



May 2022

Our Vision

Our Children will be Confident Lifelong Learners

Circulation:

Brad Pyers
Dane Boswell
Lea Galvin
Peter Verstappen
Ryan Edwards
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 Motions and amendments once proposed and accepted may not be withdrawn without the consent of the meeting.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 26th May 2021, 5.30pm
Venue: Staffroom

1. Strategic Focus and Special Presentation

- None

2. Welcome and apologies

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

3. Administration

- Confirmation of Minutes (March 2022)
- Matters Arising from Minutes
- Correspondence (Copy of Inward/Outward Mail Tabled)

DATE	FROM	CONTENT	TO
25/3/2022	NZEI Te Riu Roa	Employer notification of Employment Relations Education Leave (EREL)	Peter Verstappen
11/5/2022	Ministry of Education	Notice of initiation of bargaining	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 May

Present Annual report, including analyses of variance, and approve for sending to MOE.

- Present/approve annual accounts and auditor's report
- EEO Annual report
- Discuss/approve reviewed policies
- Approve religious instruction tutors
- Review school travel plan (biennially - odd numbered years)
- **Piwakawaka report on curriculum and student achievement** – Postponed to October

6. General Business

- Electronic Voting format for BOT
- Recapitation update
- Parental Permission for NMSSA Study
- Changes to Copper Phone lines
- BOT contribution towards Waharoa opening

7. In-Committee Meeting

8. Closure

MINUTES OF THE WAKEFIELD SCHOOL BOARD OF TRUSTEES MEETING at 5.30pm Thursday 24th March 2022

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

Apologies: Scott Mackenzie

Strategic Focus and Special Presentation:

- None

Declarations of Interest (See Standing Orders)

- Nil

Additional items of general business

- Election Updates
- Covid changes released 23rd March

Confirmation of Minutes (February 2022)

Motion: Move that the minutes from Board meeting held on 23rd February 2022 are correct.
Ryan Edwards/ Sonia Emerson

Correspondence Inward

- 2022 Behavioural Support – Peter discussed that this correspondence relates to high level integration with children that need additional support for being reintroduced into a school environment. This has been done as a region through the Principals association. Salisbury school is the host location. They have \$400,000 of funding to set up a unit to help these children. It is a resource that Wakefield school may never use as is a 3rd tier intervention, but good to know it is there if it is ever required. The unit is being assessed each year and is a trial at the moment
- Mandate update. Ryan asked that the Board all understand the changes to the mandate. Board are comfortable with how the vaccination mandate was followed in December. They realise that they are not the only school that had staff members that did not follow the mandate so will wait for more information as it is released.
- Union meeting – This is standard information.
- Recapitation process – Ryan contacted the MOE as was nervous after the emails that have been received. Simon from MOE was very good and aware of the process that has been followed by the school. He is also aware of how far down the track Wakefield

school is. Ryan was clear to Simon that if the MOE back track then the school will not go through the process again with the current board.

Correspondence Outward

- Nil

Reports

- **Principal**

As per Board Report – following points discussed

- Covid Case numbers: Absentees were up this week with 62 away today. 20% of roll were absent. The main area for Covid related absentees were room 14 and 15. Not all 20% is covid related and some is illness, Cautious families and anxious families just staying away. Teachers are working with the anxious families. There are 2 staff away at present – 1-part time teacher and 1 teacher aide. Peter confirmed that we have found cover for Bruce should he have to isolate. The lady is a casual contract who would invoice for her time. Safety Plan, continuity plan and tracer docs are working well. Peter confirmed that after seeking advice from other principals that Wakefield would not be identifying classes rooms with active cases to other parents. The Board questioned Peter on this approach and Peter confirmed that it was to take a standard single approach across the school and to ensure that parents continued to send children to school and not cause panic within the school community. The board confirmed he they were happy with the approach that was taken.
- Vaccine mandate – Peter asked the board opinions if the school were to request vaccinated people only around our very vulnerable. We only have about 3-4 children that are high risk. It was felt that these kids would be playing around the other kids and exposed that way. The highest risk is from adult to children, but the risk is all around and this is an area that will be directed by the ministry. Dane suggested that could be something that the parents of these children dictate. Peter has done a risk assessment in case required in the future.
- Funding from Rata foundation – Still not heard
- Peter was asked to elaborate on the comments made in his report around the library. He explained that Kathy Ameen is being and has been in the past promoted

to teachers as a learning resource. Teachers are starting to use her as a resource more frequently now and children are working with Kathy directly.

- The board and Peter discussed how the school used phonics and have a phonics based programme. They have run this programme for many years as Isobel integrated it.
- Peter confirmed that Paula is settling into her new role and enjoying it. She is doing release in some of the classrooms and also enjoying this time.

- **Financial**

As per Board Report – following points discussed

- Insurance claims is currently in process for the water leak. Vicky is dealing with the MOE on this and waiting to hear if it will be covered.

- **Property**

As per Board Report – following points discussed

- Bruce has quotes for the re painting of the courts
- Recent broken arm was a severe break. The property/H&S committee has reviewed the incident, including a site check with the child's father. The fall was from a low height (about 700mm off the ground) off a tree stump onto a bark/dirt surface at the edge of the obstacle course. A piece of concrete just beneath the surface may have been within the area of the fall - this has since been removed - otherwise there were no excessive hazards.

Motion – Move to arrange for the courts to be repainted as per the quote supplied. **Ryan Edwards/ Dane Boswell**

- **Staff Report**

As per Board Report.

Motion: Move the adoption of these reports – **Ryan Edwards/ Peter Verstappen**

Items from the Board Annual Calendar for March

Table 1st March roll return – Done and OK as per Principal report.

Report on performance appraisal meetings, including advice and guidance programmes for beginning teachers – as per Principal's report

Report fire drill and safety officer's roles and responsibilities – as per Principal's report

Report review of H&S policies – as per Principals report

Principal's performance agreement goals reported – Performance review is to be done in house and Ryan has confirmed this to Janet

Draft annual accounts presented – All information has been sent to CES. Vicky to confirm if anything else is needed and that all will be submitted on time.

Motion – All above points passed **Dane Boswell/ Sonia Emerson**

General Business

- Elections update and CES Returning officer service – Executive officer to be elected as returning officer. Lea Galvin has indicated that she may be looking to step down as of September. This could be open to negotiation and further discussions.
- Update on Te Ara Huarau – How ERO works within your school

In-Committee Meeting

- One item noted separately

Closure

There being no further business the meeting closed at 6.42pm.

I confirm these minutes to be a true record of the meeting held on Thursday 24th March and the resolutions agreed at that meeting.

Signed:.....
(Chairperson)

Date:.....

PRINCIPAL'S REPORT

Whakatauki:

Tūtawa mai i runga

Tūtawa mai i raro

Tūtawa mai i roto

Tūtawa mai i waho

Kia tau ai te mauri tū

Te mauri ora ki te katoa

Haumi e, hui e, tāiki e

Come forth from above

Below

Within

And from the environment

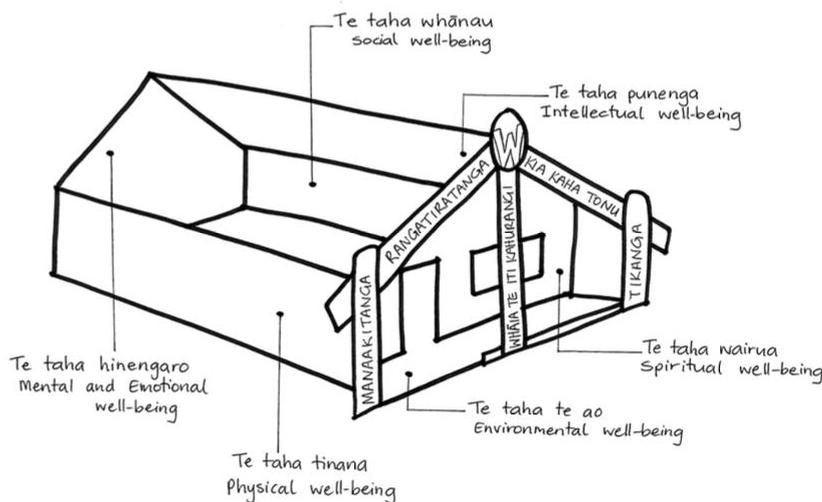
Vitality and wellbeing for all

Strengthened in unity

Kia ora,

The whakatauki gets me thinking about our local curriculum, Te Whare Maturanga, with its six dimensions of learning represented in the walls, floor and roof of the whare.

Te Whare Maturanga



When we draw all the dimensions together we have a framework of teaching and learning that we believe is the strongest for the vitality and wellbeing of our children, whānau and staff. I see daily evidence of the positive effects to Te Whare Maturanga, in the climate of calmness around the school, in the purposeful learning, and in how we are managing our way through Covid. Significantly, I notice how well our staff are coping with the consequences of Covid. We're under pressure, but not cracking up, and that's due, in good part, to strong collegiality and 'walking the talk' of our wellbeing curriculum.

Roll Numbers and Distribution

School Roll is: 252 (May 2021 = 248)

Matai Piwakawaka (45) Matai Kereru (44)

Totara Toroa (76) Totara Karearea (87)

Items from Board Annual Calendar for May

- Present Annual report, including analyses of variance, and approve for sending to MOE.
- Present/approve annual accounts and auditor's report
- EEO Annual report
- Discuss/approve reviewed policies
- Piwakawaka report on curriculum and student achievement: **Note: this report is postponed to the October meeting.**

Schedule of team reports to BOT

	March	May	August	September
2022	Cancelled	Matai Piwakawaka <i>Postponed to October</i>	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

9. Cases and close contacts

Children. On Friday 20 May we have 4 children absent due to Covid, all as household contacts, from two families (both staff members, incidentally). Covid numbers among children have been low since the beginning of the term: 4 children have contracted the illness and 8 isolated as close contacts.

Staff. On Friday 20 May we have 3 staff absent due to Covid; two as cases and one as a household contact. This term we have had just one other case of Covid among staff and no others isolating as household contacts.

You can track our cases on the Covid Tracer document, viewable [here](#).

10. Covid Safety Plan

We have a new safety plan for operating at orange level, you can see that [here](#). The plan includes a timeline for returning to more normal operations. Significant among these is staff using a single staffroom, allowing parents/whānau onsite (a popular move), resuming assemblies, and starting student committees and buddy reading. We continue to closely monitor all aspects of our plan and will tighten things up again if cases numbers rise significantly.

11. Business continuity planning

The plan for term one remains current and is reviewed regularly.

12. Rapid Antigen Tests

We have an abundant supply of RATs, thanks largely to a parent working in the local Covid response team.

13. Vaccination Mandate

There has been little comment around the ending of the mandate. We've had no contact with the staff member who is on leave this year due to the mandate and we expect the current arrangements for this teacher to continue.

NAG1 Curriculum and Student Achievement

Special Presentation: Curriculum Refresh.

With the Piwakawaka presentation postponed I will use the opportunity to update the board on the refresh of the New Zealand Curriculum, particularly the rollout of the Histories and Social Science curricula.

Student progress and achievement

- Our new report format has been finalised and will be used for our mid-year reporting to families. I will show the new format at the meeting and discuss how the mid-year

reporting will work. The new format includes longitudinal information on the child's progress in maths, reading and writing.

- We have been selected as one of the schools for the National Monitoring Study of Student Achievement (NMSSA). A brochure explaining NMSSA is included in your board documents. This will happen at the end of term three. It will provide us a useful snapshot of how our year 4 children are achieving in relation to their peers nationwide.

Learning Support

- We have employed a further teacher aide for 10 hours per week, using funding we received for employing a beginning teacher during the vaccination mandate. These hours are used for literacy and maths support in Toroa and Kereru teams.
- We continue to support the child who was stood down in term one, and received intervention through an RTLB Priority Service Request (PSR). Her behaviour remains challenging and we constantly review our responses and resources. We have good support from the family and other services.
- SENCO and other staff are working hard to keep on top of the rolling reviews of all Individual Education Plans (IEPs), managing disruptions due to Covid. Our engagement with families is positive.
- An ORS-funded new entrant child started school towards the end of term one. We had a long and detailed transition to school for this child, which included property modifications in the special needs toilet area, and training for teacher aides. She has 1-1 T/A support at most times, and is making a good start to her schooling.

Curriculum Review

- We continue to develop Te Whare Matauranga (TWM) through ongoing trial and review across the school. We held a staff training day at the end of term one and followed that up with further training last week. Our focus at present is to develop our thinking around progressions for both our values and the six dimensions of learning in TWM. This means deciding 'what good looks like' across the year levels, and an understanding of a 'graduate profile' for when our children leave Wakefield School. This work is ably led by our wellbeing team (Julie, Bek, Keryn Hooker from Impact Ed) with input from me and others.
- We are engaging with the NZ Curriculum Refresh and making connections between this initiative and TWM. This work is exciting and ground-breaking.

Literacy Review - Reading

- Jacqui Clayton has spent time in all classrooms and separately with teaching teams to gain an understanding of our current practice. From this she is preparing, with Isobel and me, a staff development plan. Our staff training day on Friday 3 June will be entirely on this work.

Accelerated Learning in Mathematics (ALiM)

- Kent Murray continues with this programme. He is working with a group of children from his class this term, and will invite other staff to introduce ALiM groups from term three.

ERO

- We've had no further contact from ERO regarding our review.

Waimea kāhui ako

- A Connect week of PLD activities happened in term one and a second is planned for later in term two. Our commitment is for all staff to attend at least one workshop during the week.
- Scott, in his kāhui ako role, is involved in a leadership training programme.

Community Partnership

- A Reading Together parent education course began this week, run by Mary in her role as Community Partnership leader. We've had strong interest, with 15 parents enrolled.

NAG2 and NAG2A Documentation, Self-Review, Reporting

Review and Reporting: items from annual calendar: Present Annual report, including analyses of variance, and approve for sending to MOE. Present/approve annual accounts and auditor's report

- These reports are due to the MOE by 31 May, and are currently with the auditor. In recent years the auditor sends them directly to the Ministry, so we will not be required to approve them at the meeting. The auditor's report and any recommendations will be sent to us and brought to the board at a later meeting.

Policies: Item from Annual Calendar: Current policy reviews

- This term we are reviewing policies in the Health and Behaviour Management sections. Review topics include:

Medicines

Managing Minor/Moderate Injury

Managing Serious Injury and Illness

Infectious Diseases

Reporting and Recording Accidents and Incidents

Behaviour Management

Bullying and Online Bullying

Surrender and Retention of Property and Searches.

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:

Digital Technology and Cybersafety – policies are being implemented and the school holds copies of signed digital use agreements for all staff and students, as required.

Computer Security and Cybersecurity – the school's computer security and cybersecurity are reviewed and up to date.

Student Attendance – student absences are correctly recorded, monitored, and followed up (see below)

Health Education (every 2 years) – We are due to consult on the health curriculum this year and this is being prepared. The board must adopt a statement about the delivery of the

health curriculum.

Abuse Recognition and Reporting – staff are aware of the abuse reporting procedure and indicators of abuse.

Emergency Evacuation / Emergency Kit – staff and students have completed trial evacuations each term, emergency planning and procedures are up to date and in hard copy, and emergency kits have been checked and contain all necessary items (with current dates). We have prepared an emergency plan for FENZ as a requirement of H&S legislation and are responding to some minor changes they have requested.

Staff Usage and Expenditure (SUE) Reports – the finance committee checks the processes and authorisations used to make payments to staff members, the principal, and others responsible for the school payroll.

Risk Management – identified hazards are being monitored and/or controlled, measures are being re-evaluated to check their adequacy.

- Roll Return. We are due to file a roll return to the MOE on 1 July.

Recapitulation update

- I attended a meeting of local schools and senior MOE staff on 19 May. My notes from this meeting are in your board papers.

EEO Annual Report: Item from Annual Calendar

- I remind the board that this is due. It was not done in 2021.

NAG3 Employer Responsibilities

Staffing Changes

- As noted under NAG1 above, we have employed one new teacher aide (10 hours per week).
- Anna Doblanovic has increased to fulltime from the beginning of this term to manage new entrant roll growth. She and Leanne are continuing to teach this group jointly across rooms 12 and 13. Jenny Dron has taken over Leanne's release time, increasing Jenny's position to 0.58FTE.

Staff appraisals

- This month I will complete appraisals for three teachers and one teacher aide. There are no issues or concerns for any of these staff.

NAG 4 Property and Finance

Sponsorship and Grants

- We received \$12,000 from Rātā Foundation for the waharoa. This should complete full funding for this project without needing board funds.

School Infrastructure Project (SIP) funding

- As above

Waharoa unveiling and dedication

- This is planned for **Thursday 23 June at 6.00am** and will be part of our Matariki events. I will discuss the board's involvement at our meeting.

Insurance

- Our claim to the MOE for the repair costs from a recent water leak was declined. Thanks to Vicky for good work on this.

Wakefield School and Community Swimming Pool Committee

- Pool committee matters are reported in the Property/H&S committee minutes.

NAG5 Health & Safety - wellbeing

Covid 19

- See information at the top of this report.

Staff and student well-being

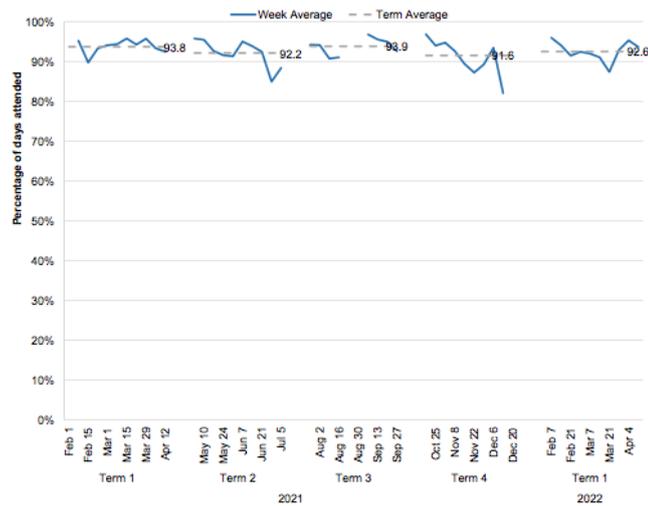
- See Covid information at the top of this report.
- We are seeing a rise in regular winter illnesses among children.

Attendance

- The information below was received this week in response to our term one data, as reported to the MOE. I find it interesting that our attendance levels remained high during the height of the Covid outbreak in the final weeks of last term: that is, the weeks from 21 March to 11 April. Another thing to note is the consistency of our attendance levels across the five terms displayed, averaging between 91.6% and 93.9%. These are good numbers, but they mask significantly lower attendance for a small number of our students.

Average attendance, week by week

NB. Even at schools with high average attendance in a week, some students may be attending less than 90% of classes, as shown on the following pages.



Term	Week of	Days attended (%)
Term 1, 2021	Feb 1	95.3
	Feb 8	89.8
	Feb 15	93.3
	Feb 22	94.1
	Mar 1	94.4
	Mar 8	95.8
	Mar 15	94.3
	Mar 22	95.5
	Mar 29	93.4
	Apr 5	92.5
	Apr 12	92.5
	Average	93.8
Term 2, 2021	May 3	95.8
	May 10	95.5
	May 17	92.7
	May 24	91.5
	May 31	91.3
	Jun 7	95.1
	Jun 14	93.9
Jun 21	92.5	
Jun 28	87.6	
Jul 5	88.4	
Average	92.2	

Term	Week of	Days attended (%)
Term 3, 2021	Jul 26	94.3
	Aug 2	94.2
	Aug 9	90.8
	Aug 16	91.1
	Aug 23	91.1
	Aug 30	91.1
	Sep 6	96.9
	Sep 13	95.6
	Sep 20	95.0
	Sep 27	92.6
	Average	93.9
	Term 4, 2021	Oct 18
Oct 25		94.0
Nov 1		94.8
Nov 8		92.7
Nov 15		89.4
Nov 22		87.3
Nov 29		89.3
Dec 6		93.5
Dec 13		92.1
Dec 20		92.1
Average	91.6	

Term	Week of	Days attended (%)
Term 1, 2022	Jan 31	96.0
	Feb 7	94.1
	Feb 14	94.1
	Feb 21	91.5
	Feb 28	92.5
	Mar 7	92.0
	Mar 14	91.1
	Mar 21	87.4
	Mar 28	93.0
	Apr 4	95.4
	Apr 11	93.7
Average	92.6	

In term 1 of 2022 attendance was highest in the week of February 7, with students attending 96.0% of half-days. Attendance was lowest in the week of March 21, with students attending 87.4% of half-days. Average attendance in term 1 of 2022 (92.6%) was lower than in the same term of 2021 (93.8%).

- Absences for the two most recent weeks are:

Mon 9 May	Tues 10 May	Wed 11 May	Thurs 12 May	Fri 13 May	Average Absence
19	18	7	9	21	15 (6%)
Mon 16 May	Tues 17 May	Wed 18 May	Thurs 19 May	Fri 20 May	Average Absence
18	21	20	18	25	20 (8%)

Data includes all absences for at least half a day, but excludes late arrivals.

These are pretty good numbers considering Covid and the onset of winter. Clearly however, numbers are rising and we will need to be vigilant around illness and Covid.

NAG6 Legislation & Industrial Matters

- Notification of initiation of bargaining by NZEI for the teachers collective agreement is included in your board correspondence.

Peter Verstappen
Principal

Actions

- New report format
- Recapitation update - messaging to the community
- Waharoa opening

FINANCE REPORT

Minutes Of the Finance Sub-Committee Meeting held on Tuesday 18th May 2022 at 4.00pm

Present: Sonia Emerson, Peter Verstappen, Ryan Edwards (via Zoom), Vicky Edwards (via Zoom)

Apologies: None

Confirmation Of Previous Minutes:

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

Sonia Emerson/Peter Verstappen

Matters Arising From Minutes: Tuesday 15th March 2022

- Rata Foundation Funding has now been confirmed and received
- Wormald Invoices – Wormald and Defend Fire have confirmed that they will pay invoices as responsibility falls with them. The School are still requesting a meeting with Wormald to ensure that roles and responsibilities are clear going forward.

Additional items of Business

- Peter advised the committee that getting relievers at the moment is very tricky. 1 class was spread across the other 2 this week no relievers available.
- The ministry are still to confirm if sick leave will go back to the old way or remain at 4 days.
- Sonia requested that Vicky note the previous GST payments on the agenda so that they can be confirmed.
- Cost for election of board.

Finance

- Bank Staffing – Still in credit as of yesterday of \$2,000. We are using the maximum entitlement at the moment with Anna Doblanovic working full time as the new new entrant classroom is open. It was discussed that help we can move 30% of Heather Stanton's allocation to Bulk grant. This will free up some money for relivers. Vicky to make this amendment.
- Audit Update – Vicky confirmed that all but 1 piece of work has been submitted to the auditor. This piece will be submitted on 19th May and she will check that Auditor happy with everything that they have.
- Funding for Beginning Teacher Vacancy Support scheme-outstanding – Received and confirmed that allocated to Learning support 10hrs a week.
- Projected roll numbers for the rest of year and implications for operational funding – We have funding for a roll of 267, currently sat at 252. 1st July

roll is likely to be 252 so we are still a little down. The school has heard of 1 family maybe leaving and there is about 18-20 due to arrive throughout the year. It is likely that the funding will decrease based on these numbers especially as there is pressure on the MOE to make changes on funding if roll is not right.

- Request for BOT to fund half cost of visiting performer, El Gregoe, as per 2021 shared with PTA. Approx. \$300 – Did this last year. **Agreed by Sonia Emerson/ Ryan Edwards**
- Request for BOT to fund breakfast for guests for waharoa opening: 60-80 people. Approx \$800 – Sonia and Ryan would like to take this to the board. Peter to put together a breakdown of costs.

GST

- A GST return is to be completed by 30th May

Supplier Payments

- The Finance sub-committee ratify the payment made on 20 March as per the approved Bank Preview Payment report for the amount of \$31,396.38
- The Finance sub-committee ratify the payment made on 20 April as per the approved Bank Preview Payment report for the amount of \$39,336.09

Credit Card Payment

- The Finance sub-committee ratify the payment made on 22 March as per the approved credit card statement for the amount of \$670.35
- The Finance sub-committee ratify the payment made on 22 April as per the approved credit card statement for the amount of \$397.86



School Bank Account Balance(as at) 30 April 2022		
Cheque Account	\$	183,798.66
Business Online Saver Account	\$	311.52
Investment Accounts	\$	151,333.21
TOTAL	\$	335,443.39

Vicky Edwards
Office Administrator

Balance Sheet [Budget Analysis]

April 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	\$183,798.66	\$255,371.75	-\$71,573.09	(28.0)%
1-1140	ASB Saver Account	\$311.52	\$311.16	\$0.36	0.1%
1-1181	Term Investment #75	\$51,162.34	\$50,806.43	\$355.91	0.7%
1-1183	Term Investment #78	\$20,133.26	\$20,082.02	\$51.24	0.3%
1-1185	Term Investment #79	\$30,037.61	\$0.00	\$30,037.61	NA
1-1186	Term Investment #80	\$50,000.00	\$0.00	\$50,000.00	NA
	Total Bank Accounts	\$335,443.39	\$299,137.80	\$36,305.59	12.1%
1-1200	Clearing Accounts				
1-1220	Electronic Clearing Account	\$36.59	\$0.00	\$36.59	NA
	Total Clearing Accounts	\$36.59	\$0.00	\$36.59	NA
1-1300	Other Current Assets				
1-1310	Accounts Receivable	\$16,232.10	\$10,894.09	\$5,338.01	49.0%
1-1330	Stationery on Hand	\$803.50	\$1,285.30	-\$481.80	(37.5)%
1-1380	Swimming Pool Society	\$3,763.23	\$3,763.22	\$0.01	0.0%
	Total Other Current Assets	\$20,798.83	\$102,322.03	-\$81,523.20	(79.7)%
	Total Current Assets	\$356,278.81	\$401,459.83	-\$45,181.02	(11.3)%
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	-\$76,978.17	-\$66,827.77	-\$10,150.40	(15.2)%
	Total Buildings	\$164,985.36	\$175,135.76	-\$10,150.40	(5.8)%
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	-\$30,553.04	-\$237,784.18	\$207,231.14	87.2%
	Total School Equipment	\$21,346.93	\$33,522.07	-\$12,175.14	(36.3)%
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	-\$54,254.40	-\$149,683.50	\$95,429.10	63.8%
	Total School Furniture	\$27,662.23	\$40,416.12	-\$12,753.89	(31.6)%
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	-\$114,391.56	-\$169,902.26	\$55,510.70	32.7%
	Total Office Equipment	\$50,903.56	\$72,622.86	-\$21,719.30	(29.9)%
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	-\$4,124.34	-\$18,653.98	\$14,529.64	77.9%
	Total Office Furniture	\$3,112.05	\$4,748.41	-\$1,636.36	(34.5)%
1-2600	Computer Equipment				
1-2610	Computer Equipment at Cost	\$55,732.75	\$299,249.53	-\$243,516.78	(81.4)%
1-2620	Computer Equipment Accum Depn	-\$38,898.74	-\$254,857.27	\$215,958.53	84.7%
	Total Computer Equipment	\$16,834.01	\$44,392.26	-\$27,558.25	(62.1)%
1-2700	Library Resources				
1-2710	Library Resources at Cost	\$115,088.79	\$122,549.38	-\$7,460.59	(6.1)%
1-2720	Library Resources Accum Depn	-\$88,035.57	-\$89,207.02	\$1,171.45	1.3%
	Total Library Resources	\$27,053.22	\$33,342.36	-\$6,289.14	(18.9)%
1-2750	Leased Assets				
1-2760	Leased Assets at Cost	\$108,606.21	\$108,606.21	\$0.00	0.0%

Balance Sheet [Budget Analysis]

April 2022

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
1-2770	Leased Assets Accum Depn	-\$97,222.07	-\$79,819.47	-\$17,402.60	(21.8)%
	Total Leased Assets	\$11,384.14	\$28,786.74	-\$17,402.60	(60.5)%
1-2800	Fixed Asset Purchases				
1-2840	Sports & PE Asset Purchases	\$862.00	\$5,199.96	-\$4,337.96	(83.4)%
1-2860	ICT Asset Purchases	\$2,824.50	\$30,000.00	-\$27,175.50	(90.6)%
1-2870	Library Asset Purchases	\$1,060.82	\$10,199.88	-\$9,139.06	(89.6)%
1-2880	Furniture Asset Purchases	\$245.13	\$30,999.84	-\$30,754.71	(99.2)%
	Total Fixed Asset Purchases	\$4,992.45	\$110,799.20	-\$105,806.75	(95.5)%
	Total Fixed Assets	\$328,273.95	\$543,765.78	-\$215,491.83	(39.6)%
1-3000	Other Non Current Assets				
1-3950	5YA Funding	-\$14,651.76	-\$14,651.76	\$0.00	0.0%
1-3970	SIP	\$62,602.10	-\$140,415.35	\$203,017.45	144.6%
	Total Other Non Current Assets	\$47,950.34	-\$155,067.11	\$203,017.45	130.9%
	Total Assets	\$732,503.10	\$790,158.50	-\$57,655.40	(7.3)%
2-0000	Liabilities				
2-1000	Current Liabilities				
2-1200	GST Liabilities				
2-1210	GST Collected	\$976,852.62	\$845,205.09	\$131,647.53	15.6%
2-1230	GST Paid	-\$584,388.50	-\$511,400.11	-\$72,988.39	(14.3)%
2-1250	GST Payments & Refunds	-\$371,852.29	-\$305,711.83	-\$66,140.46	(21.6)%
	Total GST Liabilities	\$20,611.83	\$28,093.15	-\$7,481.32	(26.6)%
2-1300	Other Current Liabilities				
2-1310	Accounts Payable	\$815.56	\$8,974.32	-\$8,158.76	(90.9)%
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	-\$1,564.93	\$0.00	-\$1,564.93	NA
2-1320	Grants Received in Advance	\$82,792.08	\$0.00	\$82,792.08	NA
2-1325	Sundry Accruals	\$25,119.43	\$112,717.19	-\$87,597.76	(77.7)%
2-1340	Provision for PMS	\$12,055.00	\$14,559.00	-\$2,504.00	(17.2)%
2-1350	Provision for Cyclical Maint	\$23,857.00	\$9,898.00	\$13,959.00	141.0%
	Total Other Current Liabilities	\$143,473.12	\$146,816.44	-\$3,343.32	(2.3)%
	Total Current Liabilities	\$164,084.95	\$174,909.59	-\$10,824.64	(6.2)%
2-2000	Term Liabilities				
2-2200	Provision for Cyclical Maint	\$26,600.00	\$41,801.02	-\$15,201.02	(36.4)%
2-2300	Finance Lease Liability	\$13,045.16	\$30,628.14	-\$17,582.98	(57.4)%
	Total Term Liabilities	\$39,645.16	\$77,286.04	-\$37,640.88	(48.7)%
	Total Liabilities	\$203,730.11	\$252,195.63	-\$48,465.52	(19.2)%
Net Assets		\$528,772.99	\$537,962.87	-\$9,189.88	(1.7)%
3-0000	Equity				
3-8000	Retained Earnings	\$481,350.99	\$432,863.28	\$48,487.71	11.2%
3-9000	Current Years Surplus/Deficit	\$47,422.00	\$0.00	\$47,422.00	NA
	Total Equity	\$528,772.99	\$432,863.28	\$95,909.71	22.2%

Profit & Loss [Budget Analysis]

January 2022 To April 2022

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
6-1200	Teaching Resources				
6-1210	Totara Syndicate	\$766.32	\$833.36	-\$67.04	(8.0)%
6-1230	Matai Syndicate	\$125.27	\$833.36	-\$708.09	(85.0)%
6-1240	Numeracy	\$0.00	\$100.00	-\$100.00	(100.0)%
6-1250	Literacy	\$108.70	\$100.00	\$8.70	8.7%
6-1270	Assessment	\$0.00	\$100.00	-\$100.00	(100.0)%
6-1280	Physical Education	\$0.00	\$500.00	-\$500.00	(100.0)%
6-1290	Reading Recovery	\$0.00	\$66.68	-\$66.68	(100.0)%
6-1300	Learning Support	\$946.30	\$1,666.68	-\$720.38	(43.2)%
6-1310	Other Curriculum Areas	\$72.82	\$166.72	-\$93.90	(56.3)%
6-1320	Science	\$69.54	\$166.72	-\$97.18	(58.3)%
6-1330	Enviro	\$0.00	\$166.72	-\$166.72	(100.0)%
6-1350	Forbes Robinson	\$0.00	\$2,986.00	-\$2,986.00	(100.0)%
	Total Teaching Resources	\$2,088.95	\$7,686.24	-\$5,597.29	(72.8)%
	Total Learning Resources	\$2,077.64	\$7,886.24	-\$5,808.60	(73.7)%
6-1400	Classroom Consumables				
6-1450	Awards & Discipline	\$0.00	\$100.00	-\$100.00	(100.0)%
6-1451	Matai Piwakawaka	\$114.82	\$166.68	-\$51.86	(31.1)%
6-1452	Matai Kereru	\$93.24	\$166.68	-\$73.44	(44.1)%
6-1454	Totara Toroa	\$0.00	\$250.00	-\$250.00	(100.0)%
6-1455	Totara Rua	\$0.00	\$250.00	-\$250.00	(100.0)%
6-1456	Totara Karearea	\$551.25	\$0.00	\$551.25	NA
	Total Classroom Consumables	\$759.31	\$933.36	-\$174.05	(18.6)%
6-2000	Activities & Fees				
6-2100	Totara Activities	\$7,770.88	\$2,333.36	\$5,437.52	233.0%
6-2300	Matai Activities	\$0.00	\$666.72	-\$666.72	(100.0)%
6-2500	Performances	\$0.00	\$333.36	-\$333.36	(100.0)%
6-2700	Sports Subs	\$34.78	\$2,666.72	-\$2,631.94	(98.7)%
6-2810	Fundraising Other	\$869.97	\$500.00	\$369.97	74.0%
6-2820	PTA	\$0.00	\$333.36	-\$333.36	(100.0)%
	Total Activities & Fees	\$8,675.63	\$6,833.52	\$1,842.11	27.0%
6-2900	Other Expenses				
6-2950	Principals Discretionary Fund	\$65.22	\$0.00	\$65.22	NA
	Total Other Expenses	\$65.22	\$0.00	\$65.22	NA
6-3000	Personnel Expenses				
6-3110	Adminstration Staff	\$22,283.52	\$25,333.36	-\$3,049.84	(12.0)%
6-3120	Caretaking Staff	\$14,911.20	\$17,334.68	-\$2,423.48	(14.0)%
6-3130	Library Staff	\$9,384.97	\$13,097.00	-\$3,712.03	(28.3)%
6-3140	Support Staff	\$47,470.76	\$46,666.68	\$804.08	1.7%
6-3145	Itinerant Music Teachers	\$333.00	\$1,000.00	-\$667.00	(66.7)%
6-3150	Relief Teachers	\$0.00	\$6,666.72	-\$6,666.72	(100.0)%
6-3400	Staff Appointments	\$150.00	\$300.00	-\$150.00	(50.0)%
6-3500	Professional Development	\$2,808.31	\$2,000.00	\$808.31	40.4%
6-3550	Principals Appraisal	\$0.00	\$100.00	-\$100.00	(100.0)%
6-3600	Other Personnel Expenses	\$15.53	\$0.00	\$15.53	NA
	Total Personnel Expenses	\$97,357.29	\$112,498.44	-\$15,141.15	(13.5)%
6-4000	Administration Expenses				
6-4100	Board of Trustees Expenses				
6-4110	BOT Administration	\$0.00	\$100.00	-\$100.00	(100.0)%
6-4120	BOT Hospitality	\$54.74	\$666.68	-\$611.94	(91.8)%
6-4130	BOT Professional Development	\$0.00	\$166.72	-\$166.72	(100.0)%

Profit & Loss [Budget Analysis]

January 2022 To April 2022

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
6-4170	Strategic Development	\$340.00	\$333.36	\$6.64	2.0%
	Total Board of Trustees Expenses	\$394.74	\$1,266.76	-\$872.02	(68.8)%
6-4200	Information Technology				
6-4210	Teacher Laptop Lease	\$1,154.01	\$1,333.36	-\$179.35	(13.5)%
6-4220	ICT Consumables & Repairs	\$321.05	\$333.36	-\$12.31	(3.7)%
6-4230	ICT Technical Support	\$232.00	\$333.36	-\$101.36	(30.4)%
	Total Information Technology	\$1,707.06	\$2,000.08	-\$293.02	(14.7)%
6-4300	Admin Office Expenses				
6-4305	Office Stationery Supplies	\$1,171.59	\$200.00	\$971.59	485.8%
6-4310	Telephone	\$974.39	\$1,000.00	-\$25.61	(2.6)%
6-4320	Internet & Email Costs	\$0.00	\$66.68	-\$66.68	(100.0)%
6-4330	Postage & Freight	\$0.00	\$233.36	-\$233.36	(100.0)%
6-4335	Freight (Courier Tickets)	\$0.00	\$83.36	-\$83.36	(100.0)%
6-4340	Printing & Stationery	\$0.00	\$200.00	-\$200.00	(100.0)%
6-4345	Uniform	\$972.00	\$0.00	\$972.00	NA
6-4350	Photocopier Lease	\$3,745.49	\$4,333.36	-\$587.87	(13.6)%
6-4360	Photocopy Paper	\$1,900.00	\$433.36	\$1,466.64	338.4%
6-4370	Etap Subscription	\$0.00	\$2,400.00	-\$2,400.00	(100.0)%
6-4380	School Docs	\$0.00	\$1,450.00	-\$1,450.00	(100.0)%
6-4390	NZSTA Copyright Subscription	\$0.00	\$1,300.00	-\$1,300.00	(100.0)%
	Total Admin Office Expenses	\$8,763.47	\$11,700.12	-\$2,936.65	(25.1)%
6-4400	General Expenses				
6-4410	Accounting Fees	\$299.20	\$3,500.00	-\$3,200.80	(91.5)%
6-4420	Audit Fees	\$3,750.00	\$5,250.00	-\$1,500.00	(28.6)%
6-4425	Kindo Fees	\$164.99	\$300.00	-\$135.01	(45.0)%
6-4430	Bank Charges	\$0.00	\$50.00	-\$50.00	(100.0)%
6-4440	Eftpos Hire & Merchant Fees	\$279.41	\$333.36	-\$53.95	(16.2)%
6-4445	Principals Discretionary Spend	\$189.56	\$0.00	\$189.56	NA
6-4450	First Aid	\$438.86	\$200.00	\$238.86	119.4%
6-4455	Laundry	\$83.23	\$133.36	-\$50.13	(37.6)%
6-4460	Hospitality - Principal	\$10.44	\$100.00	-\$89.56	(89.6)%
6-4490	Repairs & Maintenance - Equip	\$0.00	\$100.00	-\$100.00	(100.0)%
6-4500	Staffroom Consumables	\$435.19	\$400.00	\$35.19	8.8%
6-4600	Subscriptions	\$899.45	\$866.72	\$32.73	3.8%
6-4610	Accessit Subscription	\$1,360.00	\$1,400.00	-\$40.00	(2.9)%
6-4700	Other Sundry Expenses	\$50.00	\$266.68	-\$216.68	(81.3)%
	Total General Expenses	\$7,960.33	\$12,900.12	-\$4,939.79	(38.3)%
	Total Administration Expenses	\$18,825.60	\$27,867.08	-\$9,041.48	(32.4)%
6-5000	Property Expenses				
6-5100	Caretaking & Cleaning				
6-5110	Caretaking Materials	\$88.92	\$833.36	-\$744.44	(89.3)%
6-5115	Cleaning Supplies	\$1,218.83	\$1,500.00	-\$281.17	(18.7)%
6-5120	Cleaning Contract	\$6,564.92	\$6,000.00	\$564.92	9.4%
6-5130	Caretaking Equipment & Repairs	\$621.53	\$500.00	\$121.53	24.3%
6-5140	Rubbish Removal	\$147.20	\$600.00	-\$452.80	(75.5)%
	Total Caretaking & Cleaning	\$8,641.40	\$9,433.36	-\$791.96	(8.4)%
6-5200	Power, Heat & Water Rates				
6-5210	Electricity	\$6,242.53	\$6,000.00	\$242.53	4.0%
6-5230	Water Rates	\$1,715.05	\$2,100.00	-\$384.95	(18.3)%
	Total Power, Heat & Water Rates	\$7,957.58	\$8,100.00	-\$142.42	(1.8)%
6-5300	Grounds				

Profit & Loss [Budget Analysis]

January 2022 To April 2022

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
6-5310	Mowing Contract	\$785.40	\$500.00	\$285.40	57.1%
6-5320	Trees and Shrubs	\$0.00	\$333.36	-\$333.36	(100.0)%
6-5330	Property Rates	\$2,062.35	\$2,375.00	-\$312.65	(13.2)%
	Total Grounds	\$2,847.75	\$3,208.36	-\$360.61	(11.2)%
6-5400	Buildings & Other				
6-5410	Alarm Monitoring	\$389.25	\$666.72	-\$277.47	(41.6)%
6-5420	Painting Contract	\$15,746.12	\$0.00	\$15,746.12	NA
6-5430	Repairs & Maintenance - Prop	\$2,568.50	\$2,666.68	-\$98.18	(3.7)%
6-5435	Repairs & Maintenance General	\$3,503.34	\$500.00	\$3,003.34	600.7%
6-5440	Vandalism	\$0.00	\$200.00	-\$200.00	(100.0)%
6-5460	SIP	\$8,695.65	\$0.00	\$8,695.65	NA
	Total Buildings & Other	\$30,902.86	\$4,033.40	\$26,869.46	666.2%
	Total Property Expenses	\$50,349.59	\$24,775.12	\$25,574.47	103.2%
6-9000	Depreciation - Building				
6-9100	Depre - Building	\$1,613.08	\$1,613.00	\$0.08	0.0%
6-9200	Depre - School Equip	\$2,412.40	\$2,258.68	\$153.72	6.8%
6-9300	Depre - School Furniture	\$2,058.96	\$2,493.00	-\$434.04	(17.4)%
6-9400	Depre - Other Equipment	\$5,341.96	\$5,349.36	-\$7.40	(0.1)%
6-9500	Depre - Office Furniture	\$334.88	\$344.68	-\$9.80	(2.8)%
6-9600	Depre - Computer Equipment	\$3,820.48	\$3,255.00	\$565.48	17.4%
6-9700	Depre - Library Resources	\$1,213.92	\$1,239.00	-\$25.08	(2.0)%
6-9800	Depre - Leased Assets	\$0.00	\$6,000.00	-\$6,000.00	(100.0)%
	Total Depreciation - Building	\$16,795.68	\$22,552.72	-\$5,757.04	(25.5)%
	Total Expenses	\$194,905.96	\$203,346.48	-\$8,440.52	(4.2)%
	Operating Profit	\$47,422.00	\$19,687.28	\$27,734.72	140.9%
	Total Other Expenses	\$0.00	\$0.00	\$0.00	NA
	Net Profit/(Loss)	\$47,422.00	\$19,687.28	\$27,734.72	140.9%

PROPERTY REPORT

Minutes Of the Wakefield School Property Sub-Committee Meeting held on Thursday 19th May at 5:00pm

Present: Bruce and Peter

Apologies: Scott and Brad

Confirmation of previous minutes: 15th March 2022

Matters arising from minutes: 15th March 2022

- Electrical testing. *Bruce has done the hall and tinkering away on other things. Frustrating thing is classifying all the items – Bruce is making notes on these.*
- Wormald invoices have been resolved: Wormald and Defend Fire will share the cost of these. We're still trying to arrange a meeting with Wormald. No further recent issues with the alarms. *Bruce met with Chris Watson at Wormald yesterday, which was positive. Chris said when Aaron comes to do the test panel he will allow some time to talk through the issues.*
- Water pipe repairs: our insurance claim was declined. Thanks to Vicky for her work on this.
- Court markings have been done; thanks to Bruce for doing the hopscotch markings
- Tree maintenance along the bank has been mostly done: willow tree will be removed shortly.

Monthly Safety Reports

Bruce – Property Report. *No major concerns. Bruce has sanded the blue slide to remove a rough edge. Accident on the Tornado yesterday – Bruce had done some work last week on levelling the bark.*

Scott – Health & Safety Report. *No report from Scott. Peter reports no major concerns. Ventilation is an ongoing push. We have CO2 monitors and an air purifying.*

Swimming Pool Report

- Winter maintenance is progressing: interior wash quote approved, repaint of dressing room floors is being priced, adjustments to new entry steps in progress.
- Bruce has asked Aquaflow for a quote on auto chlorinator.

Other Business

- Asbestos Management Plan – *completed and sent to MOE*
- FENZ evacuation plan. Requirement to lodge an online evacuation plan. This has been done (10/5/22). *(17/5/22) Plan was declined: we need to provide alternative signage and a few other small matters – Peter will attend to these.*
- Holiday jobs: court markings, tree maintenance, and various others completed.

- Waharoa; progress and planning for opening. *Peter will discuss this at the board meeting next week.*
- Replacing plastic roofing on rms 3-6 verandahs. Application has been made to MOE for funding: awaiting approval. *(18/5/22) Has been approved; MOE property advisor is communicating with project managers, Onus, around this.*
- Replacing telephone system: moving from copper wire network to fibre. Vicky's conversations with Vocus (current provider), Neltech and Nelson Alarms. *We have options of changing to fibre now (best fit seems to be Neltech's proposal to manage the shift and in the process move to a new provider, Hero), or to leave things as they are (Chorus appears*
- Visit from Jennifer (Jenn) Singleton, our new MOE property advisor, 18/5/22. Nothing significant to report.

STAFF REPORT

Highlights in student learning this month:

Students:

-The Richmond Lions Club sponsored a Pumpkin competition. We had some great entries both large, small and unusual. Our winners were published in our April newsletter

-PTA held a sausage sizzle raising \$200 and a 3Bee Lozenger sale (\$1620). Thanks to the students and whānau who helped raise funds through participating in these events

-Many students were impacted by Omicron towards the end of term 1 and the holidays probably came at a good time to help stop the spread

-Mako rugby skills are back onsite giving our students the opportunity to spend time with skills players

-Toroa went on a Whakatu marae visit due to their focus on Myths and Legends involving Kupe. They were hosted by Tom Alesana who shared local stories and knowledge

-Our Pump track has had a make-over thanks to Dan Shallcrass and his team. Groups of students were able to help him compact the clay and discuss the track design

-Holding our annual Celebrate Science Day where our students are mixed into cross-school groups and experience a range of science-based activities

Staff:

-PLD Teacher only day 14 April. We looked at our progress with Te Whare Mātauranga and discussed possible student progressions throughout the school. We looked at our Matariki plans and Waharoa opening ideas

-Our Kāhui Ako Connect Week went well with our teachers attending a range of PLD opportunities

-Some staff impacted by Omicron which required a bit of juggling around to provide cover as most schools were facing the same challenges

-Jacqui Clayton has been in school observing teachers during literacy and then giving feedback through follow up meetings

-Scott attending a Springboard Trust High Performing teams workshop with the rest of the AST team

-Orange traffic light setting has allowed for more of a return to normality. We have reconnected with parents by welcoming them back onsite and also through a coffee and cake afternoon. Some staff have been absent due to having covid or being a household contact

-PLD meeting 16 May with Keryn, looked at some Te Whare Mātauranga icons that could represent the dimensions of the whare. Discussed a well-being pathway and school-wide progressions for each student to add to/move through

Appendix 1



Please forward to your Employer or Presiding Member of the School Board

25 March 2022

Wakefield School

Notification: Employment Relations Education Leave (EREL)

Continual development and learning is important for all educators. That's why NZEI Te Riu Roa holds training for all members that aims to improve the relationship between employees, their employers, and the union. The laws governing employment relationships provide for paid leave for your staff to undertake that training, and so this notice is to advise you of that legal obligation.

Under the Employment Relations Act 2000 (Section 71), union members are entitled to paid leave to attend professional development courses on employment relations.

I am writing to you, as required by Section 75 of the Employment Relations Act, to notify you of the employment relations education leave that is to be allocated to NZEI Te Riu Roa members employed by you in the year 1 March 2022 to 28 February 2023.

We understand that your worksite has **16.5** full-time equivalent eligible NZEI Te Riu Roa members and is, therefore, to be allocated a total of **5** days' leave. This calculation is based on the table detailed in Section 74 of the Employment Relations Act, as follows:

_____ | eligible employees or part of that number that exceeds 280 |

In making our calculation, an eligible employee who normally works 30 hours or more per week is counted as 1 FTE; an eligible employee who normally works less than 30 hours per week is counted as 0.5 FTE. As NZEI Te Riu Roa does not have access to members' working hours this number has been estimated based upon the membership subscriptions paid.

If there is a discrepancy between the number of eligible employees NZEI Te Riu Roa has calculated and the number of eligible full-time equivalent members on your staff, please let us know.

NZEI Te Riu Roa wants to work with members and employers to ensure that ERE leave is a worthwhile experience and of benefit to the whole workplace. You can find a list of frequently asked questions about ERE Leave [on our website](#) and, if you have any questions, please contact our Support Centre on 0800 693 443.

Ngā mihi,

|

Stephanie Mills
Korimako Tangiata | National Secretary

9 May 2022

Notice of Initiation of Bargaining



Primary School Teachers

On 2 May 2022 the New Zealand Educational Institute Te Riu Roa (NZEI Te Riu Roa) confirmed to the Ministry of Education that it intends to renegotiate the Primary Teachers' Collective Agreement (PTCA) covering teachers, speech language therapists and untrained employees in teacher positions who are, or who become NZEI Te Riu Roa members in primary schools (including normal schools, model schools, and intermediate schools); composite schools (other than area schools) including Te Aho o Te Kura Pounamu primary section and the primary section of Te Aho o Te Kura Pounamu Specialist Services (for the avoidance of doubt, the intended coverage will continue to include those teachers who predominantly teach year 7 and/or 8 students in a year 7-13, 7-15 or 7-10 school, coverage will not extend to teachers in composite schools who predominantly teach students classified as year 9 or above); special schools; intermediate departments, classes or attached special education units of secondary schools; and any such school that is also established as a Kura Kaupapa Māori or that has any additional designation or status under the Education and Training Act 2020 or the Education Acts 1964 and 1989; and Resource Teachers of Learning and Behaviour (RTLB) who were no longer covered by clause 1.3(a) of the Primary Teachers' Collective Agreement 2010-2012 after 28 January 2012 (but who were covered by it as at 27 January 2012) and who accepted employment in the new lead employing school, so long as they remain employed as an RTLB in that lead employing school and remain a member of the NZEI Te Riu Roa.

For the purposes of this notice, "employer" means every board of trustees (or commissioner as appropriate) of a state or state integrated school listed above, as defined in the Education and Training Act 2020.

The intended parties to the collective agreement will be the NZEI Te Riu Roa and the Secretary for Education acting under delegation from the Public Service Commissioner issued in accordance with the Public Service Act 2020. The agreement sought will bind all employers and all members of the NZEI Te Riu Roa coming within the proposed coverage of the collective agreement as outlined above.

Tim Tucker, Manager Employment Relations, Te Puna Ohumahi Mātauranga | Education Workforce

Appendix 3

Recapitulation

Notes from meeting with MOE and other schools, Thursday 19 May 2022, 1.00pm

Venue: MOE office, Nelson

Present: Peter, principal and BOT chairs from Ranzau and Appleby, Andrea Williams (MOE Regional Director), Megan Hannigan (MOE project manager).

Apologies: Ryan, Simon Blatchford

Peter and Justin confirmed our wish for both schools to recapitate from beginning of 2024
Dave confirmed that Ranzau wishes to relocate to the new site at Berryfields.

Andrea and Megan were very positive and accommodating.

Andrea and Megan confirmed the process from here, regarding recapitulation for Appleby and Wakefield:

14. Approval from Minister to consult
15. Consultation process
16. Recommendation from regional office to the Minister and his final approval

They said the consultation process from here is that the MOE sends letters to all local schools that may be affected by the changes. **We do not have to do anything in this process, other than engage as one of the schools potentially affected by Appleby's changes. There is no need for further consultation with our communities.**

In terms of timeframe for this process; step 1 is with the Minister now and awaiting his approval. They reckon their consultation process will take no more than a couple of months and their recommendation is a foregone conclusion, so then it's with the Minister. I said we want final approval before the beginning of term four.

We discussed potential hurdles in the consultation. No school has the power to veto the recapitations (this is a network decision, so controlled by MOE), and Andrea and Megan can't foresee any issues. Daniel, BOT chair of Ranzau and also on the BOT at WIS, said the WIS Board hasn't discussed the matter and he didn't think they had much of an opinion about it.

Appleby are keen to begin the process in 2024, alongside us. MOE are saying it's more likely they will do it in 2025 or 2026 because they need to build new classrooms. Most likely we will be on our own in 2024.

Andrea and Megan confirmed our terms:

- Two-year grandparenting option: families can still choose WIS in 2024-25, and after that we will be taken out of WIS's enrolment zone (families will still be able to apply to WIS as out-of-zone enrolments)
- Guaranteed minimum staffing
- Furniture and Equipment
- Support for visiting other full primary schools to look at technology programmes etc.

They were very open to offering support and funding.

We discussed important messaging for families that will be unusually affected by the changes: e.g. families living in Wakefield who currently send their children to other schools. No clear messages from this meeting about possible exemptions or other concessions to these families. Likewise, it was acknowledged that some families may seek to send their children to a full primary from outside our communities. Their access will depend on whether we have an enrolment scheme: this need only happen when we are at full capacity, which won't be for a few years for us, given our current surplus property.

Ranzau's shift to the new site is tentatively planned for 2026. Depends on the building programme. Their school is planned as a year 1-6 only; again, this is a network decision made by MOE. Justin said he was keen to see as many as possible of the local schools become full primary. Megan said any school is able to apply to recapitate at any time (but obviously if MOE doesn't support this it's unlikely to happen).

We mentioned Brightwater and Hope; neither is very interested at this stage. Brightwater has property challenges (earlier in the day I spoke with Glenda, Brightwater principal, who said they're not intending to get involved for some years, and that MOE suggested it might be at least 2028 before they could expect the property issues to be addressed).

Andrea offered to meet again early term three; we left that open, depending on what progress is made by then.

Appendix 4

Kia ora Scott Mackenzie and Peter Verstappen
3234/27: Wakefield School

Our NMSSA teachers, Shelley Vaile and Suzanne Pentecost, will be visiting your school during 28-30 September.

Organisation for the visit is well underway and we now need to be confident that relevant parents/whānau/caregivers are well-informed of their child's involvement in the NMSSA study. We aim to supply the information to them in the way that best suits your school community, and your school indicated that an email would be the most effective.

You can access the current list of **participating students**, at any time, by using your access code **pz9Gr6qS**. This will change if the school or parents/whānau/caregivers withdraw a child.

Please keep your staff informed, by circulating a copy of the email for parents and the brochure link: <https://nmssa.otago.ac.nz/files/brochure.pdf>.

Translations of a generic version of the email/letter to parents are available at: <https://nmssa.otago.ac.nz/files/translations.php>

Please follow the instructions after my signature (Jane White), ensuring that an email is sent to the parents/whānau/caregivers of each student listed **no later than Thursday, 26 May**. A copy of the letter and brochure is attached for you to print and post where an email address is not available.

Once all emails have been sent to parents/whānau/caregivers, please let us know by simply clicking [here](#) and adding your MOE number to the Subject line.

Many thanks indeed for your continued help and support.

He mihi mahana



JANE WHITE

NMSSA Programme Coordinator

Freephone: 0800 808 561

Email: jane.white@otago.ac.nz

To be actioned no later than Thursday, 26 May:

1. Start a new email for the parents/whānau/caregivers of each student on the list.
2. **Copy and paste text below** into the Subject line of the email, filling in the student's name.

<i>Your Child Selected for Education Study: <<first and last names of student>></i>

3. **Copy and paste the whole letter below** into the body of the email, including the NMSSA logo and the brochure images.



Student:	Year 4 student
School:	Wakefield School
NMSSA Visit dates:	28-30 September

Note:

Information in this email is also available in Te Reo Māori, Samoan, Tongan, Hindi and Simplified Chinese. Please note that information specific to your child's school visit is only available in the email below.

- Link to generic [translations of this document](#)

Dear Parent / Whānau / Caregiver

Wakefield School is participating in the National Monitoring Study of Student Achievement (NMSSA), conducted on behalf of the Ministry of Education. We have been carrying out national monitoring in New

Zealand since 1995 and the information collected is very valuable for finding out how we can improve the education our children receive.

Your child has been randomly chosen to take part, along with other Year 4 children.

Please read this email and then decide whether or not you wish your child to take part.

General information is also available in our [brochure](#).

What is involved?

This year the study looks at children's skills and knowledge in:

Learning Areas: • Health and Physical Education • Mathematics and Statistics	
Two registered teachers, working for NMSSA, will come to your child's school on:	DATE: 28-30 September

All children in the study will be asked to try some written tasks. They will also fill in a questionnaire about their attitudes and learning in the learning areas.

Some children will also take part in some group activities and will take part in an interview with the NMSSA teachers. The activities and interview are a chance for children to talk about their ideas and show what they know and can do. These sessions are videoed.

Overall, no child will be involved for more than:

<u>4</u> hours <u>30</u> minutes

The sessions are spread over 2.5 days with plenty of time for children to continue with their regular classroom activities in between sessions.

All activities are developed so that children will enjoy doing them. Your child will be free to stop at any time, without disadvantage of any kind to them.

Our NMSSA teachers are fully trained to help children understand the activities and communicate their answers. Our teachers are vaccinated and follow all health and safety protocols.

If you would like to meet the NMSSA teachers, they will be available between 3pm–3:30pm, on the first day of the visit.

If Covid-19 conditions prevent NMSSA from visiting the school, we will explore a shorter programme with an alternative delivery.

The information gathered is used to give an overall national picture of how children are achieving in New Zealand schools. There is no focus on how individual children or schools perform, and the names of children and schools are never used in any reports, publications or presentations of findings. The information gathered is also used to understand what influences children's learning and may be used for further research.

Examples of material from the study may be used in reports, publications or presentations to education professionals (e.g. children's written answers or video clips of children doing activities or being interviewed). Names and faces will not be identifiable. All information gathered is stored securely.

The University of Otago Human Ethics Committee has reviewed and approved this study (Reference No. 11/263). If you have any concerns about the ethical conduct of the study, you may contact the committee through the Human Ethics Committee Administrator on phone (03) 479 8256. Any issues you raise will be treated in confidence and investigated, and you will be informed of the outcome.

Your decision

Choose from **one** of the three options and follow the instruction beside it.

Your decision	Instructions
1. I am happy for my child to take part in the study , and for my child's material (e.g. written answers or video clips) to be used anonymously in reports, presentations or further research.	You are happy for your child to participate so there is no need to phone or email NMSSA.
2. I am happy for my child to take part in the study, BUT I do NOT want my child's material (e.g. written answers and/or videoed interview) to be used anonymously in reports, presentations or further research. There will be no disadvantage to my child of any kind.	Phone or email NMSSA , giving your child's name & school and mention Decision 2 Free phone: 0800 808 561 Email: nmssa@otago.ac.nz
3. I do not want my child to take part in the study. There will be no disadvantage to my child of any kind.	Phone or email NMSSA , giving your child's name & school and mention Decision 3 Free phone: 0800 808 561 Email: nmssa@otago.ac.nz

If you would like further information, please phone 0800 808 561 on a weekday between 8:30am and 4:30pm. If you prefer, you could talk to the principal of your child's school or view our [website](#).

Many thanks for considering this request.

Nōku noa, nā



Associate Professor David Berg
Academic Leader
NMSSA