00	0.0%
	Total Leased Assets	\$28,786.74	\$28,786.74	\$0.00	0.0%
1-2800	Fixed Asset Purchases				
1-2860	ICT Asset Purchases	\$6,410.00	\$30,000.00	-\$23,590.00	(78.6)%
1-2870	Library Asset Purchases	\$258.16	\$10,199.88	-\$9,941.72	(97.5)%
	Total Fixed Asset Purchases	\$6,668.16	\$110,799.20	-\$104,131.04	(94.0)%
	Total Fixed Assets	\$349,081.94	\$543,765.78	-\$194,683.84	(35.8)%
1-3000	Other Non Current Assets				
1-3950	5YA Funding	-\$14,651.76	-\$14,651.76	\$0.00	0.0%
1-3970	SIP	\$45,772.08	-\$140,415.35	\$186,187.43	132.6%
	Total Other Non Current Assets	\$31,120.32	-\$155,067.11	\$186,187.43	120.1%
	Total Assets	\$683,201.27	\$790,158.50	-\$106,957.23	(13.5)%
2-0000	Liabilities				
2-1000	Current Liabilities				
2-1200	GST Liabilities				
2-1210	GST Collected	\$949,039.48	\$845,205.09	\$103,834.39	12.3%
2-1230	GST Paid	-\$571,930.44	-\$511,400.11	-\$60,530.33	(11.8)%
2-1250	GST Payments & Refunds	-\$360,885.06	-\$305,711.83	-\$55,173.23	(18.0)%
	Total GST Liabilities	\$16,223.98	\$28,093.15	-\$11,869.17	(42.2)%
2-1300	Other Current Liabilities				
2-1310	Accounts Payable	\$501.56	\$8,974.32	-\$8,472.76	(94.4)%
2-1315	Credit Card	\$478.31	\$478.31	\$0.00	0.0%
2-1316	ASB Credit Card	-\$79.33	\$118.38	-\$197.71	(167.0)%
2-1317	ASB Credit Card	-\$1,784.14	\$0.00	-\$1,784.14	NA
2-1320	Grants Received in Advance	\$47,239.30	\$0.00	\$47,239.30	NA
2-1325	Sundry Accruals	\$28,444.79	\$112,717.19	-\$84,272.40	(74.8)%
2-1340	Provision for PMS	\$14,559.00	\$14,559.00	\$0.00	0.0%
2-1350	Provision for Cyclical Maint	\$9,898.00	\$9,898.00	\$0.00	0.0%
	Total Other Current Liabilities	\$99,257.49	\$146,816.44	-\$47,558.95	(32.4)%
	Total Current Liabilities	\$115,481.47	\$174,909.59	-\$59,428.12	(34.0)%
2-2000	Term Liabilities				
2-2100	Provision for PMS	\$4,856.88	\$4,856.88	\$0.00	0.0%
2-2200	Provision for Cyclical Maint	\$41,801.02	\$41,801.02	\$0.00	0.0%
2-2300	Finance Lease Liability	\$30,628.14	\$30,628.14	\$0.00	0.0%
	Total Term Liabilities	\$77,286.04	\$77,286.04	\$0.00	0.0%
	Total Liabilities	\$192,767.51	\$252,195.63	-\$59,428.12	(23.6)%
	Net Assets	\$490,433.76	\$537,962.87	-\$47,529.11	(8.8)%
3-0000	Equity				
3-8000	Retained Earnings	\$471,128.90	\$432,863.28	\$38,265.62	8.8%
3-9000	Current Years Surplus/Deficit	\$19,304.86	\$0.00	\$19,304.86	NA
	Total Equity	\$490,433.76	\$432,863.28	\$57,570.48	13.3%

Profit & Loss [Budget Analysis]

January 2022 To February 2022

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
4-0000	Income				
4-1000	Ministry of Education Grants				
4-1100	MoE Operational Grants	\$71,984.20	\$0.00	\$71,984.20	NA
4-1700	COL	\$1,000.00	\$0.00	\$1,000.00	NA
4-1800	TAPEC Recalculation	\$12,547.83	\$0.00	\$12,547.83	NA
	Total Ministry of Education Grants	\$85,532.03	\$0.00	\$85,532.03	NA
4-2000	Other Grants				
4-2200	Other Grants	\$869.57	\$0.00	\$869.57	NA
	Total Other Grants	\$869.57	\$0.00	\$869.57	NA
4-3000	Locally Raised Funds				
4-3200	School Donation	\$317.00	\$0.00	\$317.00	NA
4-3300	Stationery Income	\$14.34	\$0.00	\$14.34	NA
4-3600	Uniform Income	\$140.88	\$0.00	\$140.88	NA
4-3720	Other Sundry Income	\$16.09	\$0.00	\$16.09	NA
	Total Locally Raised Funds	\$488.31	\$0.00	\$488.31	NA
4-6200	Activites & Fees				
4-6210	Totara Activities	\$1,019.12	\$0.00	\$1,019.12	NA
4-6250	Performances	\$17.40	\$0.00	\$17.40	NA
4-6270	Sports Subs	\$134.78	\$0.00	\$134.78	NA
	Total Activites & Fees	\$1,171.30	\$0.00	\$1,171.30	NA
4-9000	Investment Income				
4-9100	Interest Received- Cheque Acc	\$58.87	\$0.00	\$58.87	NA
4-9300	Interest Received- Term Dep	\$64.29	\$0.00	\$64.29	NA
	Total Investment Income	\$123.16	\$0.00	\$123.16	NA
	Total Income	\$88,184.37	\$0.00	\$88,184.37	NA
	Gross Profit	\$88,184.37	\$0.00	\$88,184.37	NA
6-0000	Expenses				
6-1000	Learning Resources				
6-1100	Library Expenses				
6-1120	Library Consumables	-\$8.70	\$0.00	-\$8.70	NA
	Total Library Expenses	-\$8.70	\$0.00	-\$8.70	NA
6-1200	Teaching Resources				
6-1230	Matai Syndicate	\$53.03	\$0.00	\$53.03	NA
	Total Teaching Resources	\$53.03	\$0.00	\$53.03	NA
	Total Learning Resources	\$44.33	\$0.00	\$44.33	NA
6-1400	Classroom Consumables				
6-1451	Matai Piwakawaka	\$58.83	\$0.00	\$58.83	NA
6-1456	Totara Karearea	\$263.43	\$0.00	\$263.43	NA
	Total Classroom Consumables	\$322.26	\$0.00	\$322.26	NA
6-2000	Activities & Fees				
6-2810	Fundraising Other	\$9.10	\$0.00	\$9.10	NA
	Total Activities & Fees	\$9.10	\$0.00	\$9.10	NA
6-3000	Personnel Expenses				
6-3110	Adminstration Staff	\$9,508.83	\$0.00	\$9,508.83	NA
6-3120	Caretaking Staff	\$7,454.40	\$0.00	\$7,454.40	NA
6-3130	Library Staff	\$4,690.81	\$0.00	\$4,690.81	NA
6-3140	Support Staff	\$15,530.46	\$0.00	\$15,530.46	NA
6-3145	Itinerant Music Teachers	\$333.00	\$0.00	\$333.00	NA
6-3500	Professional Development	\$1,417.46	\$0.00	\$1,417.46	NA

Profit & Loss [Budget Analysis]

January 2022 To February 2022

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
	Total Personnel Expenses	\$38,934.96	\$0.00	\$38,934.96	NA
6-4000	Administration Expenses				
6-4200	Information Technology				
6-4210	Teacher Laptop Lease	\$771.31	\$0.00	\$771.31	NA
6-4220	ICT Consumables & Repairs	\$321.05	\$0.00	\$321.05	NA
6-4230	ICT Technical Support	\$126.00	\$0.00	\$126.00	NA
	Total Information Technology	\$1,218.36	\$0.00	\$1,218.36	NA
6-4300	Admin Office Expenses				
6-4305	Office Stationery Supplies	\$928.83	\$0.00	\$928.83	NA
6-4310	Telephone	\$486.50	\$0.00	\$486.50	NA
6-4345	Uniform	\$788.00	\$0.00	\$788.00	NA
6-4350	Photocopier Lease	\$1,938.17	\$0.00	\$1,938.17	NA
6-4360	Photocopy Paper	\$1,900.00	\$0.00	\$1,900.00	NA
	Total Admin Office Expenses	\$6,041.50	\$0.00	\$6,041.50	NA
6-4400	General Expenses				
6-4410	Accounting Fees	\$149.60	\$0.00	\$149.60	NA
6-4425	Kindo Fees	\$32.03	\$0.00	\$32.03	NA
6-4440	Eftpos Hire & Merchant Fees	\$137.12	\$0.00	\$137.12	NA
6-4445	Principals Discretionary Spend	\$189.56	\$0.00	\$189.56	NA
6-4450	First Aid	\$78.25	\$0.00	\$78.25	NA
6-4500	Staffroom Consumables	\$129.07	\$0.00	\$129.07	NA
6-4600	Subscriptions	\$380.15	\$0.00	\$380.15	NA
6-4610	Accessit Subscription	\$1,360.00	\$0.00	\$1,360.00	NA
6-4700	Other Sundry Expenses	\$50.00	\$0.00	\$50.00	NA
	Total General Expenses	\$2,505.78	\$0.00	\$2,505.78	NA
	Total Administration Expenses	\$9,765.64	\$0.00	\$9,765.64	NA
6-5000	Property Expenses				
6-5100	Caretaking & Cleaning				
6-5110	Caretaking Materials	\$49.35	\$0.00	\$49.35	NA
6-5115	Cleaning Supplies	\$69.00	\$0.00	\$69.00	NA
6-5120	Cleaning Contract	\$3,012.46	\$0.00	\$3,012.46	NA
6-5130	Caretaking Equipment & Repairs	\$619.57	\$0.00	\$619.57	NA
6-5140	Rubbish Removal	\$44.16	\$0.00	\$44.16	NA
	Total Caretaking & Cleaning	\$3,794.54	\$0.00	\$3,794.54	NA
6-5200	Power, Heat & Water Rates				
6-5210	Electricity	\$2,889.63	\$0.00	\$2,889.63	NA
6-5230	Water Rates	\$1,715.05	\$0.00	\$1,715.05	NA
	Total Power, Heat & Water Rates	\$4,604.68	\$0.00	\$4,604.68	NA
6-5300	Grounds				
6-5310	Mowing Contract	\$392.70	\$0.00	\$392.70	NA
6-5330	Property Rates	\$2,062.35	\$0.00	\$2,062.35	NA
	Total Grounds	\$2,455.05	\$0.00	\$2,455.05	NA
6-5400	Buildings & Other				
6-5410	Alarm Monitoring	\$80.00	\$0.00	\$80.00	NA
6-5430	Repairs & Maintenance - Prop	\$471.11	\$0.00	\$471.11	NA
	Total Buildings & Other	\$551.11	\$0.00	\$551.11	NA
	Total Property Expenses	\$11,405.38	\$0.00	\$11,405.38	NA
6-9000	Depreciation - Building				
6-9100	Depre - Building	\$806.54	\$0.00	\$806.54	NA
6-9200	Depre - School Equip	\$1,206.20	\$0.00	\$1,206.20	NA

Profit & Loss [Budget Analysis]

January 2022 To February 2022

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
6-9300	Depre - School Furniture	\$1,029.48	\$0.00	\$1,029.48	NA
6-9400	Depre - Other Equipment	\$2,670.98	\$0.00	\$2,670.98	NA
6-9500	Depre - Office Furniture	\$167.44	\$0.00	\$167.44	NA
6-9600	Depre - Computer Equipment	\$1,910.24	\$0.00	\$1,910.24	NA
6-9700	Depre - Library Resources	\$606.96	\$0.00	\$606.96	NA
	Total Depreciation - Building	\$8,397.84	\$0.00	\$8,397.84	NA
	Total Expenses	\$68,879.51	\$0.00	\$68,879.51	NA
	Operating Profit	\$19,304.86	\$0.00	\$19,304.86	NA
	Total Other Expenses	\$0.00	\$0.00	\$0.00	NA
	Net Profit/(Loss)	\$19,304.86	\$0.00	\$19,304.86	NA

PROPERTY REPORT

Minutes Of the Wakefield School Property Sub-Committee Meeting held on Thursday 17th March at 5:00pm

Present Bruce, Peter, Scott,

Administration

- Welcome and apologies
- Additional items of business

Confirmation of previous minutes: 17th February 2022

Matters arising from minutes: 17th February 2022

- Electrical testing. Bruce has started this work and will keep us updated.
- Court markings repainting. We have two quotes: Downers \$2,296 + GST and Roadmarkers South \$1,924 + GST. **We recommend going with Roadmarkers South, subject to Bruce confirming their suitability. Take this as a recommendation to the board meeting.**

Safety Reports

Bruce – Property Report. Check the blue slide for possible cutting. Bruce has renailed the verandahs on rooms 3-6, cleared wasps nests. Scott has cleared a couple of branches. Wasps on the willow tunnel have stopped since Bruce sprayed it. Boiler house check has been done.

Scott – Health & Safety Report: Camp went well. Student accident on Monday (broken arm). Discussed this: Peter confirmed the child did not fall from one of the climbing trees, but landed badly when stepping down from the stump of a smaller tree. A piece of buried concrete where the child landed may have contributed to the damage and Bruce will remove this. Otherwise we believe there were no other circumstances or risk factors that contributed to the injury.

Covid H&S matters: MOE advice to review our H&S policies ahead of review of vaccine mandates signalled by government. MOE-supplied RATs – discussed our policy on using these with staff and students.

Swimming Pool Report

Report from Pool Committee meeting held on 14/3

Maintenance projects for off-season: interior building washdown, investigate hot water shower, tweaking heat pumps, consider pool monitoring app.,

H&S items: investigate a lock on toddler pool cover roller, fix slippery floor in changing rooms, improvements to new steps.

Items of Business

- Covid Continuity plan. **Revised plan was discussed and will be shared with the board and staff. Peter to contact Crest and local cleaners regarding backup cleaning if Bruce becomes ill.**

- Progress on Trees down the bank. Still waiting for a quote from Morten. Bruce has removed branches near the power lines on the tree in the bicycle park.

- Water leaks and repairs: insurance claim. This job was completed well. Thanks to Bruce for being vigilant about our water use and to Scott for identifying the problem. **For the insurance claim consider adding Bruce's hours (12).**

- Wormald Invoices and fire alarms. Bruce arranging a meeting with Wormald to discuss roles and responsibilities around maintaining the fire alarms and responding to callouts.

- Waharoa progress report. Structure is complete, log for carvings should be milled this week or next and then Mark will begin the carving.
- Verandah roof upgrade – **Peter follow up with MOE.**

STAFF REPORT

Highlights in student learning this month:

Students:

-Had an excellent school triathlon with the added bonus of our community being able to watch through Falkner Bush. Great atmosphere and the students did really well

-Life Education Trust programmes have finished in school

-Room's 7,8 and 9 had St Johns deliver their 'Clued Up Camper' first aid training sessions

-Little Heart Day was held for the whole school. Peter dissected cow and sheep hearts to show the inner workings. Little Heart charity supports the whānau of children diagnosed with a heart condition

-We held two great swimming events. The Year 3 & 4 swimming carnival and the Year 5 & 6 swimming sports. The students had a fantastic attitude and supported each other with great enthusiasm

-Room's 9 and 7 have completed their camp at Marahau Education Centre with Room 8 there now. Amazing location, activities, parent helpers and students. They have had an excellent experience

-Our Omicron procedures are well underway with some students and families having to isolate. Home packs are being sent out to those who need them. This seems to be running pretty smoothly as of writing this?

Staff:

- Jacqui Clayton ran a PLD session for our current literacy focus. She has also been into classrooms to observe how we run our reading programmes.

-Learning conferences were well appreciated by all staff and families. It was great to be able to hold these face to face and share key information back and forth

-Kent Murray attended a day zoom workshop about his Accelerated Learning in Maths role (supported by Peter and Scott). He is beginning to put a group of students together to start this work with.

-Stage one of our Waharoa entrance way has been completed and the timber for the carving is now being milled.

-Senior camp planning and organisation in advanced stages including police vetting and My Vaccine Pass required for parents who wish to attend.

-Scott (AST) Bek and Julie (WST) have been promoting our Kāhui Ako Connect Week. This is a chance for teachers to sign up to one of the PLD zoom workshops available afterschool.

Appendix 1

----- Forwarded message -----

From: **Symon Beattie** <symon.beattie@hira.school.nz>

Date: Fri, 4 Mar 2022 at 11:08

Subject: 2022 Behavioural Support

To:

Kia ora koutou,

Thanks to those who were able to join the meeting this morning about the Te Tumu - Managed Moves pilot. An information pack including application forms will be distributed to schools shortly.

Please find attached an updated process for accessing behavioural support with pathways for accessing 'Te Tumu - Managed Moves' included.

Key points:

- This process was developed to enable the vision of providing the right support at the right time. This recognising the importance of early intervention and additional support for our students most at risk of disengagement due to behaviour.
- RTLB and MOE have committed to resourcing this process for all schools in our region. We encourage schools to adopt this process to access behavioural support in 2022.
- Please contact Lyn Evans (RTLB Cluster Manager) or Leanne Greep (RTLB Practice Lead) to request a 'Priority Service Response' which will see a global needs assessment and individualised plan instigated within 48hrs.
- Students will need to have been referred to MOE or RTLB to be considered for Te Tumu programme.
- Any feedback about this process is welcome and can be addressed to me to take back to the group that developed this for consideration.

Key Points of Contacts:

Lyn Evans (RTLB Cluster Manager):

Email: levans@nbrtlb.com

Mobile: 0275634404

Leanne Greep (RTLB Practice Lead)

Email: lgreep@nbrtlb.com

Mobile: 0276554323

Katrina Madill (Te Tumu Project Coordinator):

Email: katrina.m@salisbury.school.nz

Mobile: 0272528439

Ngā mihi nui,



Symon Beattie

Principal/Tumuaki - Hira School

Trustee - Marahau Outdoor Education Centre

President - Hieke / Nelson Principals' Association

m: 0276669250

Appendix 2

From: **Suzanne Thompson** <sthompson@nzsta.org.nz>
Date: Fri, 4 Mar 2022 at 12:00
Subject: RE: Vaccine mandate
To: Peter Verstappen <peter.verstappen@cloud.wakefield.school.nz>

Kia ora Peter

We are very much waiting to hear the outcome of the upcoming court case and of course any other government developments around the possible removal of mandates.

Yes, there's been an indication from the government that mandates will be begin to be removed when they are no longer required, but to my knowledge, there's no timeframe or reference to which mandates – so we need to continue to base our decisions on the information available at the time.

If there was a change to the mandate, for people who are on refreshment leave, like the situation you have, the timeframe for the leave was agreed so the leave would continue. If your Teacher asked to return to work early, you would need to consider this, but, in my view, you would be under no obligation to agree. From memory, we discussed during the meeting how your Teacher saw requesting leave resolving the issue and it was about her hoping there might be a change to either the mandate or the available vaccines *over the course of the year*. Presumably, you have made a fixed term appointment for the year and you would have no grounds for ending that appointment early. If you haven't made an appointment for the year and there was nothing preventing you from accommodating a request to return early, then you should attempt to accommodate it.

Check what was documented in the letter approving her leave and check the wording of the appointment of the person filling her position. I'm happy to review those if you want to send them through to me.

I see the Novavax vaccine has now been approved; this may be a vaccine that is acceptable to some of the people who have chosen not to be vaccinated up to this point.

I recall we discussed it at the time, but certainly at the point when/if staff who have been on leave return, it will in many situations be necessary to consider restorative processes.

I suspect we will know more over the next few weeks, please don't hesitate to get back in touch.

Ngā mihi

Suzanne Thompson
Employment Advisor

New Zealand School Trustees Association
Te Whakarōputanga Kaitiaki Kura o Aotearoa
74 Waimea Road
Nelson, 7010

Appendix 3

Attn: Presiding Member of the School Board and Principal

09 March 2022

Dear Presiding Member of the School Board and Principal

Notification: Paid Union Meetings for school support staff covered by the Support Staff in Schools Collective Agreement (SSSCA) and the Kaiārahi i te Reo, Therapists, ATSSD and Special Education Assistants Collective Agreement (KRCA)

Paid union meetings for all support staff will take place between 28 March and 14 April 2022.

The two collective agreements covering school support staff, listed above, expired on 6 Feb 2022 and the meetings are to discuss and vote on the direction NZEI Te Riu Roa members will take in their upcoming campaign to renew their collective agreements.

To minimise disruption to schools, in most cases a number of local meeting options have been scheduled in each area so that support staff from any particular school would not necessarily need to all be released at the same time. The meetings are online and will be one hour in duration.

Your support in helping facilitate the participation of support staff from your schools in these meetings is appreciated. While NZEI Te Riu Roa members may attend a meeting during work time, we have also scheduled some meetings outside of common working hours in order to enable non-member attendance.

Notification of Paid Union Meetings

This letter is formal notification of the intention of NZEI Te Riu Roa to hold paid union meetings for all NZEI Te Riu Roa members whose employment is covered by Support Staff in Schools Collective Agreement (SSSCA) and the Kaiārahi i te Reo, Therapists, ATSSD and Special Education Assistants Collective Agreement (KRCA). The full schedule of meetings can be found here:

[Schedule of Paid Union Meetings for NZEI Te Riu Roa members covered by the SSSCA or KRCA](#)

Employment Relations Act

Under section 26 of the Employment Relations Act (ERA) 2000, paid union meetings are an entitlement for all union members. This section states:

26 Union meetings

(1) An employer must allow every union member employed by the employer to attend—

- (a) at least 1 union meeting (of a maximum of 2 hours' duration) in the calendar year 2000; and*
- (b) at least 2 union meetings (each of a maximum of 2 hours' duration) in each calendar year after the calendar year 2000.*

(2) The union must give the employer at least 14 days' notice of the date and time of any union meeting to which subsection (1) applies.

(3) The union must make such arrangements with the employer as may be necessary to ensure that the employer's business is maintained during any union meeting to which subsection (1) applies, including, where appropriate, an arrangement for sufficient union members to remain available during the meeting to enable the employer's operations to continue.

(4) Work must resume as soon as practicable after the meeting, but the employer is not obliged to pay any union member for a period longer than 2 hours in respect of any meeting.

(5) An employer must allow a union member employed by the employer to attend a union meeting under subsection (1) on ordinary pay to the extent that the employee would otherwise be working for the employer during the meeting.

(6) For the purposes of subsection (5), the union must—

- (a) supply to the employer a list of members who attended the union meeting; and*
- (b) advise the employer of the duration of the meeting.*

(7) Every employer who fails to allow a union member to attend a union meeting in accordance with this section is liable to a penalty imposed by the Authority.

This letter serves as formal notification in accordance with section 26 (2) of the ERA 2000. To meet the requirements of section 26 (6) (a), the list of members attending the meetings from your school can be supplied by your worksite representative, but only where this is specifically requested by you.

Your support to facilitate the attendance of all NZEI Te Riu Roa members covered by these collective agreements would be greatly appreciated.

Yours sincerely

Stephanie Mills
Korimako Tangiata I National Secretary

Appendix 4

From: **Megan Hannigan** <Megan.Hannigan@education.govt.nz>
Date: Tue, 15 Feb 2022 at 16:40
Subject: RE: Recapitation process - next step
To: Peter Verstappen <peter.verstappen@cloud.wakefield.school.nz>

Kia ora Peter,

Thank you for that, much appreciated.

In regards to an update, I am currently writing a report (using the information below) to the Minister of Education to request approval to formally consult on the recapitation of Wakefield/Appleby schools, and potentially Brightwater school. Once this approval is received we can start the formal consultation process and then this information is used to write a final report to the Minister requesting approval for recapitation of the 2 or 3 schools.

I have been told that the above process can take up to a year, taking into consideration that the Minister of Education is also the Minister for Covid and is rather busy! However I will be endeavouring to keep this process moving and hopefully have it take nowhere long as this. I am sorry I can not be more specific with timings, but do not at this stage think it will affect Wakefield school's recapitation starting in 2024 (with all approvals in) unless the school chooses otherwise.

Any further questions let me know.

Ngā mihi,
Megan Hannigan | Lead Adviser Network
Te Mahau | Te Tai Runga

DDI +6435391528 | Mobile +64272008412

From: **Megan Hannigan** <Megan.Hannigan@education.govt.nz>
Date: Fri, 11 Mar 2022 at 14:18
Subject: RE: Recapitation process - next step
To: Peter Verstappen <peter.verstappen@cloud.wakefield.school.nz>
Cc: Ryan Edwards <rizzedwards@gmail.com>, Simon Blatchford <Simon.Blatchford@education.govt.nz>

Kia ora Peter,

Apologies in the delay. I have checked again with our National Office and confirm that there is still a requirement to apply for permission to consult on your recapitation from the Minister. However, this would most likely be a 'light' consultation given the work that has already occurred.

I am currently finishing the recapitation application for the Minister, which can take up to 3 months to move through the process. I will keep you updated on the process.

Anything else please let me know.

Ngā mihi,
Megan Hannigan | Lead Adviser Network
Te Mahau | Te Tai Runga

DDI +6435391528 | Mobile +64272008412

Appendix 5

Covid Continuity Plan - Wakefield School - February 2022 *Updated 17*

March

Checklist of key functions

Non-teaching staff to manage school operations onsite – eg, reception, payroll, facilities management, finances	<ul style="list-style-type: none">● Olivia is available to take on some work (onsite or from home) – <i>Peter</i>● Vicky and Allison are set up for offsite work options – <i>Peter</i>● Some T/As trained to manage some front office functions – <i>Allison/Vicky</i>
Qualified teachers to support the numbers of learners onsite	<ul style="list-style-type: none">● Have a list of priority relievers – contact these in advance to check their availability – <i>Scott. Well covered by our own staff and regular relievers.</i><ul style="list-style-type: none">● Kathy Jessop as dedicated day reliever as needed.● Part-time teachers are available to do more work – <i>Scott</i>● Staff within teams can combine classes. Last resort option. <i>Scott/Peter</i>● BOT informed about possible scenarios and our planned responses – <i>Peter/Scott</i>

Other leadership roles	<ul style="list-style-type: none"> ● Core roles that must continue in order for the school to operate – <i>Peter, Scott.</i> <ul style="list-style-type: none"> - Syndicate leadership - Student support - pastoral care - SENCO - T/A support, student support, parent liaison ● Core roles are understood and able to be filled by entire leadership team – <i>leadership team</i>
First-aid staff	<ul style="list-style-type: none"> ● All staff first aid certificates are up to date - <i>as of January 2022.</i>
Emergency management capability onsite	<ul style="list-style-type: none"> ● Make sure all leadership team have access to, and can use, emergency procedures – <i>Peter and leaders</i>