



**October 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Motions and amendments once proposed and accepted may not be withdrawn without the consent of the meeting.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 Tuesday 25<sup>th</sup> October 2022, 5.30pm

Venue: Piwakawaka and then Staffroom

## 1. Strategic Focus and Special Presentation

- **Piwakawaka report on curriculum and student achievement (rescheduled to November meeting)**

## 2. Welcome and apologies

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

## 3. Administration

- Confirmation of Minutes (September 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 October

- Discuss/approve reviewed procedures
- Report on progress of ICT strategic plan and future directions
- Discuss draft budget
- **Piwakawaka report on curriculum and student achievement (rescheduled to November meeting)**

## 6. General Business

- Nil

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

- Nil

## **8. Closure**

## MINUTES

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### MINUTES OF THE WAKEFIELD SCHOOL BOARD OF TRUSTEES MEETING In the Kereru 14 at 5.30pm Thursday 22<sup>nd</sup> September 2022

**PRESENT:** Brad Pyers, Dale McDonald (via zoom), Dane Boswell, Peter Verstappen, Ryan Edwards, Scott Mackenzie, Sonia Emerson & Olivia Krammer

**APOLOGIES:** Nil

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

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

*Conversation had between board and PTA on what the PTA's policy is around what is included in their role as the PTA. School docs document on PTA policy to be reviewed and amended. The PTA is a group designed for fundraising, helping organise events and support the board with funding. A letter was also tabled from a group of concerned parents, that had been supplied to the PTA.*

#### **DECLARATION OF INTEREST: (See Standing Orders):**

- Nil

#### **ADDITIONAL GENERAL BUSINESS ITEMS:**

- Nil

#### **CONFIRMATION OF PREVIOUS MINUTES:**

***Motion:*** Move that the minutes from the Board meeting held on 25<sup>th</sup> August 2022 to be correct

**Peter Verstappen/Dane Boswell**

#### **MATTERS ARISING FROM MINUTES DATED: 25<sup>th</sup> August 2022**

- *CCTV – this has been installed and operating well. There are now 6 cameras versus 4 previously. Currently investigating an additional camera, to widen the area of surveillance.*

#### **CORRESPONDENCE: INWARD**

DATE	FROM	CONTENT	TO
	Waimea Kāhui Ako	Memorandum of Agreement	Parties of the Agreement
08.08.2022	Group concerned parents via PTA	Concerns	PTA and Board

#### **CORRESPONDENCE: OUTWARD**

- Nil

## **REPORTS**

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

As per Board Report:

Big picture day, this has been advertised in the latest newsletter, Peter has sent out emails and a hard copy invitation has been sent out today. There will also be a survey sent out to families for those who aren't able to attend so they are able to have their feedback.

### **Financial Report:**

As per Board Report:

Banking staffing is looking better these minutes and Peter mentioned they are better again after the most recent pay period, however this will look different in the next meeting as we take on another new entrant teacher. Sonia spoke on the cashflow and how the end of year forecast is tracking. Peter spoke about the end year figures and gave some options on what the board might like to start thinking about on how best make use of some these funds going forward.

### **Property Report:**

As per Board Report:

Dane also attended the property meeting, this had been missed on the minutes. We are getting signage around the use of cctv on the school grounds.

### **Staff Report:**

As per Board Report:

Scott spoke to his report, he congratulated the children on how well the school production went. The kapa haka performance took place today, Scott wanted to commend Christine Ross and Jen Amosa on doing such an outstanding job with the children and getting them ready for this performance and what an exceptional performance the children done.

***Motion:*** Move the adoption of these reports.

**Ryan Edwards/Brad Pyers**

## **ITEMS FROM THE BOARD ANNUAL CALENDAR FOR SEPTEMBER**

- **Report on mid-year budget review**  
This was verbally reported by the treasurer
- **Foxhill Learning Centre Annual Report**  
The board praised Kathy on how comprehensive the report she had provided was. Peter mentioned some outstanding work had been done by Kathy in regards to getting the kids reengaged especially those from the senior school and getting them back into the library. Kathy has been doing some amazing work in the library with regards to the literacy support program.
- **Report term 3 fire drill**  
This has been completed
- **Special Education Needs curriculum report**  
This report was supplied to the board and reviewed. Peter described some of the current programs supplied and explained how these programs work. Peter went into depth on what Forbes Robinson is and how our students are excelling in this program.

Peter also explained what an IEP is and what is required for these and who is involved in them. Peter talked about our reading together program which Mary runs, this program is four 1hr sessions with parents, usually new parents of the school. Learning support team, we currently have 10 teacher aides in our school and we have Allison who supports Leanne with more of the admin tasks relating to the SENCO role.

- **Table 1<sup>st</sup> March roll return**

This was tabled

## **MATTERS OF GENERAL BUSINESS:**

- **Matters from Principal's report**

- **Gala Update**

Sonia reminded the board when the gala is taking place, the notification's that has gone home recently. The board is organizing and running the silent auction. There will be a meeting held next week and again after the school holidays. Sonia has this all under control, and the gala preparation is tracking well.

- **Updating policy on hire of school buildings**

Peter will modify the school docs policy in regard to only requiring the board's approval when requesting to hire the hall along with alcohol being consumed at that time.

- **Update on recapitation**

Still awaiting the final outcome of the request submitted to the Ministry regarding the recapitation request.

- **Health survey results**

Online survey was emailed out to families with approx. 10 completed.

- **EEO annual process**

This is still to be done

- **Provisional staffing and funding for 2023**

Our provisional staffing which is usually set in September for the following year, this is what our staffing entitlement is assured as the minimum for the coming year. Our provisional staffing entitlement is 258 for 2023.

We have recently advertised 3 positions for next year

- 1) Fixed term teacher for 12 months to cover Kathy's extended years leave
- 2) Fixed term teacher to cover Scotts DP release
- 3) Permanent teacher to replace Kent Davis

- **Meeting time**

It was requested to change the October meeting to Tuesday 25<sup>th</sup> October.

- **Principal's appointment process**

Scott left the meeting prior to this discussion. Sonia and Ryan made enquiries into finding a consultant to be an advisor for the recruitment and appointment process of the new principal – they have had someone recommended to them – Sherilee Swanepoel, Sherilee has been an educator with 30 years experience within the education sector, Sonia reported on her qualifications and experience, she is based here in Nelson. She has supplied a proposal of the process. Sonia will make contact with Sherilee to see if she is available to come and speak with the board where they will then be able to make a decision on the appointment of the consultant. In discussion it was decided to invite Sherilee Swanepoel to a meeting of the parent

reps on the board on Tuesday 27 September, to discuss her proposal to provide consultant services to the board for the appointment of the new principal.

**ADDITIONAL ITEMS OF GENERAL BUSINESS:**

- Nil

**IN-COMMITTEE:**

- Two items

**I/We move that the meeting go "In Committee" in terms of the Local Government Official Information and Meetings Act 1997 and its amendments, to discuss Personal Interests.**

Moved that the meeting go In Committee at 7.19pm

Moved that the meeting go Out of Committee at 7.30pm

**MEETING EXTENSION:**

- Nil

**CLOSURE:**

There being no further business the meeting closed at 7.30pm.

I confirm these minutes to be a true record of the meeting held on Thursday 22<sup>nd</sup> September and the resolutions agreed at that meeting.

Signed:.....  
(Chairperson)

Date:.....



# PRINCIPAL'S REPORT

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## Whakatauki:

Mā te huruhuru  
Ka rere te manu  
*Adorn the bird with feathers  
And it will fly*

Kia ora,

Term four has started with a flurry and will be its usual flat sprint to the finish, with our heads half in the present and half in next year, as we set up staffing, class placements, budgets and learning programmes for 2023. Staff are working on the outcomes of the Big Picture conversations, towards shaping these into a revised strategic plan. All this, plus the usual bump and grind of managing children back into the routines of school after a holiday break, not to mention ERO in school last week, has made the start of term a gallop.

## 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: 273 (October 2021 = 271) Our staffing roll is 267. I expect to make an application for additional staffing funding next week.

Matai Piwakawaka (61) Matai Kereru (44)

Totara Toroa (78) Totara Karearea (90)

## Items from Board Annual Calendar for October

- Discuss/approve reviewed procedures
- Report on progress of ICT strategic plan and future directions
- Discuss draft budget
- **Piwakawaka report on curriculum and student achievement. Note: Piwakawaka team are unable to meet this month. We've postponed this presentation to the November meeting.**

## 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.

## NAG1 Curriculum and Student Achievement

### Item from Annual Calendar: Piwakawaka team presentation.

- *Postponed until November*

### Local Curriculum Review - Te Whare Matauranga

- Keryn Hooker and staff presented at our Big Picture event, and I believe there was useful discussion among attendees about our local curriculum direction and priorities. It seemed like some parents were really paying attention to this work for the first time, and their responses were encouraging, with some constructive feedback.
- Our local curriculum work impressed ERO.

### Literacy Review - Reading

- Jacqui Clayton will be in school next week for her final sessions for the year. At this time we will review our progress and plan for the second year of this work in 2023.

### Accelerated Learning in Mathematics (ALiM)

- ALiM will be wrapping up for the year in the next month or so. We will decide whether we want to continue in 2023, which would involve growing the intervention across more classes.

### ERO

- Our reviewer, Megan Cassidy, was in school for two days last week, her first visit. Much of the time was focused on the compliance dimensions of the review, with Megan interrogating our systems and practices for meeting our statutory requirements and other obligations. Thanks to Ryan, Scott and Leanne for good input in this process, and to Liv and others for preparing documents. We did well, meeting or exceeding our obligations in all areas, with only one or two minor

recommendations for improvement.

- Scott, Leanne and I began working with Megan on the next phase of the review, which is working through an evaluation matrix to establish where we are functioning against ERO's indicators. The aim is to establish goals for improvement, that Megan will then support us to achieve. I will share the matrix at our meeting.

#### Waimea kāhui ako

- The kāhui ako has received significant funding through the MOE to support attendance and engagement. I have yet to find out how this will be used across the KA schools, but I expect to benefit from it in our work with a few families whose attendance is a concern.
- Our provisional staffing has us continuing to be funded for one Within School Lead Teacher position. For several years this role has been shared between Julie and Bek in leading the wellbeing developments. We will review this and possibly reset priorities for the role in 2023.

#### **Item from Annual Calendar: Report on progress of ICT strategic plan and future directions**

- We have continued a purchasing programme this year and Scott will report at the meeting on the number, quality and use of devices across the school.
- I recommend a more thorough review of our strategy early in 2023 as part of the planning for recapitation.
- One of the recommendations from the Big Picture is around parent and student education on cyber safety. I'm pleased to see this, because when we've done it in the past very few parents have engaged. I hope it will be picked up in the New Year.

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

- I thank the Board for your participation in the event, I hope you found it useful.
- Last week the staff worked through the lists of outcome statements, aligning these with our current strategic plan. Over the next few weeks key staff will work to produce action plans for the priority recommendations, which will become our future strategic plan. I recommend this work is then held over for the incoming principal to review and have input into.

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

#### **Policies: Item from Annual Calendar: Discuss/approve reviewed procedures**

- Term three reviews have been completed, with some tailored updates to our behaviour management policies.
- This term the board should review **Health, Safety, and Welfare Policy; Alcohol/Drugs and Other Harmful Substances; and Swimming.**

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

- Last week I forwarded an email to the Board from Megan Hannigan, informing us the final request is now with MOE Wellington for presentation to the Minister. Things move slowly, but I hope we don't have to wait too much longer for the final decision.
- In the meantime we continue to think and talk about the move towards becoming a full primary school. Recently I have discussed the implications of this for 2023 staffing, library resources and classroom spaces.

### EEO Annual Report:

- This item continues to be outstanding.

### Health curriculum consultation

- Our recent online consultation drew a small response from parents and community. Respondents are positive about the health programmes we run and had few suggestions for improvement.
- As above, I note the interest in Cyber Safety raised at the Big Picture event.
- Our ERO review of compliance recommended we introduce programmes to cover homophobic and transgender bullying; this is required. I have sourced a couple of possible resources for this.

### Staffing and funding

- As shared with you at the end of last term, our provisional staffing and funding for 2023 are based on a roll of 258, compared to 267 this year. This means we lose 0.4FTE of staffing and about \$30,000 of operational funding. We're working through our predicted roll numbers to see if we can request a review, but we'd need to show that we expect at least 271 students by mid year, which seems unlikely at this stage.
- As mentioned above, I will apply for some additional staffing next week due to roll growth above our current staffing level. This helps offset our banking staffing deficit as we approach the end of the year.

### Equity Index and School Donations Scheme

- With our provisional staffing and funding information we received a notice that our new equity index rating makes us eligible for the School Donations scheme. I've sent this information to you previously and we need to decide at our meeting whether or not we will join the scheme. I've worked through the numbers and I believe it's a good move. The scheme provides \$154 per student, which with our funding roll of 258 for 2023, will bring close to \$40,00 of additional funding. It means we would no longer ask for a school donation, or charge parents for most activities that can be regarded as a requirement of our programme.

## **NAG3      Employer Responsibilities**

### Staffing Changes

- Tiffany's return to school has been very positive, and the expanded Piwakawaka team seems to be working well.
- Jonny Christie has made a positive start in room one, replacing Kent Davis until the end of the year.
- We have been interviewing applicants for three positions for 2023:
  - A fixed term position to cover Kathy Jessop's leave
  - A fixed term position to continue releasing Scott fulltime (Scott's kāhui ako role

continues in 2023)

- A permanent position to replace Kent Davis.

We received 28 applications for these roles, including two of our current staff. We have interviewed 6 applicants and should be able to decide the positions by the time the board meets on Tuesday. We have strong applicants for the roles.

### Staff appraisals

- 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.
- I am due to complete appraisals this month for three teachers and one support staff member. These are under way.

## **NAG 4 Property and Finance**

### **Item from Annual Calendar: Discuss draft budget**

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

### Sponsorship and Grants

- The [Kids' Love Music Trust](#) has generously funded a further three keyboards, which means we can establish a keyboard suite. I see this as an excellent step to strengthen our music tuition programmes for our year 7-8 students. I've spoken about this with Margy Wallace, our keyboard teacher. The keyboards will be presented by the Trust on Friday 11 November, and it would be good to have a board member present to receive them. The Trust has been an outstanding supporter of our music programmes over the past few years.
- We have received \$3,000 funding from Sport Tasman's Tu Manawa fund to subsidise the forthcoming swimming lessons. Big thanks to Sport Tasman for this, which, along with support from our PTA, allows us to keep the cost of swimming lessons to a manageable level for families.

### Wakefield School and Community Swimming Pool Committee

- At last week's pool committee meeting we finalised arrangements for the opening day on **Sunday 30 October, 11.00am - 1.00pm**. Season key prices remain the same as last year.
- Bruce has done an excellent job of preparing the pool for the season, see additional reporting from the Property/H&S committee.

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

### Staff and student well-being

- The term has started well, with few absences due to illness.

### Attendance

- I will share our term three attendance data and trends at the meeting.

## **NAG6      Legislation & Industrial Matters**

- Bargaining for the Primary Principals' and Teachers' Collective Agreements are under way. Meetings for both of these will be held this term.



**Peter Verstappen**  
**Principal**

### **Actions**

- EEO annual process
- School donations scheme
- 2023 draft budget
- Term three attendance data and trends.

# Minutes

Of the Finance Sub-Committee Meeting held on  
Thursday 20th October 2022 at 3.15pm

**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 13<sup>th</sup> September 2022

**Sonia Emerson/Peter Verstappen**

## **Matters Arising From Minutes:** Tuesday 13<sup>th</sup> September 2022

- Nil

## **Additional items of Business**

- Nil

## **Finance**

- **Banking staffing**  
Currently sitting at a deficit of around \$7,740. On 31<sup>st</sup> October Peter will apply for additional staffing funding, as our roll has gone above our current funding roll of 267.
- **Draft budget**  
Revision of draft budget was completed but is still a work in progress, Sonia will present at the board meeting for Boards input.
- **Provisional staffing and funding 2023**  
We are getting a reduced staffing and funding entitlement for 2023 as our projected roll is less for 2023 currently. Peter is working with Allison to predict what our roll forecast may be for 2023, if we are likely to have more than 271 students by the middle of the year we can apply for a revision of this entitlement.

## **GST**

- A GST return was submitted on the 26<sup>th</sup> September 2022, with a payment made of **\$15,833.55**

## **Supplier Payments**

- The Finance sub-committee ratify the payment made on **19<sup>th</sup> September** as per the approved Bank Preview Payment report for **\$15,261.91**

## **Credit Card Payment**

- The Finance sub-committee ratify the payment made on **22<sup>nd</sup> September** as per the approved credit card statement for **\$251.45**

## **CLOSURE**

There being no further business the meeting closed at 4.15pm

### **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 September 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	\$320,370.69	\$322,500.01	-\$2,129.32	(0.7)%
4-1200	MoE Special Education Grants	\$2,350.00	\$7,500.01	-\$5,150.01	(68.7)%
4-1300	ORRS Teacher Aide Grants	\$22,065.94	\$21,000.01	\$1,065.93	5.1%
4-1400	Additional Relief Teach Grant	\$20,803.81	\$0.00	\$20,803.81	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	\$30,000.01	\$9,833.04	32.8%
4-1900	Other MoE Grants	\$10,346.60	\$10,000.00	\$346.60	3.5%
	<b>Total Ministry of Education Grants</b>	<b>\$424,207.89</b>	<b>\$396,222.04</b>	<b>\$27,985.85</b>	<b>7.1%</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	\$15,225.71	\$12,750.02	\$2,475.69	19.4%
	<b>Total Other Grants</b>	<b>\$31,510.20</b>	<b>\$21,250.02</b>	<b>\$10,260.18</b>	<b>48.3%</b>
4-3000	Locally Raised Funds				
4-3200	School Donation	\$5,608.50	\$5,250.01	\$358.49	6.8%
4-3300	Stationery Income	\$406.95	\$525.01	-\$118.06	(22.5)%
4-3400	Photocopying Income	\$84.71	\$225.00	-\$140.29	(62.4)%
4-3500	Hall Hire Income	\$1,347.82	\$2,250.00	-\$902.18	(40.1)%
4-3502	Sponsorship	\$304.85	\$2,250.00	-\$1,945.15	(86.5)%
4-3600	Uniform Income	\$674.82	\$0.00	\$674.82	NA
4-3700	PTA Donations	\$4,529.62	\$22,500.00	-\$17,970.38	(79.9)%
4-3710	Fundraising Other	\$7,123.24	\$3,000.01	\$4,123.23	137.4%
4-3720	Other Sundry Income	\$55.99	\$750.01	-\$694.02	(92.5)%
	<b>Total Locally Raised Funds</b>	<b>\$20,136.50</b>	<b>\$36,750.04</b>	<b>-\$16,613.54</b>	<b>(45.2)%</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	\$11,224.34	\$5,250.01	\$5,974.33	113.8%
4-6230	Matai Activities	\$32.17	\$1,500.02	-\$1,467.85	(97.9)%
4-6240	Australian Maths Competition	\$13.04	\$0.00	\$13.04	NA
4-6250	Performances	\$356.59	\$750.01	-\$393.42	(52.5)%
4-6270	Sports Subs	\$2,861.34	\$6,000.02	-\$3,138.68	(52.3)%
	<b>Total Activities &amp; Fees</b>	<b>\$14,487.48</b>	<b>\$13,500.06</b>	<b>\$987.42</b>	<b>7.3%</b>
4-9000	Investment Income				
4-9100	Interest Received- Cheque Acc	\$403.55	\$75.01	\$328.54	438.0%
4-9200	Interest Received- Savings Acc	\$145.78	\$75.01	\$70.77	94.3%
4-9300	Interest Received- Term Dep	\$144.04	\$300.01	-\$155.97	(52.0)%
	<b>Total Investment Income</b>	<b>\$693.37</b>	<b>\$450.03</b>	<b>\$243.34</b>	<b>54.1%</b>
	<b>Total Income</b>	<b>\$501,501.52</b>	<b>\$468,172.19</b>	<b>\$33,329.33</b>	<b>7.1%</b>
	<b>Gross Profit</b>	<b>\$501,501.52</b>	<b>\$468,172.19</b>	<b>\$33,329.33</b>	<b>7.1%</b>
6-0000	Expenses				
6-1000	Learning Resources				
6-1100	Library Expenses				
6-1120	Library Consumables	\$603.99	\$450.00	\$153.99	34.2%

**Profit & Loss [Budget Analysis]**

January 2022 To September 2022

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
	Total Library Expenses	\$603.99	\$450.00	\$153.99	34.2%
6-1200	Teaching Resources				
6-1210	Totara Syndicate	\$1,939.04	\$1,875.01	\$64.03	3.4%
6-1230	Matai Syndicate	\$944.74	\$1,875.01	-\$930.27	(49.6)%
6-1240	Numeracy	\$21.71	\$225.00	-\$203.29	(90.4)%
6-1250	Literacy	\$117.40	\$225.00	-\$107.60	(47.8)%
6-1270	Assessment	\$139.04	\$225.00	-\$85.96	(38.2)%
6-1280	Physical Education	\$192.88	\$1,125.00	-\$932.12	(82.9)%
6-1290	Reading Recovery	\$140.06	\$150.02	-\$9.96	(6.6)%
6-1300	Learning Support	\$1,198.14	\$3,750.02	-\$2,551.88	(68.0)%
6-1310	Other Curriculum Areas	\$331.04	\$375.02	-\$43.98	(11.7)%
6-1320	Science	\$434.61	\$375.02	\$59.59	15.9%
6-1330	Enviro	\$10.42	\$375.02	-\$364.60	(97.2)%
6-1350	Forbes Robinson	\$0.00	\$6,718.50	-\$6,718.50	(100.0)%
	Total Teaching Resources	\$5,469.08	\$17,293.62	-\$11,824.54	(68.4)%
	Total Learning Resources	\$6,073.07	\$17,743.62	-\$11,670.55	(65.8)%
6-1400	Classroom Consumables				
6-1450	Awards & Discipline	\$63.30	\$225.00	-\$161.70	(71.9)%
6-1451	Matai Piwakawaka	\$756.19	\$375.02	\$381.17	101.6%
6-1452	Matai Kereru	\$336.97	\$375.02	-\$38.05	(10.1)%
6-1454	Totara Toroa	\$316.42	\$562.50	-\$246.08	(43.7)%
6-1456	Totara Karearea	\$883.86	\$562.50	\$321.36	57.1%
	Total Classroom Consumables	\$2,356.74	\$2,100.04	\$256.70	12.2%
6-2000	Activities & Fees				
6-2100	Totara Activities	\$8,666.73	\$5,250.01	\$3,416.72	65.1%
6-2300	Matai Activities	\$66.09	\$1,500.02	-\$1,433.93	(95.6)%
6-2500	Performances	\$727.88	\$750.01	-\$22.13	(3.0)%
6-2700	Sports Subs	\$1,916.52	\$6,000.02	-\$4,083.50	(68.1)%
6-2810	Fundraising Other	\$4,286.42	\$1,125.00	\$3,161.42	281.0%
6-2820	PTA	\$648.05	\$750.01	-\$101.96	(13.6)%
	Total Activities & Fees	\$16,311.69	\$15,375.07	\$936.62	6.1%
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	\$2,250.00	\$0.00	\$2,250.00	NA
	Total Other Expenses	\$2,975.62	\$0.00	\$2,975.62	NA
6-3000	Personnel Expenses				
6-3110	Administration Staff	\$58,041.66	\$57,000.01	\$1,041.65	1.8%
6-3120	Caretaking Staff	\$36,352.80	\$39,003.02	-\$2,650.22	(6.8)%
6-3130	Library Staff	\$22,371.51	\$29,468.25	-\$7,096.74	(24.1)%
6-3140	Support Staff	\$131,097.92	\$105,000.02	\$26,097.90	24.9%
6-3145	Itinerant Music Teachers	\$2,331.00	\$2,000.00	\$331.00	16.6%
6-3150	Relief Teachers	\$12,377.70	\$15,000.02	-\$2,622.32	(17.5)%
6-3155	Teacher Salaries Op Grant	\$5,514.35	\$0.00	\$5,514.35	NA
6-3300	ACC Levies	\$1,260.93	\$0.00	\$1,260.93	NA
6-3400	Staff Appointments	\$175.50	\$300.00	-\$124.50	(41.5)%
6-3500	Professional Development	\$4,333.41	\$4,500.00	-\$166.59	(3.7)%
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	\$274,195.79	\$257,593.32	\$16,602.47	6.4%

**Profit & Loss [Budget Analysis]**

January 2022 To September 2022

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
6-4000	Administration Expenses				
6-4100	Board of Trustees Expenses				
6-4110	BOT Administration	\$0.00	\$225.00	-\$225.00	(100.0)%
6-4120	BOT Hospitality	\$1,448.83	\$1,500.02	-\$51.19	(3.4)%
6-4130	BOT Professional Development	\$0.00	\$375.02	-\$375.02	(100.0)%
6-4140	BOT Elections	\$683.19	\$0.00	\$683.19	NA
6-4170	Strategic Development	\$421.05	\$750.01	-\$328.96	(43.9)%
	<b>Total Board of Trustees Expenses</b>	<b>\$2,553.07</b>	<b>\$2,850.05</b>	<b>-\$296.98</b>	<b>(10.4)%</b>
6-4200	Information Technology				
6-4210	Teacher Laptop Lease	\$2,313.93	\$3,000.01	-\$686.08	(22.9)%
6-4220	ICT Consumables & Repairs	\$991.35	\$750.01	\$241.34	32.2%
6-4230	ICT Technical Support	\$1,148.00	\$750.01	\$397.99	53.1%
	<b>Total Information Technology</b>	<b>\$4,453.28</b>	<b>\$4,500.03</b>	<b>-\$46.75</b>	<b>(1.0)%</b>
6-4300	Admin Office Expenses				
6-4305	Office Stationery Supplies	\$923.54	\$450.00	\$473.54	105.2%
6-4310	Telephone	\$2,418.65	\$2,250.00	\$168.65	7.5%
6-4320	Internet & Email Costs	\$0.00	\$150.02	-\$150.02	(100.0)%
6-4330	Postage & Freight	\$236.53	\$525.01	-\$288.48	(54.9)%
6-4335	Freight (Courier Tickets)	\$187.02	\$187.51	-\$0.49	(0.3)%
6-4340	Printing & Stationery	\$531.05	\$450.00	\$81.05	18.0%
6-4345	Uniform	\$1,208.00	\$0.00	\$1,208.00	NA
6-4350	Photocopier Lease	\$8,468.93	\$9,750.01	-\$1,281.08	(13.1)%
6-4360	Photocopy Paper	\$1,990.86	\$975.01	\$1,015.85	104.2%
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>\$21,150.08</b>	<b>\$19,887.56</b>	<b>\$1,262.52</b>	<b>6.3%</b>
6-4400	General Expenses				
6-4410	Accounting Fees	\$3,423.20	\$3,500.00	-\$76.80	(2.2)%
6-4420	Audit Fees	\$3,500.00	\$5,250.00	-\$1,750.00	(33.3)%
6-4425	Kindo Fees	\$249.18	\$300.00	-\$50.82	(16.9)%
6-4430	Bank Charges	\$13.04	\$50.00	-\$36.96	(73.9)%
6-4440	Eftpos Hire & Merchant Fees	\$626.21	\$750.01	-\$123.80	(16.5)%
6-4445	Principals Discretionary Spend	\$94.78	\$0.00	\$94.78	NA
6-4450	First Aid	\$783.01	\$450.00	\$333.01	74.0%
6-4455	Laundry	\$332.83	\$300.01	\$32.82	10.9%
6-4460	Hospitality - Principal	\$10.44	\$225.00	-\$214.56	(95.4)%
6-4470	Insurance	\$89.44	\$0.00	\$89.44	NA
6-4490	Repairs & Maintenance - Equip	\$318.42	\$225.00	\$93.42	41.5%
6-4500	Staffroom Consumables	\$1,110.80	\$900.00	\$210.80	23.4%
6-4600	Subscriptions	\$2,259.97	\$1,950.02	\$309.95	15.9%
6-4610	Accessit Subscription	\$1,360.00	\$1,400.00	-\$40.00	(2.9)%
6-4620	EAP Services	\$805.00	\$0.00	\$805.00	NA
6-4700	Other Sundry Expenses	\$87.91	\$600.02	-\$512.11	(85.3)%
	<b>Total General Expenses</b>	<b>\$15,064.23</b>	<b>\$15,900.06</b>	<b>-\$835.83</b>	<b>(5.3)%</b>
	<b>Total Administration Expenses</b>	<b>\$43,220.66</b>	<b>\$43,137.70</b>	<b>\$82.96</b>	<b>0.2%</b>
6-5000	Property Expenses				
6-5100	Caretaking & Cleaning				
6-5110	Caretaking Materials	\$911.38	\$1,875.01	-\$963.63	(51.4)%
6-5115	Cleaning Supplies	\$3,217.39	\$3,375.00	-\$157.61	(4.7)%
6-5120	Cleaning Contract	\$14,547.92	\$13,500.00	\$1,047.92	7.8%

**Profit & Loss [Budget Analysis]**

January 2022 To September 2022

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
6-5130	Caretaking Equipment & Repairs	\$621.53	\$1,125.00	-\$503.47	(44.8)%
6-5140	Rubbish Removal	\$917.84	\$1,350.00	-\$432.16	(32.0)%
	<b>Total Caretaking &amp; Cleaning</b>	<b>\$20,216.06</b>	<b>\$21,225.01</b>	<b>-\$1,008.95</b>	<b>(4.8)%</b>
6-5200	Power, Heat & Water Rates				
6-5210	Electricity	\$13,987.25	\$13,500.00	\$487.25	3.6%
6-5220	Diesel	\$9,019.30	\$3,000.00	\$6,019.30	200.6%
6-5230	Water Rates	\$3,858.55	\$4,200.00	-\$341.45	(8.1)%
	<b>Total Power, Heat &amp; Water Rates</b>	<b>\$26,865.10</b>	<b>\$20,700.00</b>	<b>\$6,165.10</b>	<b>29.8%</b>
6-5300	Grounds				
6-5310	Mowing Contract	\$1,767.15	\$1,125.00	\$642.15	57.1%
6-5320	Trees and Shrubs	\$1,261.74	\$750.01	\$511.73	68.2%
6-5330	Property Rates	\$4,366.38	\$7,125.00	-\$2,758.62	(38.7)%
	<b>Total Grounds</b>	<b>\$7,395.27</b>	<b>\$9,000.01</b>	<b>-\$1,604.74</b>	<b>(17.8)%</b>
6-5400	Buildings & Other				
6-5410	Alarm Monitoring	\$991.90	\$1,500.02	-\$508.12	(33.9)%
6-5420	Painting Contract	\$15,746.12	\$16,000.00	-\$253.88	(1.6)%
6-5430	Repairs & Maintenance - Prop	\$3,935.02	\$6,000.02	-\$2,065.00	(34.4)%
6-5435	Repairs & Maintenance General	\$9,966.49	\$1,125.00	\$8,841.49	785.9%
6-5440	Vandalism	\$0.00	\$450.00	-\$450.00	(100.0)%
6-5450	SYa R & M Projects	\$1,625.00	\$0.00	\$1,625.00	NA
6-5460	SIP	\$27,842.36	\$0.00	\$27,842.36	NA
	<b>Total Buildings &amp; Other</b>	<b>\$60,106.89</b>	<b>\$25,075.04</b>	<b>\$35,031.85</b>	<b>139.7%</b>
	<b>Total Property Expenses</b>	<b>\$114,583.32</b>	<b>\$76,000.06</b>	<b>\$38,583.26</b>	<b>50.8%</b>
6-9000	Depreciation - Building				
6-9100	Depre - Building	\$3,629.43	\$3,629.25	\$0.18	0.0%
6-9200	Depre - School Equip	\$5,427.90	\$5,082.02	\$345.88	6.8%
6-9300	Depre - School Furniture	\$4,632.66	\$5,609.25	-\$976.59	(17.4)%
6-9400	Depre - Other Equipment	\$12,019.41	\$12,036.01	-\$16.60	(0.1)%
6-9500	Depre - Office Furniture	\$753.48	\$775.52	-\$22.04	(2.8)%
6-9600	Depre - Computer Equipment	\$8,596.08	\$7,323.75	\$1,272.33	17.4%
6-9700	Depre - Library Resources	\$2,731.32	\$2,787.75	-\$56.43	(2.0)%
6-9800	Depre - Leased Assets	\$0.00	\$13,500.00	-\$13,500.00	(100.0)%
	<b>Total Depreciation - Building</b>	<b>\$37,790.28</b>	<b>\$50,743.55</b>	<b>-\$12,953.27</b>	<b>(25.5)%</b>
	<b>Total Expenses</b>	<b>\$497,507.17</b>	<b>\$462,693.36</b>	<b>\$34,813.81</b>	<b>7.5%</b>
	<b>Operating Profit</b>	<b>\$3,994.35</b>	<b>\$5,478.83</b>	<b>-\$1,484.48</b>	<b>(27.1)%</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>\$3,994.35</b>	<b>\$5,478.83</b>	<b>-\$1,484.48</b>	<b>(27.1)%</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	ACT 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	68,197	190,172	132,582
Savings account - ASB	311	311	311	311	311	311	311	311	312	312	320	328
Term Deposit	101,164	101,233	101,237	151,241	151,333	151,339	151,347	151,485	151,485	151,498	151,531	151,565
<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>220,007</b>	<b>342,024</b>	<b>284,475</b>
<b>Revenue Received</b>												
Interest Received Cheque	30.05	24.20	22.45	36.63	-	31.18	57	86.31	68.47	8.33	8.33	8.33
Interest Received Savings	0.04	0.04	0.05	0.05	0	0.08	-	0.15	0.18	8.33	8.33	8.33
Interest Received Term Deposit	68.42	4.13	4.14	92.30	5.79	8.28	138		13.26	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	4,393	10,254	1,629	1,629
PTA	6,898	-	-	-		300	-	3,609	1,000	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
Other Income	157	1,982	160	12,753	585	8,560	974	6,699	3,786	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>9,261</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	38,003	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	46,477	25,607	25,607	25,607
GST	4,156		10,967		16,813				15,834		15,489	
Capital expenditure	-	-		10,000	-	10,000				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>100,314</b>	<b>45,253</b>	<b>73,881</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	68,197	190,172	132,582	91,293
Savings account - ASB	311	311	311	311	311	311	311	312	312	320	328	337
Term Deposit	101,233	101,237	151,241	151,333	151,339	151,347	151,485	151,485	151,498	151,531	151,565	151,598
<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>220,007</b>	<b>342,024</b>	<b>284,475</b>	<b>243,228</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>- 91,053</b>	<b>122,017</b>	<b>- 57,549</b>	<b>- 41,247</b>
Projected end of year cashflow					301,867	296,061	290,898	280,355	243,228			

Notes/ Comments

# Minutes

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

**Present:** Bruce, Peter, Scott

**Apologies:** Brad

**Confirmation of previous minutes:** 15<sup>th</sup> September 2022

***Motion:*** Move that the minutes from the property sub-committee meeting held on Thursday 15<sup>th</sup> September 2022 to be correct

**Peter Verstappen/Scott Mackenzie**

**Matters arising from minutes:** 15<sup>th</sup> September 2022

(See below – items covered in Bruce’s holiday jobs)

-Waharoa brackets work still to be done.

### **Monthly Safety Reports**

- Bruce – Property Report: Holiday jobs: cleaning heat pumps, sprayed gardens for weeds, sweeping all paths etc, remarked rugby and soccer fields, changed door handles and locks on rooms 5 and 12, unblocked fountains outside rooms 6 and 13, replaced worn carpet in room 3, renewed tyre swing rope, put up CCTV signs, replaced light fittings in room 10, got rid of lost property, removed production items from room 4.
- Scott – Health & Safety Report: Child fell out of tree, broken wrist: follow up with visual inspection of the tree for possible broken or unsafe branch. Playing down the bank – Peter has set up a roster to relieve pressure on the bank. Repainting floor of women’s changing rooms at the swimming pool with non-slip surface will be completed this weekend.

### **Swimming Pool**

- Pool Committee update. Pre-season maintenance is almost complete and Bruce has started heating the pool. Aquaflo still to replace a faulty seal. Repainting women’s changing rooms, as above.

### **Items of General Business**

- ERO compliance checks were completed on 19/10, very satisfactory. Thanks to all for good work. Only improvement suggestion was around secure storage of epi-pens. After discussion with office staff we are satisfied the current storage arrangements (in the filing cabinet in the sick bay) are an appropriate balance between security and access, given the level of urgency that is required when the epi-pen needs to be used.

**Meeting finished 5.15pm.**

## 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:**

- We held our Big Picture Day (half day) to invite input from the community into our strategic plan. We ran workshoops about different aspects of what we do currently and what the future might look like. We had a good turn out with great input from all

-Megan Cassidy from EROis in school and working with different groups of staff

-Scott visited Chris at Lower Moutere to see how they run their Year 7&8 programme

-Karearea teachers organised Whenua Iti to continue their nature studies with a river study day

-Scott, Julie, Heather and Lee attended an online ULearn conference in the holidays

-Members of the leadership team have been interviewing teachers for our advertised positions for next year

-Thanks to Paula and Mary who organised Pet Day

-Peter and Heather attended Kia Wetewetea, Ko Māui ahau: Inspiring excellence for taurira Māori and influencing change across the education sector