



**September 2022**

**Our Vision**

Our Children will be Confident Lifelong Learners

Circulation:

Brad Pyers  
Dane Boswell  
Dale MacDonald  
Peter Verstappen  
Ryan Edwards  
Scott Mackenzie  
Sonia Emerson

cc File

# WAKEFIELD SCHOOL BOARD OF TRUSTEES STANDING ORDERS

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## 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Motions and amendments once proposed and accepted may not be withdrawn without the consent of the meeting.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 22<sup>nd</sup> September 2022, 5.30pm**  
**Venue: Room 14 and then Staffroom**

## **1. Strategic Focus and Special Presentation**

- **Kereru report on curriculum and student achievement**
- **PTA and Board conversation**

## **2. Welcome and apologies**

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

## **3. Administration**

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

DATE	FROM	CONTENT	TO

## **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 September**

- Report on mid-year budget review
- Foxhill Learning Centre Annual Report
- Report term 3 fire drill
- Special needs curriculum report

## **6. General Business**

- Gala Update
- Updating policy on hire of school buildings
- Update on recapitulation
- Health survey results
- EEO annual process
- Provisional staffing and funding for 2023

- Meeting time
- Principal's appointment process

## **7. In-Committee Meeting**

- One Item

## **8. Closure**

# MINUTES

## **MINUTES OF THE WAKEFIELD SCHOOL BOARD OF TRUSTEES MEETING at 5.30pm Thursday 25<sup>th</sup> August 2022**

**PRESENT:** Peter Verstappen, Scott Mackenzie, Sonia Emerson, Brad Pyers, Dane Boswell, Dale MacDonald, Ryan Edwards (via Zoom)

**APOLOGIES:** Vicky Edwards (minutes taken over Zoom recording)

### **STRATEGIC FOCUS AND SPECIAL PRESENTATION:**

- Totara Report on curriculum and student achievement
- Report on accelerated learning in mathematics – Kent Murray

### **DECLARATIONS OF INTEREST (SEE STANDING ORDERS)**

- Nil

### **ADDITIONAL ITEMS OF GENERAL BUSINESS**

- Welcome new board members – A warm welcome was extended to Dale and acknowledgement to Lea Galvin and all the work she has done.
- Appoint new board chair and other roles
  - Appoint new board chair – Ryan Edwards Sonia/ Dale
  - Other board roles – portfolios need to be appointed
  - Treasurer – Sonia – Scott/ Dane
  - Health/ safety – Scott Sonia/ Dale
  - Maori rep – Brad Sonia/ Scott
  - Personnel rep – Dale (Ryan to assist) Sonia/ Ryan
  - Property – Dane

**Motion** – To move the new positions **Ryan Edwards/ Peter Verstappen**

- Re - affirming the board code of conduct
- ensuring new board members are aware of key delegations – All Board members confirmed and Dale has a general understanding.
- adding new board members to the Board Member Register and making sure they have all completed [Appendix 2](#) . Dale has registered online.
- adding new board members to the Board Conflict of Interest Register. Vicky to ensure that this is done.
- sending new members to the [NZSTA Learning Centre](#) so they can access professional development – It was discussed how good these learning opportunities are. The board were encouraged to attend some professional development to ensure they have all the tools available.

### **CONFIRMATION OF MINUTES**

**Motion:** Move that the minutes from the Board meeting held on 5<sup>th</sup> July 2022 to be correct  
**Sonia Emerson / Scott Mackenzie**

## **CORRESPONDENCE INWARD**

- Formality as Nelson Christian Academy are looking to increase roll – operate across district so need to communicate with all schools. We could give feedback, but advice has no impact on our role. Peter says no response required. If MOE don't hear they assume no objection from that school.
- MOE are doing consultation around Wakefield recapitation. It has taken a while for this to happen. The letter included is an example of what has been sent out. One piece of feedback from NZCI received and they had no issue. Ryan confirmed that he had a call with Lisa Dunn from Star. They are in favour of the application. Consultation closes 2<sup>nd</sup> September when the recommendation will be sent to the minister a few days later.
- Part of ERO review- list what board is obliged to do. Board needs to complete – is under way between Ryan and peter. Completed document will be sent to reviewer.

## **CORRESPONDENCE OUTWARD**

- Nil

## **REPORTS**

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

As per Board Report

- There are concerns that the learning support that we have in the school doesn't look sustainable as the need is always growing and will continue to peak. Ryan questioned if the Moe has opened discussion around this. Peter not heard anything yet, no conversation that will see increase in learning support funding. Continue as we are reaching out for additional funding from other sources. Very inadequate. We can sustain from the board at the moment as Board see this as essential. PTA and Gala are helpful. Auditor committed spend higher on staff wages from ops grant than most schools in NZ. Auditor said 70% spent compared to medium of 55% - so what are other schools spending on? No background data on this provided.
- Sonia questioned about the change in curriculum and if the teaching staff are ready for the change. Both Peter and Scott feel that they are prepared as initially was meant to be in 2022 but date changed.
- ERO Review has not been done but are some areas that will need to be looked at. Physical restraint compliance needs to be updated.
- Peter discussed that a New entrant teacher is going to be required from about week 8, Term 3 until the end of the year. He suggested to the Board that this be offered to Tiffany Woodley. Board stipulated that if she turns this position down, it no way impacts the arrangement in place for her employment at the school in 2023. This opportunity could be a nice, easy way to reintroduce Tiffany back into the school prior to 2023, but it depends on what arrangements Tiffany currently has in place. There was no concern about how Staff would welcome her back into the school environment.

**Motion:** Move that Peter contacts Tiffany and discusses the position available.

## **Financial Report:**

As per Board Report

- GST incorrect – This was picked up in the Audit. Vicky asked the auditor to provide examples and turns out nothing material
- Bank staffing \$9000 deficiency. General sickness is making it worse and not really covid related. Using all our staffing at the moment and we will be over with new entrant teacher. The year will end year with greater staffing deficit – we may not get back to zero in the new year. New entrant teacher will cost roughly \$25,000 until end of year. Normally we would be looking for additional staffing but we are not there yet. Staff roll should be 267 but is currently 263.
- Waharoa final figures – Peter still asking questions on it. Funding 41k spent 39k so have put it back to Margaret to clear up. Credit to IMB as they really help the school out.

## **Property Report:**

As per Board Report

Meeting abandoned due to weather. Bruce and Peter met.

– phone and alarm upgrade. Quotes on these. Jen Singleton, MOE, advised that project can be funded by capital funding. We are at the end of the 5 year cycle so no money left currently. Recommendation that wait until next year as not urgent. Fund with the new 5YA. Rooms 3-6 need some work done on them and will also use the 5YA funding.

- CCTV – Waharoa needs cameras on it. Had quotes and both quotes have addressed current set up that we have and how it is basic. The companies that quoted were Armstrong and Endeavour Electronics. Endeavour appears to be a sharper quote but Armstrong is more realistic to what project needs. It is felt that Armstrongs have done due diligence around what is needed. Can have up to 16 cameras, but currently only need 6. Bruce favours Armstrongs due to relationship.

**Motion:** Move to accept Armstrong quote **Peter Verstappen/ Brad Pyers**

## **Staff Report:**

As per Board Report

- Teachers are having lots of PLD at the moment.
- Relievers are in short supply at the moment. We are using some new ones that are doing well.
- The feedback on the reports has come back positive and negative. Feedback is from both teachers and parents.

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

## **Items from the Board Annual Calendar for August**

- Report: Mid-Year achievement information for priority learners: Student Achievement Targets. Leanne has sent the report but needs to be investigated. Peter to send separately.
- Report: Mid-year assessment data; Progress and Achievement – emailed to the board. Concern around gradual trend that we are seeing. This is a progress towards end of year and is dropping. If start behind always behind. Many reasons why we can explain what is happening. Fundamental is attendance and engagement from pupils. This is a challenge and is nationwide not just local issue. 60% role attending 90% of time. Kids missing out. No truancy issue at Wakefield school. Teachers are noticing kids less resilient, timid not likely to take risks with learning as they don't like being challenged. Not happy with trend and no

excuses – sits with leadership team and needs to be addressed. ALIM programme and literacy programme to help improve also. All staff need to be involved in this so to change the trend. Peter wants the data and then investigate further. Board questioned the wellbeing at centre of school learning and can we say that these figures would be worse if didn't have these figures or do we believe positive impact on children. We cannot say with confidence from data but we are sure that it does have an impact and teachers are seeing this.

- Report term 2 fire and earthquake drills
- Table 1<sup>st</sup> July roll return and staffing plan for remainder of year. Signal roll/staffing predictions for following year
- Report on mid-year staff performance management programme
- Report on mid-year review of annual plan –in the cumulative report
- Discuss/approve reviewed policies

**Motion** – All above points passed **Dale MacDonald/ Dane Boswell**

### **General Business**

- Thank you to Victoria and Lea. Lea's input and guidance has been invaluable.
- Gala – Sonia reminded the board that they are responsible for the silent auction. The board need to start doing some work around this.
- Vicky's election fees to be paid

**Motion** – Approval of the invoice to be paid **Peter Verstappen/ Sonia Emerson**

- Peters letter of Resignation. Ryan said that a huge loss to the school. Peter will let the staff know at morning tea and then will be communicated to the school community.

### **In-Committee Meeting**

- 2 items

### **Closure**

There being no further business the meeting closed at 7.40pm.

I confirm these minutes to be a true record of the meeting held on Thursday 25<sup>th</sup> August and the resolutions agreed at that meeting.

Signed:.....  
(Chairperson)

Date:.....



# PRINCIPAL'S REPORT

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## Whakatauki:

*Tūngia te ururua  
Kia tupu whakaritorito  
Te tupu o te harakeke*

*Clear the undergrowth  
So the new shoots of the flx will grow.*

Kia ora,

You can place your own interpretation on the whakatauki; I see it as an expression of renewal and regeneration that comes with springtime, and we are experiencing springtime at Wakefield school in various ways these next few months.

I make special mention here of the recent Totara syndicate production, Learning From the Past. During this tough year there were many arguments for not being so ambitious with our learning programmes as to consider doing a production: I know many schools that have shelved these major projects, sometimes for the compelling reasons of staff and student fatigue or expectations of social distancing and other Covid restrictions, but sometimes, I fear, simply because we have lost the habit of doing these things that take a bit more effort and commitment. I think we see this throughout society just now, and so we were more determined than ever to make the production happen. And how good was it to see the school hall once more filled with parents and whānau, to see the stage set up and lit for a show, and to watch our children displaying some of their learning through story and drama. These things make a difference in a child's education; I'm proud we made the effort.

## **Some useful abbreviations used in this report:**

NAG National Administration Guidelines

MOE Ministry of Education

ALiM Accelerated Learning in Mathematics

T/A Teacher Aide

IEP Individual Education Plan

RTLB Resource Teachers of Learning and Behaviour

TWM Te Whare Matauranga - our local curriculum

ERO Education Review Office

AST Across School Lead Teacher - a role with our local community of schools (kāhui ako)

EEO Equal Employment Opportunity

SENCO Special Needs Coordinator

## **Roll Numbers and Distribution**

School Roll is: 269 (August 2021 = 267) Our staffing roll is 267. I expect to make an application for additional staffing funding at the beginning of term four, when our roll should reach 275.

Matai Piwakawaka (59) Matai Kereru (44)

Totara Toroa (77) Totara Karearea (89)

### Items from Board Annual Calendar for September

- Report on mid-year budget review
- Foxhill Learning Centre Annual Report
- Report term 3 fire drill
- Special needs curriculum report
- Kereru report on curriculum and student achievement

### 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

#### 1. Cases and close contacts

As of Thursday 15 September we have no children or staff absent due to Covid. Since the previous board meeting we have had 4 children absent with Covid and 2 as household contacts, and 1 staff member with Covid. As second staff member was isolating as a household contact when the traffic light system ended and returned to work the following day.

You can see our cases and history on our Covid Tracer document, viewable [here](#).

We are no longer required to report weekly cases to the MOE

## 2. Covid Safety Plan

Our Covid safety plan has been suspended with the removal of the traffic lights and associated restrictions. We will continue to promote the following good practice:

- Support and supply any student wishing to wear a mask
- Encourage students to wash their hands regularly
- Ventilate the classrooms and shared spaces
- Promote physical distancing where appropriate
- Monitor the health of themselves and their students on site
- Call you to collect your child if they are unwell
- Provide you with updates as required via our fortnightly newsletter should our number of positive cases start to increase

We will encourage families to:

- Monitor your child's health
- Test your child every day for 5 days should someone in your household test positive and should they test positive keep them at home
- If your child is unwell for any reason – keep them at home, and please contact the school

## **NAG1 Curriculum and Student Achievement**

### **Item from Annual Calendar: Kereru team presentation.**

- Our meeting will begin with a presentation from Mary and Isobel in room 14.

### **Learning Support: Item from Annual Calendar: Special Needs Curriculum Report**

- Leanne's report will be presented at the meeting.

### Local Curriculum Review - Te Whare Matauranga

- Not a lot of recent activity with this review. We look forward to Keryn Hooker of Impact Ed working with us at the Big Picture Event next week (see below).

### Literacy Review - Reading

- Jacqui Clayton, our facilitator, has held a further two days in school this month, working 1-1 in classrooms and attending a very useful staf meeting where we analysed our whole-school data trends and resolved some changes of practice to address these.

### Accelerated Learning in Mathematics (ALiM)

- As above.

### ERO

- The completed Board Assurance Statement has been sent to ERO. This large document requires us to assure ERO we are meeting all our many statutory and regulatory obligations. There are a couple of areas that I am revisiting with staff over the next few weeks.
- Our reviewer, Megan, cancelled her visit scheduled for 19-20 September. There is no date yet for rescheduling that visit.

### Waimea kāhui ako

- A strategic planning meeting of principals, DPs and the kāhui lead team was held on Thursday 8 September. It was very useful to get together in person with this group for the first time in several months, to review the kāhui ako strategic plan and operations, and to discuss other matters of interest to the group. One of these was around achievement data, and I can report that the downward trend we've noticed in our school-wide data is common among all local schools, some significantly more than we are experiencing. This has prompted us to continue the conversation and work on some common strategies and resources to address the problem.
- Justine McDonald (Waimea Intermediate) is likely to continue in the role of kāhui ako leader for 2023-24.
- The kāhui ako culture festival will be held on Thursday 22 September at Waimea College. Our senior kapahaka group will perform, with distinction, I believe.

### Community Partnership: **Big Picture Event: Thursday 29 September**

- Below is the draft programme for this event. In discussion with Ryan, I've allowed time for the Board to be available for individual conversations, and to discuss what the community wants in a new principal.
- **I urge the board to promote this event widely among families. At this time we have only a couple of parents indicating they will attend. Tell parents that if they can't make the entire event because of work commitments etc, they are still welcome to come to the discussion about the new principal towards the end of the day.**
- **And, of course, make sure you have this in your diary.**

1.30 Mihi Whakatau - kapahaka group Christine & Jen

### Looking Back

1.45 A look at our development since 2019: Peter

- Strategic Themes and Goals:
  - Wellbeing, Engagement and Learning (3 goals)
  - Vision, Values and Culture (2 goals)
- Big Ideas:
  - Our school is a place that nurtures the whole person
  - Our curriculum allows children to achieve success by accessing a wide variety of experiences
- We experience diversity in positive and beneficial ways
- We are bullying-free
- Te Whare Matauranga - our local curriculum Peter, Bek & Julie

## Facing Forward

2.15 Ideas board and workshop arrangements

### 2.20 Workshop Session One

Group A Te Whare Matauranga - where to from here? Keryn Hooker, ImpactEd,  
with Bek & Julie

Group B NZ Curriculum Refresh - what's coming at us? Janine Higgins, MOE

Group C Designing a programme for Years 7-8 Chris Bascand, Lower  
Moutere School, & Scott  
Mackenzie

### 2.55 Workshop Session Two

Group A NZ Curriculum Refresh - what's coming at us?

Group B Designing a programme for Years 7-8

Group C Te Whare Matauranga - where to from here?

3.30 Afternoon Tea

(3.30 - 4.00) Board of Trustees information time: any  
concerns/ideas/suggestions? Have a chat over a cuppa with the Board.

3.50 Student Panel

- what's going well?
- what could be better?

4.10 Ideas board

4.20 Bringing it together - redrawing the big picture for Wakefield School

Looking back: Of all the things we are doing now...

- What must we keep?
- What might we drop or change?

Facing Forward: Of the things we have talked about today...

- What's a must?
- What's worth exploring further?

4.50 Discussion: what do we want in our new principal? Board of Trustees

5.20 Next steps and poroporoaki Peter and vocal group

5.30 Finish

**NAG2 and NAG2A Documentation, Self-Review, Reporting**

**Policies: Item from Annual Calendar: Current policy reviews and assurances**

- Schooldocs has recently updated the policy on Use of School Buildings Outside School Hours. I've checked this and it's mostly in line with our current practice and priorities (you can see for yourself on our school website; click on [this link](#) to access) but there is one section I think the Board may wish to review:

*Outside organisations and members of the community who want to hire the school facilities must write to the board. The board will consider each application and respond in writing following their normal monthly meeting, and reserves the right to refuse any application for hire by an individual or organisation without assigning a reason.*

At present our practice is to only refer requests for hire to the board if they involve alcohol. Tell me if you want to change that, or modify the wording on our policy.

- I have also added to our Schooldocs policy document guidelines on the use of CCTV, prompted by our recent upgrade. Within the guidelines we will install signage informing that the school is monitored by CCTV.
- This term we are reviewing Student and Staff Wellbeing policies. Student review topics include:

#### Child Protection (board)

Abuse Recognition and Reporting

Care and Management of Students

Supporting Student Wellbeing

Food and Nutrition

#### Sun Protection (board).

Staff review topics include:

Staff Wellbeing

#### Harassment (board)

I strongly encourage you to check the highlighted policies.

To access the policies, go to Schooldocs via the link on our school website, click the Current Review tab on our 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](#).

#### Recapitulation update

- I've requested an update from Megan at MOE. Her reply on 15 September is:  
*Thank you for your email. Yes the consultation has closed and we received some feedback but nothing I would class as 'negative'.*

*The memo is under review, but I will anticipate that I would have to rewrite some (very rare to get something through first go!) before it starts going through the process.*

*Once it is in process I will email you and let you know the anticipated time frames.*

- I've emailed Megan to say with the Board recruiting a new principal shortly it's urgent that they are able to say with certainty that recapitation will happen.

#### EEO Annual Report:

- This item is outstanding from previous meetings.

#### Health curriculum consultation

- You will have noticed we are conducting an online survey around how we deliver the health curriculum, as per our obligation to do this annually. Survey results will be reported at our meeting.

#### **Item from Annual Calendar: Report term 3 fire drill**

- Fire drill will be conducted prior to our meeting.

#### Staffing and funding

- We will receive our provisional staffing and funding on 16 September and I will report this at our meeting. Our roll predictions at the 1 July roll return were modest, so we could face a reduction in staffing. If this happens, I will likely submit a request for a review.

#### **Item from Annual Calendar: Foxhill Learning Centre Annual Report**

- Kathy Ameen's report will be presented at the meeting. (For newcomers - the Foxhill Learning Centre is the official name for our library - dating to the closure of the Foxhill School).

### **NAG3      Employer Responsibilities**

#### Staffing Changes

- We welcome Olivia back to school, and to the Board.
- Tiffany is confirmed to take up the roll growth position in Piwakawaka team, starting on Monday 19 September. She will teach a year one group that is being advanced, leaving space in rooms 12 & 13 for Anna and Leanne to absorb new arrivals through to the end of the year.
- We will farewell Kent at the end of this term, and we congratulate him on securing a role as RTLB, a good career move for him.
- Accordingly, these staffing changes are happening:
  - Jonny Christie will replace Kent on a fixed term contract for term four. Johnny has made a positive impression as a reliever and we are confident will fit well with the Toroa team.
  - Heather will become Lee's tutor teacher for term four, taking over from Kent.
  - Jonny is a second year beginning teacher, and will receive a guidance programme accordingly, for which we receive funding. Scott will be his Mentor Teacher, and Rachel will work a few extra days to cover Jonny's BT release.
- Staffing for 2023.

- The Board has approved Kathy Jessop's request for a further year's leave. This opens a fixed term position for a year.
- Kent D's job will be filled as a permanent position from the beginning of 2023.
- Scott will continue in his kāhui ako AST role and I'm hopeful we can continue to fully release him. This will open a second fixed term position.
- Tiffany has confirmed she intends to return to her permanent job in 2023.
- And we will have a new principal.

I intend to advertise all three teaching positions by Monday 19 September.

#### Staff appraisals

- Appraisals have been satisfactorily completed for two teachers, three teacher aides and Kathy Ameen.
- Administration staff pay equity review. As a result of Kathy's appraisal we will apply for a regrading of her role as sports coordinator (10 hours per week) as this falls within the recent pay equity settlement.

### **NAG 4 Property and Finance**

#### **Item from Annual Calendar: Report on mid-year budget review**

- This will be reported by Sonia via the finance committee report.

#### Sponsorship and Grants

- We have been granted funding from the [Kids' Love Music Trust](#) to purchase a new keyboard, thanks to funding the Trust received from the local Soroptimist Society. We are planning to receive that gift at our final assembly this term. I am also following up an offer from the Trust to fund a further three keyboards, to allow us to set up a keyboard suite - mainly with Year 7-8 music curriculum in mind. I've talked with Margy Wallace, our keyboard teacher about this. It's a generous offer from the Trust, and testament to the strong links we've built up with them over the past few years.

#### Wakefield School and Community Swimming Pool Committee

- At last week's AGM the Pool Committee accepted resignations from Belinda Elley and Stuart Watts - we thank them both for their dedicated work.
- We accepted three new members onto the committee: Sylvia Huxtable, Scott Nicol and Maria Deutsch, all community members.
- The following office holders were re-elected:
  - Secretary: Kathy Ameen
  - Treasurer: Olivia Krammer
  - Chairperson: Peter Verstappen

I signalled my intention to stand down from the committee at the end of the year.

- For the Board's interest, the rules for membership of the Pool Committee are:

#### Members of Management Committee

*According to the rules of the Wakefield School and Community Swimming Pool Incorporated Society (1996) the management of the pool is vested in a Management Board consisting of:*



- two members of the Society (i.e. community members)
- two members appointed by the Wakefield School Board of Trustees
- one member appointed by the Tasman District Council ex officio

*In practice the management of the pool is conducted by a Management Committee consisting of the above membership plus other community members, parents of children currently attending the school, the school Principal and other interested parties. The Management Committee elects annually a chairperson, treasurer and secretary, meets monthly or more frequently as required and records its proceedings in meeting minutes. The Management Committee transacts all the formal business of the Incorporated Society, including setting key charges and raising other funds, approving and paying accounts, providing annual audited accounts, maintaining the Society's registrations with the Charities Commission and fulfilling all legal obligations, including meeting the requirements of health & safety legislation.*

It's worth mentioning that the two members appointed by the Board of Trustees do not need to be parent reps on the Board. They could be staff members, including the Principal. There should not be an expectation that the Principal is a member of the committee, much less the chairperson, which has not been the case until recently, when it ended up being me by default.

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

## **NAG5 Health & Safety - wellbeing**

### Staff and student well-being

- See Covid information at the top of this report.
- A few staff are struggling with repeated bouts of illness, including, in one case, a slow recovery from Covid.
- We've had a couple of cases of Hand, Foot and Mouth illness among students, hopefully this will not progress.

### Attendance

- Absences for the two most recent weeks are:

Mon 5 Sep	Tues 6 Sep	Wed 7 Sep	Thurs 8 Sep	Fri 9 Sep	Average Absence
21	30	21	35	38	29 (11%)
Mon 12 Sep	Tues 13 Sep	Wed 14 Sep	Thurs 15 Sep	Fri 16 Sep	Average Absence
35	30	27	27		24 (9%)

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

## **NAG6 Legislation & Industrial Matters**

- Bargaining for the Primary Principals' and Teachers' Collective Agreements are under way. No progress is reported.



**Peter Verstappen**  
**Principal**

**Actions**

- Updating policy on hire of school buildings
- Update on recapitation
- Health survey results
- EEO annual process
- Foxhill Learning Centre annual report
- Special Needs annual report
- Provisional staffing and funding for 2023

# Minutes

*(Attached with original Agenda)*

## Of the Finance Sub-Committee Meeting held on Tuesday 13<sup>th</sup> September 2022 at 4.00pm

**Present:** Sonia Emerson, Peter Verstappen & Olivia Krammer

**Apologies:** Ryan Edwards

### **Confirmation Of Previous Minutes:**

***Motion:*** Move that the minutes from the finance committee meeting held on Tuesday 16<sup>th</sup> August 2022

**Sonia Emerson/Peter Verstappen**

### **Matters Arising From Minutes:** Tuesday 16<sup>th</sup> August 2022

- Nil

### **Additional items of Business**

- **Timing of meeting**

It was agreed that the finance meeting will move to the Thursday prior to the Board meeting at 5pm.

- **Insurance**

We recently had our annual review of our insurance with Crombie Lockwood, we are currently looking at comparing insurance policies with the ministry insurance company – MARSH, we will report on the findings once completed.

### **Finance**

- **Banking staffing**

Currently sitting at a deficit of around \$7,000 this will change next term when we take on an additional teacher in the new entrant class, we should claw some or all of this back in the 2023 holiday period. Our roll is currently sitting at 271, Peter we will apply for additional funding at about 274.

### **GST**

- A GST return is due 28<sup>th</sup> September 2022, with a payment required of **\$15,833.55**

### **Supplier Payments**

- The Finance sub-committee ratify the payment made on **19<sup>th</sup> August** as per the approved Bank Preview Payment report for the amount of **\$19,027.53**

## **Credit Card Payment**

- The Finance sub-committee ratify the payment made on **22<sup>nd</sup> August** as per the approved credit card statement for the amount of **\$775.59**

## **CLOSURE**

There being no further business the meeting closed at 4.45pm

### **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.***

**Profit & Loss [Budget Analysis]**

January 2022 To August 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	\$284,844.99	\$286,666.68	-\$1,821.69	(0.6)%
4-1200	MoE Special Education Grants	\$2,350.00	\$6,666.68	-\$4,316.68	(64.8)%
4-1300	ORRS Teacher Aide Grants	\$22,065.94	\$18,666.68	\$3,399.26	18.2%
4-1400	Additional Relief Teach Grant	\$16,983.51	\$0.00	\$16,983.51	NA
4-1500	MOE Teacher Salaries	\$2,065.23	\$0.00	\$2,065.23	NA
4-1700	COL	\$6,372.57	\$5,222.00	\$1,150.57	22.0%
4-1800	TAPEC Recalculation	\$39,833.05	\$26,666.68	\$13,166.37	49.4%
4-1900	Other MoE Grants	\$7,704.00	\$10,000.00	-\$2,296.00	(23.0)%
	<b>Total Ministry of Education Grants</b>	<b>\$382,219.29</b>	<b>\$353,888.72</b>	<b>\$28,330.57</b>	<b>8.0%</b>
4-2000	Other Grants				
4-2100	RTLB Grants	\$1,597.82	\$2,500.00	-\$902.18	(36.1)%
4-2200	Other Grants	\$14,686.67	\$5,000.00	\$9,686.67	193.7%
4-2300	Open Home Grants	\$0.00	\$1,000.00	-\$1,000.00	(100.0)%
4-2500	ACC Funding	\$14,210.66	\$11,333.36	\$2,877.30	25.4%
	<b>Total Other Grants</b>	<b>\$30,495.15</b>	<b>\$19,833.36</b>	<b>\$10,661.79</b>	<b>53.8%</b>
4-3000	Locally Raised Funds				
4-3200	School Donation	\$5,158.50	\$4,666.68	\$491.82	10.5%
4-3300	Stationery Income	\$330.86	\$466.68	-\$135.82	(29.1)%
4-3400	Photocopying Income	\$84.71	\$200.00	-\$115.29	(57.6)%
4-3500	Hall Hire Income	\$1,347.82	\$2,000.00	-\$652.18	(32.6)%
4-3502	Sponsorship	\$304.85	\$2,000.00	-\$1,695.15	(84.8)%
4-3600	Uniform Income	\$510.46	\$0.00	\$510.46	NA
4-3700	PTA Donations	\$4,529.62	\$20,000.00	-\$15,470.38	(77.4)%
4-3710	Fundraising Other	\$5,423.75	\$2,666.68	\$2,757.07	103.4%
4-3720	Other Sundry Income	\$55.99	\$666.68	-\$610.69	(91.6)%
	<b>Total Locally Raised Funds</b>	<b>\$17,746.56</b>	<b>\$32,666.72</b>	<b>-\$14,920.16</b>	<b>(45.7)%</b>
4-4000	Other Income				
4-4500	Creative in Schools	\$31.30	\$0.00	\$31.30	NA
4-4900	SIP	\$10,434.78	\$0.00	\$10,434.78	NA
	<b>Total Other Income</b>	<b>\$10,466.08</b>	<b>\$0.00</b>	<b>\$10,466.08</b>	<b>NA</b>
4-6200	Activities & Fees				
4-6210	Totara Activities	\$11,137.38	\$4,666.68	\$6,470.70	138.7%
4-6230	Matai Activities	\$30.43	\$1,333.36	-\$1,302.93	(97.7)%
4-6240	Australian Maths Competition	\$13.04	\$0.00	\$13.04	NA
4-6250	Performances	\$347.89	\$666.68	-\$318.79	(47.8)%
4-6270	Sports Subs	\$2,302.16	\$5,333.36	-\$3,031.20	(56.8)%
	<b>Total Activities &amp; Fees</b>	<b>\$13,830.90</b>	<b>\$12,000.08</b>	<b>\$1,830.82</b>	<b>15.3%</b>
4-9000	Investment Income				
4-9100	Interest Received- Cheque Acc	\$334.90	\$66.68	\$268.22	402.2%
4-9200	Interest Received- Savings Acc	\$145.78	\$66.68	\$79.10	118.6%
4-9300	Interest Received- Term Dep	\$117.53	\$266.68	-\$149.15	(55.9)%
	<b>Total Investment Income</b>	<b>\$598.21</b>	<b>\$400.04</b>	<b>\$198.17</b>	<b>49.5%</b>
	<b>Total Income</b>	<b>\$455,356.19</b>	<b>\$418,788.92</b>	<b>\$36,567.27</b>	<b>8.7%</b>
	<b>Gross Profit</b>	<b>\$455,356.19</b>	<b>\$418,788.92</b>	<b>\$36,567.27</b>	<b>8.7%</b>
6-0000	Expenses				
6-1000	Learning Resources				
6-1100	Library Expenses				
6-1120	Library Consumables	\$516.57	\$400.00	\$116.57	29.1%

**Profit & Loss [Budget Analysis]**

January 2022 To August 2022

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
	Total Library Expenses	\$516.57	\$400.00	\$116.57	29.1%
6-1200	Teaching Resources				
6-1210	Totara Syndicate	\$1,448.81	\$1,666.68	-\$217.87	(13.1)%
6-1230	Matai Syndicate	\$769.54	\$1,666.68	-\$897.14	(53.8)%
6-1240	Numeracy	\$21.71	\$200.00	-\$178.29	(89.1)%
6-1250	Literacy	\$108.70	\$200.00	-\$91.30	(45.7)%
6-1270	Assessment	\$139.04	\$200.00	-\$60.96	(30.5)%
6-1280	Physical Education	\$112.20	\$1,000.00	-\$887.80	(88.8)%
6-1290	Reading Recovery	\$140.06	\$133.36	\$6.70	5.0%
6-1300	Learning Support	\$1,285.10	\$3,333.36	-\$2,048.26	(61.4)%
6-1310	Other Curriculum Areas	\$331.04	\$333.36	-\$2.32	(0.7)%
6-1320	Science	\$434.61	\$333.36	\$101.25	30.4%
6-1330	Enviro	\$10.42	\$333.36	-\$322.94	(96.9)%
6-1350	Forbes Robinson	\$0.00	\$5,972.00	-\$5,972.00	(100.0)%
	Total Teaching Resources	\$4,801.23	\$15,372.16	-\$10,570.93	(68.8)%
	Total Learning Resources	\$5,317.80	\$15,772.16	-\$10,454.36	(66.3)%
6-1400	Classroom Consumables				
6-1450	Awards & Discipline	\$63.30	\$200.00	-\$136.70	(68.4)%
6-1451	Matai Piwakawaka	\$675.24	\$333.36	\$341.88	102.6%
6-1452	Matai Kereru	\$336.97	\$333.36	\$3.61	1.1%
6-1454	Totara Toroa	\$155.58	\$500.00	-\$344.42	(68.9)%
6-1456	Totara Karearea	\$883.86	\$500.00	\$383.86	76.8%
	Total Classroom Consumables	\$2,114.95	\$1,866.72	\$248.23	13.3%
6-2000	Activities & Fees				
6-2100	Totara Activities	\$8,666.73	\$4,666.68	\$4,000.05	85.7%
6-2300	Matai Activities	\$66.09	\$1,333.36	-\$1,267.27	(95.0)%
6-2500	Performances	\$529.62	\$666.68	-\$137.06	(20.6)%
6-2700	Sports Subs	\$1,916.52	\$5,333.36	-\$3,416.84	(64.1)%
6-2810	Fundraising Other	\$2,681.36	\$1,000.00	\$1,681.36	168.1%
6-2820	PTA	\$648.05	\$666.68	-\$18.63	(2.8)%
	Total Activities & Fees	\$14,508.37	\$13,666.76	\$841.61	6.2%
6-2900	Other Expenses				
6-2950	Principals Discretionary Fund	\$65.22	\$0.00	\$65.22	NA
6-2970	Other Grant Expenses	\$660.40	\$0.00	\$660.40	NA
6-2990	Staff Purchases	-\$600.00	\$0.00	-\$600.00	NA
	Total Other Expenses	\$125.62	\$0.00	\$125.62	NA
6-3000	Personnel Expenses				
6-3110	Administration Staff	\$48,144.94	\$50,666.68	-\$2,521.74	(5.0)%
6-3120	Caretaking Staff	\$32,623.20	\$34,669.36	-\$2,046.16	(5.9)%
6-3130	Library Staff	\$19,944.14	\$26,194.00	-\$6,249.86	(23.9)%
6-3140	Support Staff	\$114,263.00	\$93,333.36	\$20,929.64	22.4%
6-3145	Itinerant Music Teachers	\$1,998.00	\$2,000.00	-\$2.00	(0.1)%
6-3150	Relief Teachers	\$1,852.72	\$13,333.36	-\$11,480.64	(86.1)%
6-3155	Teacher Salaries Op Grant	\$4,000.61	\$0.00	\$4,000.61	NA
6-3400	Staff Appointments	\$175.50	\$300.00	-\$124.50	(41.5)%
6-3500	Professional Development	\$4,106.45	\$4,000.00	\$106.45	2.7%
6-3550	Principals Appraisal	\$0.00	\$100.00	-\$100.00	(100.0)%
6-3600	Other Personnel Expenses	\$15.53	\$0.00	\$15.53	NA
6-3650	COL Costs	\$323.48	\$5,222.00	-\$4,898.52	(93.8)%
	Total Personnel Expenses	\$227,447.57	\$229,818.76	-\$2,371.19	(1.0)%
6-4000	Administration Expenses				

**Profit & Loss [Budget Analysis]**

January 2022 To August 2022

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
6-4100	Board of Trustees Expenses				
6-4110	BOT Administration	\$0.00	\$200.00	-\$200.00	(100.0)%
6-4120	BOT Hospitality	\$899.23	\$1,333.36	-\$434.13	(32.6)%
6-4130	BOT Professional Development	\$0.00	\$333.36	-\$333.36	(100.0)%
6-4140	BOT Elections	-\$1,167.24	\$0.00	-\$1,167.24	NA
6-4170	Strategic Development	\$340.00	\$666.68	-\$326.68	(49.0)%
	<b>Total Board of Trustees Expenses</b>	<b>\$71.99</b>	<b>\$2,533.40</b>	<b>-\$2,461.41</b>	<b>(97.2)%</b>
6-4200	Information Technology				
6-4210	Teacher Laptop Lease	\$2,448.71	\$2,666.68	-\$217.97	(8.2)%
6-4220	ICT Consumables & Repairs	\$895.28	\$666.68	\$228.60	34.3%
6-4230	ICT Technical Support	\$1,148.00	\$666.68	\$481.32	72.2%
	<b>Total Information Technology</b>	<b>\$4,491.99</b>	<b>\$4,000.04</b>	<b>\$491.95</b>	<b>12.3%</b>
6-4300	Admin Office Expenses				
6-4305	Office Stationery Supplies	\$847.92	\$400.00	\$447.92	112.0%
6-4310	Telephone	\$2,129.84	\$2,000.00	\$129.84	6.5%
6-4320	Internet & Email Costs	\$0.00	\$133.36	-\$133.36	(100.0)%
6-4330	Postage & Freight	\$236.53	\$466.68	-\$230.15	(49.3)%
6-4335	Freight (Courier Tickets)	\$187.02	\$166.68	\$20.34	12.2%
6-4340	Printing & Stationery	\$531.05	\$400.00	\$131.05	32.8%
6-4345	Uniform	\$972.00	\$0.00	\$972.00	NA
6-4350	Photocopier Lease	\$7,524.05	\$8,666.68	-\$1,142.63	(13.2)%
6-4360	Photocopy Paper	\$1,990.86	\$866.68	\$1,124.18	129.7%
6-4370	Etap Subscription	\$2,900.00	\$2,400.00	\$500.00	20.8%
6-4380	School Docs	\$1,400.00	\$1,450.00	-\$50.00	(3.4)%
6-4390	NZSTA Copyright Subscription	\$885.50	\$1,300.00	-\$414.50	(31.9)%
	<b>Total Admin Office Expenses</b>	<b>\$19,604.77</b>	<b>\$18,250.08</b>	<b>\$1,354.69</b>	<b>7.4%</b>
6-4400	General Expenses				
6-4410	Accounting Fees	\$3,348.40	\$3,500.00	-\$151.60	(4.3)%
6-4420	Audit Fees	\$2,707.83	\$5,250.00	-\$2,542.17	(48.4)%
6-4425	Kindo Fees	\$229.60	\$300.00	-\$70.40	(23.5)%
6-4430	Bank Charges	\$13.04	\$50.00	-\$36.96	(73.9)%
6-4440	Eftpos Hire & Merchant Fees	\$555.60	\$666.68	-\$111.08	(16.7)%
6-4445	Principals Discretionary Spend	\$94.78	\$0.00	\$94.78	NA
6-4450	First Aid	\$702.31	\$400.00	\$302.31	75.6%
6-4455	Laundry	\$290.67	\$266.68	\$23.99	9.0%
6-4460	Hospitality - Principal	\$10.44	\$200.00	-\$189.56	(94.8)%
6-4470	Insurance	\$89.44	\$0.00	\$89.44	NA
6-4490	Repairs & Maintenance - Equip	\$318.42	\$200.00	\$118.42	59.2%
6-4500	Staffroom Consumables	\$923.55	\$800.00	\$123.55	15.4%
6-4600	Subscriptions	\$2,706.85	\$1,733.36	\$973.49	56.2%
6-4610	Accessit Subscription	\$1,360.00	\$1,400.00	-\$40.00	(2.9)%
6-4700	Other Sundry Expenses	\$87.91	\$533.36	-\$445.45	(83.5)%
	<b>Total General Expenses</b>	<b>\$13,438.84</b>	<b>\$15,300.08</b>	<b>-\$1,861.24</b>	<b>(12.2)%</b>
	<b>Total Administration Expenses</b>	<b>\$37,607.59</b>	<b>\$40,083.60</b>	<b>-\$2,476.01</b>	<b>(6.2)%</b>
6-5000	Property Expenses				
6-5100	Caretaking & Cleaning				
6-5110	Caretaking Materials	\$731.83	\$1,666.68	-\$934.85	(56.1)%
6-5115	Cleaning Supplies	\$2,576.06	\$3,000.00	-\$423.94	(14.1)%
6-5120	Cleaning Contract	\$12,951.32	\$12,000.00	\$951.32	7.9%
6-5130	Caretaking Equipment & Repairs	\$621.53	\$1,000.00	-\$378.47	(37.8)%
6-5140	Rubbish Removal	\$766.28	\$1,200.00	-\$433.72	(36.1)%

**Profit & Loss [Budget Analysis]**

January 2022 To August 2022

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
	Total Caretaking & Cleaning	\$17,647.02	\$18,866.68	-\$1,219.66	(6.5)%
6-5200	Power, Heat & Water Rates				
6-5210	Electricity	\$11,851.46	\$12,000.00	-\$148.54	(1.2)%
6-5220	Diesel	\$0.00	\$3,000.00	-\$3,000.00	(100.0)%
6-5230	Water Rates	\$3,858.55	\$4,200.00	-\$341.45	(8.1)%
	<b>Total Power, Heat &amp; Water Rates</b>	<b>\$15,710.01</b>	<b>\$19,200.00</b>	<b>-\$3,489.99</b>	<b>(18.2)%</b>
6-5300	Grounds				
6-5310	Mowing Contract	\$1,570.80	\$1,000.00	\$570.80	57.1%
6-5320	Trees and Shrubs	\$1,261.74	\$666.68	\$595.06	89.3%
6-5330	Property Rates	\$4,366.38	\$7,125.00	-\$2,758.62	(38.7)%
	<b>Total Grounds</b>	<b>\$7,198.92</b>	<b>\$8,791.68</b>	<b>-\$1,592.76</b>	<b>(18.1)%</b>
6-5400	Buildings & Other				
6-5410	Alarm Monitoring	\$951.90	\$1,333.36	-\$381.46	(28.6)%
6-5420	Painting Contract	\$15,746.12	\$16,000.00	-\$253.88	(1.6)%
6-5430	Repairs & Maintenance - Prop	\$3,167.37	\$5,333.36	-\$2,165.99	(40.6)%
6-5435	Repairs & Maintenance General	\$9,966.49	\$1,000.00	\$8,966.49	896.6%
6-5440	Vandalism	\$0.00	\$400.00	-\$400.00	(100.0)%
6-5460	SIP	\$26,953.68	\$0.00	\$26,953.68	NA
	<b>Total Buildings &amp; Other</b>	<b>\$56,785.56</b>	<b>\$24,066.72</b>	<b>\$32,718.84</b>	<b>136.0%</b>
	<b>Total Property Expenses</b>	<b>\$97,341.51</b>	<b>\$70,925.08</b>	<b>\$26,416.43</b>	<b>37.2%</b>
6-9000	Depreciation - Building				
6-9100	Depre - Building	\$3,226.16	\$3,226.00	\$0.16	0.0%
6-9200	Depre - School Equip	\$4,824.80	\$4,517.36	\$307.44	6.8%
6-9300	Depre - School Furniture	\$4,117.92	\$4,986.00	-\$868.08	(17.4)%
6-9400	Depre - Other Equipment	\$10,683.92	\$10,698.68	-\$14.76	(0.1)%
6-9500	Depre - Office Furniture	\$669.76	\$689.36	-\$19.60	(2.8)%
6-9600	Depre - Computer Equipment	\$7,640.96	\$6,510.00	\$1,130.96	17.4%
6-9700	Depre - Library Resources	\$2,427.84	\$2,478.00	-\$50.16	(2.0)%
6-9800	Depre - Leased Assets	\$0.00	\$12,000.00	-\$12,000.00	(100.0)%
	<b>Total Depreciation - Building</b>	<b>\$33,591.36</b>	<b>\$45,105.40</b>	<b>-\$11,514.04</b>	<b>(25.5)%</b>
	<b>Total Expenses</b>	<b>\$418,054.77</b>	<b>\$417,238.48</b>	<b>\$816.29</b>	<b>0.2%</b>
	<b>Operating Profit</b>	<b>\$37,301.42</b>	<b>\$1,550.44</b>	<b>\$35,750.98</b>	<b>2,305.9%</b>
	<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>NA</b>
	<b>Net Profit/(Loss)</b>	<b>\$37,301.42</b>	<b>\$1,550.44</b>	<b>\$35,750.98</b>	<b>2,305.9%</b>



Cashflow Report 2022 Financial Year	ACT Jan-22	ACT Feb-22	ACT Mar-22	ACT Apr-22	ACT May-22	ACT Jun-22	ACT Jul-22	ACT Aug-22	BUD Sep-22	BUD Oct-22	BUD Nov-22	BUD Dec-22
<b>Opening Bank Balances</b>												
Cheque account - ASB	135,624	224,339	193,687	101,616	177,244	133,752	90,090	206,694	159,264	107,867	229,842	169,681
Savings account - ASB	311	311	311	311	311	311	311	311	312	320	328	337
Term Deposit	101,164	101,233	101,237	151,241	151,333	151,339	151,347	151,485	151,485	151,518	151,551	151,585
<b>Total Opening Bank Balances</b>	<b>237,099</b>	<b>325,883</b>	<b>295,235</b>	<b>253,168</b>	<b>328,888</b>	<b>285,402</b>	<b>241,748</b>	<b>358,490</b>	<b>311,060</b>	<b>259,705</b>	<b>381,722</b>	<b>321,602</b>
<b>Revenue Received</b>												
Interest Received Cheque	30.05	24.20	22.45	36.63	-	31.18	57	86.31	8.33	8.33	8.33	8.33
Interest Received Savings	0.04	0.04	0.05	0.05	0	0.08	-	0.15	8.33	8.33	8.33	8.33
Interest Received Term Deposit	68.42	4.13	4.14	92.30	5.79	8.28	138		33.33	33.33	33.33	33.33
Ministry of Education Op's Grants	137,683			147,308			145,206			149,213		
Grants	-	9,897	20,764	-	26,685	9,209	7,032	7,375	1,629	10,254	1,629	1,629
PTA	6,898	-	-	-	-	300	-	3,609	2,875	2,875	2,875	2,875
Debtors Paid	-	4,149	14,794	1,103	3,716	819	166	1,090	1,630	1,630	1,630	1,630
Other Income	157	1,982	160	12,753	585	8,560	974	6,699	3,249	3,249	10,149	2,825
5YA Funding/Projects												
<b>Total Revenue</b>	<b>144,836</b>	<b>16,057</b>	<b>35,745</b>	<b>161,293</b>	<b>30,991</b>	<b>18,928</b>	<b>153,572</b>	<b>18,859</b>	<b>9,432</b>	<b>167,270</b>	<b>16,332</b>	<b>9,008</b>
<b>Expenditure</b>												
Creditors	40,636	20,780	38,732	46,662	18,001	21,922	14,357	29,882	15,449	16,599	29,738	21,602
Support Staff & Admin Wages	11,260	25,924	28,113	28,911	39,664	30,659	22,474	36,407	25,607	25,607	25,607	25,607
GST	4,156		10,967		16,813				16,684		18,060	
Capital expenditure	-	-		10,000	-	10,000			3,047	3,047	3,047	3,047
5YA Funding/Projects												
<b>Total Expenditure</b>	<b>56,052</b>	<b>46,704</b>	<b>77,812</b>	<b>85,573</b>	<b>74,478</b>	<b>62,582</b>	<b>36,830</b>	<b>66,290</b>	<b>60,787</b>	<b>45,253</b>	<b>76,452</b>	<b>50,256</b>
<b>Closing Bank Balances</b>												
Cheque account- ASB	224,339	193,687	101,616	177,244	133,752	90,090	206,694	159,264	107,867	229,842	169,681	128,392
Savings account - ASB	311	311	311	311	311	311	311	312	320	328	337	345
Term Deposit	101,233	101,237	151,241	151,333	151,339	151,347	151,485	151,485	151,518	151,551	151,585	151,618
<b>Total Closing Bank Balances</b>	<b>325,883</b>	<b>295,235</b>	<b>253,168</b>	<b>328,888</b>	<b>285,402</b>	<b>241,748</b>	<b>358,490</b>	<b>311,060</b>	<b>259,705</b>	<b>381,722</b>	<b>321,602</b>	<b>280,355</b>
<b>Net Increase/Decrease</b>	<b>88,784</b>	<b>- 30,648</b>	<b>- 42,067</b>	<b>75,720</b>	<b>- 43,486</b>	<b>- 43,654</b>	<b>116,742</b>	<b>- 47,430</b>	<b>- 51,355</b>	<b>122,017</b>	<b>- 60,120</b>	<b>- 41,247</b>
Projected end of year cashflow					301,867	296,061	290,898	280,355				

Notes/ Comments

# Minutes

*(Attached with original Agenda)*

## Of the Property, Health & Safety Sub-Committee Meeting held on Thursday 15<sup>th</sup> September at 5:00pm

**Present:** Bruce, Peter, Scott

**Apologies:** Brad

**Confirmation of previous minutes:** 18<sup>th</sup> August 2022

***Motion:*** Move that the minutes from the property sub-committee meeting held on Thursday 18<sup>th</sup> August 2022 to be correct

**Peter Verstappen/Bruce Puklowski**

**Matters arising from minutes:** 18<sup>th</sup> August 2022

Heat pump cleaning rooms 1-2: Bruce has talked to Best & West. Their advice is to clean with soap and water. Gentle clean for fins on the inside of the units. Bruce will action this in the holidays.

### **Monthly Safety Reports**

- Bruce – Property Report: Nothing to report that's not already in the agenda. Discussed with Dane about restarting site inspections prior to this meeting.
- Scott – Health & Safety Report: Broken arm on the obstacle course – not caused by faulty equipment. Twisted knee playing netball. Removal of Covid restrictions – staying vigilant about good hygiene practice.

### **Swimming Pool**

- Pool Committee update. Reported to board in Principal's report.
- Will report on maintenance and other matters to the board meeting.

### **Items of Business**

- CCTV project: Including policy and guidelines on using CCTV – see below from Schooldocs site.

Camera surveillance in schools operates to discourage undesirable behaviour and help identify and resolve security issues. People on school grounds are made aware of the use of CCTV, and privacy regulations are followed. The system may operate 24 hours a day, seven days a week, according to the school's assessment of when it is needed.

The school's privacy officer is responsible for overseeing the CCTV system. Our privacy officer is the principal.

Demo School complies with the Privacy Act in using and managing the system. Conditions of the Privacy Act that govern how we handle personal information include:

- Information may only be collected for a necessary and lawful purpose.
- Individuals must be aware of the information collection and the reason for it.
- Information collected for one purpose cannot be used for another.

- Information is stored and disposed of securely.

The following **guidelines** apply to **camera surveillance** at our school:

### **Privacy**

- We have signage in strategic places to inform people of the system, and our reason for it.
- Cameras are not installed in sensitive places such as bathrooms.
- Staff are advised that while they go about their normal business at the school, their recorded images, and those of their students, will not be reviewed except to identify culprits.
- The system is installed so that individuals committing a crime on school grounds can be identified and prosecuted. It is only used to identify persons illegally on the premises or engaged in criminal activity, or disturbing school programmes or individuals.

### **Access to recordings and system-related information**

- Access is limited to the privacy officer and appointed system managers. A log book is used which details access to the system, the purpose of the access, and the operator.
- No recorded data is taken from the system unless approved in writing by the privacy officer.
- Police may request access when investigating criminal activity in the area. The police are given access to the system as required but must comply with this policy. If the school has concerns about releasing this information, we will contact our legal advisors. The school must comply if the police have a search warrant.
- Requests for access from parents or other interested parties will be denied unless good cause is given and the board formally approves this access.
- Any system misuse is reported to the principal, or the board if the principal is involved.
- Staff have the right to see footage of themselves as it is personal information held about them. However, they can only see it if it is readily retrievable, so must supply a time, date, and location. The privacy of other people who may be in the footage must be considered in this case.

### **Storage**

- All data, hard drives, etc., are destroyed or stored in compliance with the approved standard on data protection. Data is stored according to the standard so that it is not compromised and can be successfully used in court as evidence.

### **Monitoring system use**

- The monitoring firm provides regular reports on the effectiveness of the system, and the system's operation is checked regularly by the privacy officer and monitoring firm.
- The system, its operation, and related policies and procedures are audited and evaluated regularly as part of the annual health and safety audit.

Agreed we will purchase four standard signs and place them near entrances.

- Rms 3-6 verandahs (Nelson Builders; likely to do the work over the October holidays).
- Rms 1-2 heat pumps – cleaning (see above).
- Repairs to netball goalpost and new goalpost nets. Bruce has taken the broken goalpost to local engineers who'll do it for free. Nets have arrived and will be put up.
- Future project: replace or repair backboards on basketball hoops.
- Waharoa: fixing the brackets permanently.

**Meeting finished 5.25pm.**

## STAFF REPORT

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### Highlights in student learning this month:

#### **Students:**

-We held a kapahaka bake sale to raise funds for uniforms. The team are looking forward to performing at the Kahui Ako Cultural Festival this week

-Waimea Intermediate visited to talk to our Year 6 students. Students received an enrollment pack and had the chance to ask any questions they may have about attending WIS 2023. This will be our last intake for WIS

-Totara syndicate completed 2 nights of performing their learning showcase. It was very well received with both nights performing to a packed hall. It was a great event to have our community and whanau in school mask free. Well done to the team for their efforts and how well they connected this to their current learning topics. It is a great blueprint moving forward

-Peter took a crack team of young environmentalists to our annual Coronation Tree Planting. This is a great day and a way to contribute to our local environment. It was a great fit with the work our Karearea team has been doing

-Kathy has been working with a great team of readers and took them to the TDL Lit Quiz. They also attended the Nelson/ Marlborough Lit Quiz

-We ran a fantastic Wig Wednesday for Child Cancer which was well supported with some very wacky hair!

-Ngaire has been running tennis skills plus we have a 4 hockey teams practicing for up and coming tournaments

#### **Staff:**

-Staff attended an AED training session which was put on by St John's. This was due to us having an AED located at our office entrance

-Vicky finished up her work in the office after stepping in for Liv and doing an amazing job. We wish her well in her new role

-PLD meeting with Jacqui Clayton: looking at our trends and data. Peter asked the same question at our Kahui Ako Principal Hui and other schools are noticing the same trend. We also talked about Structured Literacy as this seems to be a direction the ministry is going in. Jacqui also visited our junior classrooms and had the opportunity to provide feedback after

-A big congratulations to the Totara team and the other staff who supported the students over our showcase evenings. It was a great success

-Peter and Scott attended a Kahui Ako Principal's Hui. This was a chance to get as many principals together post covid restrictions and reconnect as a group. It was a very constructive day and put the Kahui Ako back in front of our principals

-Our Piwakawaka teachers ran a Transition to School evening. They had 3 new families along who were able to hear about the programme and ask any questions

-Scott to visit Lower Moutere to look at their Year 7 & 8 programme and discuss Big Picture Day workshop with the principal Chris Bascand

## Appendix 1 – Library and Foxhill Learning Center Annual Report

### 2021/2022 Library and Foxhill Learning Center Annual Report for the Board of Trustees

#### Introduction

Our school library plays a vital role in supporting teaching and learning, with a whole-school approach to supporting the curriculum and an enjoyment of reading. We provide a welcoming, inclusive space with a range of quality material which is accessible to all.

The growth and development of the library and those we support, is a reflection on the continued growth and development of Wakefield School. Our vision is to develop life-long learners and in order to do this in an ever-changing information landscape, it is vital for the school library, and its staff, to continue to grow and adapt in order to meet the changing needs of the school community.

#### Library Staffing

Library Manager                      Kathy Ameen (25 Hours)  
Manage daily running of the library, including circulation, purchasing and processing of library and teacher resource items, management of the library programme (Access-it), the Webb-App and the computer suite.  
Run the Scholastic Book club  
Assist students with research and publishing,  
Teaching of information literacy and reading groups.

Library Liaison Teacher:            2021/2022 – **Isobel Ford**  
  
Isobel and Kathy have worked together for several years now and support each other in promoting reading and literacy within the school and sharing information between teaching staff and the library team.

ICT Liaison Teacher:            Scott      MacKenzie      (ICT - 2021/2022)

Student Librarians The student librarians form one of the school committees. Senior students, from years 4-6, perform circulation duties during lunch and morning-tea times, and some basic shelving. They also take an active part in Book Week.

#### Library Environment

The Foxhill Learning Center space is multi-functional and used for a wide variety of activities and by many different groups. The indoor space is flexible as the trollies can be wheeled to the sides if necessary creating a large open space. Groups who have used this area during the year other than students for library use, are the Junior Kapa Haka group, parent workshops, teacher PD, choir groups, road traffic patrol training,

Reading Together workshops, Pool and PTA committees.

We have removed the shade sail from the courtyard area as the trees supply sufficient shade and the sail had become very old and moldy. The Student Ground Force committee has cut back some of the bushes which has also opened up the area. This area would still benefit from seating and, or decking.

## **Collection Management and Development**

- Purchases through allocated budget funds and money raised through scholastic book fair (this year \$900) and Scholastic lucky Book Club. These are raised as reward points which we can use to spend with scholastic only. We have used the Southfuels rewards redemption scheme to purchase books for the library as well this year.
- Topic Boxes - continued to place items in these. They are getting much more use at the senior end of the school.
- TR reading sets - again being used more by senior classes. - it was a good move to have these shelved in the library - students gravitate towards this area and Kathy has been able to promote them through the information literacy and Toroa reading programmes.
- Replacement of popular and classic books.

The following areas have been a focus over the last year.

- NZ History - at all levels and as teacher resources.
- Te Reo Maori/bilingual books to share with students.
- Mindfulness and wellbeing
- Pupil selection - students are encouraged to share the names of author's, book titles or series which they would like to see in the library
- We have started to think about extending our current collection to include books and series appropriate for intermediate level students. This is predominantly at a planning stage.
- A number of new games and jigsaw puzzles. These have proven to be very popular with all age groups.

## **Stocktake**

At the 2021 end of year stocktake there were 39 items missing from the library and 7 items on loan which were not returned. This is very similar to the previous year. There are a large number of items constantly in circulation, so overall this is not a bad result. I have attached a summary of the Stocktake and Reconciliation Statement.

## **Literacy and Information Literacy Support**

- Support to the top Toroa (Year3/4) reading groups - 3x a week
- New sets for the Teacher Resource Reading Sets - "*Wonder*" and "*Under the Mountain*"
- Continuing to add to collections, including Topic Boxes, Big Books & some new literacy resources so they can be accessed for inquiry/research topics.

- Scheduled class library sessions for all classes this year, as well as impromptu small groups. Support with age and reading level appropriate material for both reading and inquiry.
- Information literacy programme regularly implemented at class library sessions in years 1-4 and as small group sessions for years 4-6. This includes use of the Online library catalogue, (Web App).
- Purchase & cataloguing resources which support the NZ History curriculum, and our Health/Wellbeing focus.
- Support students researching topics. Help with searching for inquiry topics and passion projects. Kathy has been involved in supporting students and teachers during the senior class inquiry days (ANZAC & Biodiversity) - both hands on and in resourcing information from the library, teacher resource and the National library loans selection.
- Replacement of some of the older resources in the Teacher Resource reading sets, using rewards generated through the Fuels in School programme.
- The Summer Holiday Reading Programme was not offered this year as we have had a steady decline in interest in this programme over the last few years. We continued to run Holiday Reading Challenges over the holiday periods within the school year. There has been an excellent response to these reading challenges within the junior and middle areas of the school but much less engagement in the senior part of the school.
- Book week this year was able to go ahead as planned. The Scholastic Book Fair generated \$900 worth of reward points. These will be used to purchase more resources for the library and items for prizes for our Holiday Reading Challenges.

### **Trends over the Past Year**

- Kathy has a full timetable with many classes reverting back to full class sessions once a week. As well as the class library sessions, there have been separate information literacy sessions for years 4 - 6 The information literacy for the younger classes has been incorporated into their class sessions.
- The most popular items have shown to be books that are part of a series. Many of the same books and authors have continued to be the most popular items over the last seven years.
- Graphic novels have become increasingly popular and as there are now more aimed at a younger level, and with girls specifically in mind, many of the most popular series are graphic novels.
- Using the Access-it programme, Kathy generated some statistics around reading and gender. A comparison was made with the year 6 cohort over the last seven years. Overall both boys and girls read far more fiction than non-fiction. Of the non-fiction that is read, boys read more, but the gap isn't huge. Girls read a significant amount more fiction than boys.

- There has been a steady decline in the number of audio books, magazines and sophisticated picture books being issued but an increase in books from the teacher resource reading collections and the Topic Boxes. The latter is due to the fact that they are very visible within the library and on the library online catalogue and this is an area we have promoted as a source of good age appropriate information and literature rich in language and content.
- The library is almost fully booked during the week by a variety of groups. Each class has a whole class library slot this year which has worked well with promoting reading material to older students and helping students find age appropriate material to read. This has resulted in less time for processing books, shelving, displays and some of the other library management.
- With the introduction of new games we decreased the amount of time students can spend on the library computers, playing games. This has been received well by the majority of students.

### **Technology Update**

The library computer suite hosts 8 working desktop computers. (This does not include Kathy's work computer or the issuing desk computer). Students are able to use the computers for searching the Web Opac, researching inquiry topics and passion projects, publishing and printing. They are also available for use at some lunchtimes in the presence of the duty teacher. At times these computers are very busy but one computer is designated Web OPAC only and should be available for library use at all times. The library computers are maintained by Kathy, and Scott.

We have discussed the possibility of replacing these computers with laptops when they no longer work.

Links and information on high interest topics are added to the Web App homepage.

There is a link to the library Web APP on the school website.

### **School and Community Outreach**

- Wakefield Playcenter and Little People Preschool groups continue to visit regularly during term time, within the restrictions of Covid regulations. This helps with pre-enrolled students transitioning to school, as the library and library staff are familiar and the library is often seen as a safe place.
- The library continues to be used by a number of different groups at different times of the day for activities both related to literacy and information literacy and for other activities, e.g. Reading Together workshops, extension groups, road patrol training, committee meetings, PTA meetings, Kapa Haka practice, choir practice, teacher PD, parents, siblings and pre-school groups.

### **Professional Development**

- The regular School library network meetings were limited by the covid restrictions.
- Te Reo Maori course (Waimea College term 3 2022)
- Access-it Webinars



- The Certificate in Library & Information services had to be put on hold due to lack of funds.

## **Needs / Issues and Suggested Solutions**

- Having less time for processing, maintenance and shelving requires careful time management. A solution to this problem is for more help from any TA's who have free time and teaching staff at lunchtimes to help shelve books as this frees up time for Kathy to do other library tasks.
- A library orientation/refresher slot for all staff members should be a regular slot at one of our teacher only days at the beginning of each academic year, so staff can use the issuing computer if needed and are aware of the resources, collections and links on the Web App homepage.
- We need to consider how we expand our collection to include suitable material for intermediate students, and how these will be shelved. Book supply is still slower than normal as a result of delays due to covid, so in order to be prepared for the transition to full primary, we need to start looking at and making possible purchases.
- We need to consider how to make resources which support the NZ History Curriculum, for both teaching staff and students easily identifiable and accessible.

## **Goals and priorities for the next year (2023)**

### Purchases

- Resources to support the History curriculum at an age appropriate level, and resources for teaching staff.
- Continue to replenish and renew Teacher Resource reading sets.
- Continue to purchase age appropriate non-fiction with a focus on junior material.
- Continue developing the link between classroom, library and information literacy. Focus on information literacy - how to access information effectively in the library and on the internet. How to assess the validity of information and to draw from it appropriately. These are crucial skills for our future-focussed learners.

### Long-term goals

- Promote a school wide reading culture.
- Encourage and increase reading engagement amongst the senior students.
- Address additional seating in the patio area. This may attract students to this under-utilized patio area.
- Create a collection suitable for intermediate level students.



Location	Total	Found	On Loan	Still to Find
AudioBooks	32	32	0	0
Board Books	36	36	0	0
Fiction (Blue dot)	1,166	1,161	0	5
Graphic novel	135	133	1	1
Issue Desk	15	14	0	1
Junior Quick Reads	13	13	0	0
Non Fiction (Yellow dot)	3,036	3,022	1	13
Parent	35	35	0	0
Parent stack	5	5	0	0
Periodical/Magazine (Pink Dot)	56	56	0	0
Picture book (Red dot)	1,244	1,238	2	4
Quick Reads	428	421	0	7
Reference	97	97	0	0
Senior Quick Reads	209	204	1	4
Series	413	407	2	4
Sophisticated Picture Books	107	107	0	0
<b>Total:</b>	<b>7,027</b>	<b>6,981</b>	<b>7</b>	<b>39</b>



Media Category	Number	Purchase Cost of Acquisitions	Current Value of Acquisitions
<b>Book</b>			
Fiction	178	\$2,000.04	\$1,641.92
Non-Fiction	89	\$943.11	\$781.01
Sophisticated	1	\$22.50	\$22.50
Unassigned	1	\$0.00	\$0.00
Totals for , Book:	269	\$2,965.65	\$2,445.43
<b>Game</b>			
Board	1	\$24.99	\$24.99
Cards	1	\$19.99	\$19.99
Construction	2	\$61.98	\$61.98
Jigsaw	6	\$119.94	\$119.94
Puzzle	2	\$69.98	\$69.98
Totals for , Game:	12	\$296.88	\$296.88
Grand Totals:	281	\$3,262.53	\$2,742.31



For the period 01/01/2021 to 31/12/2021

	Gross Value	Depreciation	Net Value	Number of Assets
Balance at end 31/12/2020	\$106,276.62	\$70,441.26	\$35,835.36	9,499
Calculated Balance at 01/01/2021	\$106,107.56 <sup>1</sup>	\$70,272.20	\$35,835.36	9,499
There is a discrepancy in the beginning balances. See the section below the Subtotal and also the notes below.				
Purchases	\$3,320.53		\$3,320.53	302
Donations	\$0.00 <sup>4</sup>		\$0.00	20
Reinstated Write-offs	\$0.00		\$0.00	18
Subtotal	\$109,428.09	\$70,272.20	\$39,155.89	9,839
Less Items written off	\$4,739.55	\$3,600.91	\$1,138.64	446
Adjusted Book Value	\$104,688.54	\$66,671.29	\$38,017.25	9,393
Depreciation 01/01/2021 to 31/12/2021		\$4,169.12		
Balance at 31/12/2021	\$104,688.54	\$70,840.41	\$33,848.13	9,393

Please note the difference between the first and second lines of this report.

- On the first line the 'Balance at end xx/xx/xxxx' represents a Full balance of ALL items in your system as at the end of the previous Financial Year, i.e with no items excluded.

- On the second line 'Calculated Balance at xx/xx/xxxx' represents a Calculated balance of items in your system at the start of your chosen year, with Collections and/or Items excluded if applicable (i.e if you chose a 'Library Reconciliation Report' - rather than a 'Full Resource Reconciliation Report' - and have specified not to include certain Collections/Items in reports).

So if you have a discrepancy between the first and second lines of the report and you chose a 'Library Reconciliation Report' (rather than a 'Full Resource Reconciliation Report'), you may wish to run a 'Library Reconciliation Report' report for the previous year to get the previous years final balance (which will have excluded Collections/Items for the previous year).

Note 1: The Gross Value has changed, indicating one or more of the following:

- items have been added (including items that were on order and have been received), deleted or written-off
- purchase prices have been changed

Note 4: Value represents purchase cost.  
Replacement Cost of Donations is \$33.60.

N.B. The changed figures have been used in the calculation of the final balances.