



November 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

General:

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

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

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

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

Time of Meetings:

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

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

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

Special meetings:

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

Exclusion of the Public:

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

Public Participation:

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

Public participation is at the discretion of the Chairperson.

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

Motions/Amendments:

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 Motions and amendments once proposed and accepted may not be withdrawn without the consent of the meeting.

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

The mover of a motion has right of reply.

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

General Business:

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

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

Termination of debate:

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

Suspension of Meeting Procedures:

Standing Orders may be suspended by resolution of the meeting.

Agenda:

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

Minutes

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

AGENDA

Board of Trustees meeting Thursday 24th November 2022, 5.30pm
Venue: Piwakawaka Room 12 and then Staffroom

1. Strategic Focus and Special Presentation

- **Piwakawaka report on curriculum and student achievement**

2. Welcome and apologies

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

3. Administration

- Confirmation of Minutes (October 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 November

- Discuss draft strategic goals and action plans for following year.
- **Piwakawaka report on curriculum and student achievement**
- **Report: Curriculum review progress and outcomes for major focus areas**
- SUE Report - Assure the board that the principal has met with a board member to check the processes and authorisations used to make payments to staff members, and particularly the payments made to the principal and others in the school with payroll responsibilities. (Please note the updated and more explicit assurance requirement as a result of consultation with an auditor.)
- Reading Recovery annual report
- Approve budget
- Approve school donation
- Report on staff performance management programme
- Report fire and earthquake drills
- Approve and pay BOT annual fees

- Report on principal appraisal

6. General Business

- Approve EOTC Camp proposal

7. In-Committee Meeting

- Nil

8. Closure

MINUTES

MINUTES OF THE WAKEFIELD SCHOOL BOARD OF TRUSTEES MEETING In the staffroom at 5.30pm Tuesday 25th October 2022

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

APOLOGIES: Nil

STRATEGIC FOCUS AND SPECIAL PRESENTATION:

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

DECLARATION OF INTEREST: (See Standing Orders):

-

ADDITIONAL GENERAL BUSINESS ITEMS:

- Nil

CONFIRMATION OF PREVIOUS MINUTES:

Motion: Move that the minutes from the Board meeting held on 22nd September 2022 to be correct

Ryan Edwards/Peter Verstappen

MATTERS ARISING FROM MINUTES DATED: 22nd September 2022

- **Recapitulation**
Last week Peter 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 Peter hopes we don't have to wait too much longer for the final decision

CORRESPONDENCE: INWARD

DATE	FROM	CONTENT	TO

CORRESPONDENCE: OUTWARD

- Nil

REPORTS

Principal's Report:

As per Board Report:

Provisional staffing

As previously shared with the board at the end of last term, our provisional staffing and funding for 2023 is 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.

Peter 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 funding

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. Peter has sent this information to the board previously and we need to decide at our meeting whether or not we will join the scheme. Peter has worked through the numbers and he 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.

Motion: *The board approves to adopt the equity index funding school donation scheme from the ministry*

Peter Verstappen/Sonia Emerson

Attendance data

Our attendance rates are relatively good compared with other schools, we aim for 90% attendance from all of our students, we currently sit at 58.3% of students sitting in the 90% attendance rates. This is being closely monitored on a regular basis. It has been hard with covid as we have asked parents to be cautious of sending children if they are unwell, so this does affect our percentages.

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. Peter thanked Ryan, Scott and Leanne for their 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 Peter have begun 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.

Financial Report:

As per Board Report:

Banking staffing

This is tracking well compared with the same time of other years. With this, we are currently happy with the current deficit at this stage. It is currently sitting at a deficit of around \$7,740. On 31st October Peter will apply for additional staffing funding, as our roll has gone above our current funding roll of 267.

Draft budget

This has been emailed out to everyone to have a look over and make suggestions if they would like to make any changes to any particular item lines, good opportunity for board members to make suggestion of what they would put on their wish list of any particular areas.

Y6 celebration day

Scott and his team have chosen to do a Y6 end of year celebration day held offsite again this year and has requested to have the same amount of funds as last year to access for this day to take place.

***Motion:** The board approves to provide Scott with the same funding as last year for the Y6 end of year celebration day*

Ryan Emerson/Sonia Emerson

Property Report:

As per Board Report:

ERO

ERO compliance checks were completed on 19/10, very satisfactory. 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 epipen needs to be used.

Staff Report:

As per Board Report:

Kia Wetewetea, Ko Māui ahau

Peter and Heather attended Kia Wetewetea, Ko Māui ahau: Inspiring excellence for taurira Māori and influencing change across the education sector. Peter reported on what was covered and his experience of the symposium.

Big Picture Day

Sonia wanted to thank all staff involved with this and those who undertook a presentation. The board felt like the big picture day was very successful and look forward to seeing the suggestions made implemented in the coming years. Peter distributed the notes that were taken on the day

Motion: Move the adoption of these reports.

Ryan Edwards/Brad Pyers

ITEMS FROM THE BOARD ANNUAL CALENDAR FOR OCTOBER

- **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](#). Olivia will forward review updates from schooldocs when she receives them.
- **Report on progress of ICT strategic plan and future directions**
This needs to be undertaken by the new principal, it is also a good time for this to take place leading into the moving into full primary in 2024.
- **Discuss draft budget**
Discussion had with Olivia emailing the board the draft budget for their review.
- **Piwakawaka report on curriculum and student achievement (rescheduled to November meeting)**

MATTERS OF GENERAL BUSINESS:

- **Gala**
Sonia reported on the gala progress and where there are gaps in help and sponsorship, otherwise tracking well. It was agreed the board would supply a few drinks for the helpers on the day, Lesley Olaman will organize.

ADDITIONAL ITEMS OF GENERAL BUSINESS:

- Nil

IN-COMMITTEE:

- One Item

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 6.48pm

Moved that the meeting go Out of Committee at 6.59pm

MEETING EXTENSION:

- Nil

CLOSURE:

There being no further business the meeting closed at 6.59pm.

I confirm these minutes to be a true record of the meeting held on Thursday 25th October and the resolutions agreed at that meeting.

Signed:.....
(Chairperson)

Date:.....

PRINCIPAL'S REPORT

Whakatauki:

*Nahau te rourou
Naku te rourou
Ka ora ai te tangata*

*With your basket of knowledge
And my basket of knowledge
The people will prosper*

Kia ora,

As I write this on Friday 18 Nov, our year 5-6 children are streaming past the office on their way to their athletics day at Saxton Field. The sun shines brightly and they buzz with a mix of anticipation, excitement and, no doubt for some, the usual misgivings about sports days. The weather forecast is dodgy, but we'll roll with whatever it throws at us, as we've become accustomed to doing.

With four weeks to go before the end of the year, our people are heads down and working hard, just as you are. It's not a good time for reflection, but as I glanced back to my report from November 2021, I'm reminded that a year ago we were managing the drama around the vaccination mandates, and what a journey we've been on since then. I expect a less dramatic finish to 2022, but we're in pretty good shape to face whatever we meet in these final weeks.

I acknowledge the Board's work at the moment to appoint our next principal. I am sure that with your collective wisdom and the support of Sherilee, you will do well for our school and community.

Some 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

SUE Staff Usage and Expenditure. Refers to the fortnightly payroll report

Roll Numbers and Distribution

School Roll is: 279 (November 2021 = 272)

Matai Piwakawaka (66) Matai Kereru (44)

Totara Toroa (79) Totara Karearea (90)

We have received 0.3FTE additional staffing from mid-October to the end of the year as a result of roll growth above our staffing number of 267, and an additional 0.1FTE to support a beginning teacher.

Items from Board Annual Calendar for November

- Discuss draft strategic goals and action plans for the following year
- Piwakawaka report on curriculum and student achievement
- Report: Curriculum review progress and outcomes for major focus areas
- SUE Report
- Reading Recovery annual report
- Approve budget
- Approve school donation **N/A as we have applied to join the School Donations Scheme.**
- Report on staff performance management programme
- Report fire and earthquake drills. **Drills are up to date.**
- Approve and pay BOT annual fees
- Report on principal appraisal **Nothing to report**

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.

Item from Annual Calendar: Piwakawaka team presentation.

Item from Annual Calendar: Report curriculum review progress and outcomes for major focus areas

1. Local Curriculum Development. We have completed our two year contract with ImpactEd to support the development of [Te Whare Matauranga](#), our local curriculum. We've reached a point where our goal to create a wellbeing-focused curriculum is largely achieved. The document is the tip of the iceberg, the visible part of a lot of work to shift our practice around teaching, learning and pastoral care of our children, families and staff. Te Whare Matauranga is our best attempt to respond to the opportunities, capabilities and challenges of our times and our people, to have a way of doing education at Wakefield School that leads to high academic achievement and strong personal growth.

Like all plans, this one is best on the day it's written, and is only as good as the people enacting it, and how it's reviewed. While our curriculum review and development focus must shift to other areas in 2023, we know we must keep an eye on Te Whare Matauranga to ensure it lives up to our expectations. The big question around all this work we've done on wellbeing has not yet been answered - does it work? Results take time, and 2023 needs us to focus on the evidence we are gathering to assess the worth of our wellbeing curriculum. We believe we're on the right track, and our early data is encouraging. I will be able to report the latest school-wide assessment data before the end of the year.

I thank the wellbeing team that has led the local curriculum work, and will continue to shepherd the project: Bek Gabites, Julie McIntosh, Loren Richards, Paula Rowland and Mary McHale.

2. Literacy. We completed our first year of a two-year contract with Evaluation Associates to review and develop literacy programmes. This year our focus has been on reading. Recently staff completed [this evaluation](#) of their work. We have about 90 hours of facilitator time remaining in this contract for use in 2023. We plan to shift the focus to writing next year. Thanks to Isobel Ford and Jacqui Clayton of Evaluation Associates for leading this work.

Accelerated Learning in Mathematics (ALiM)

- ALiM has been successful in accelerating learning for a group of at-risk students in rooms 9 and 3. We have placed an Expression of Interest with the MOE to continue the programme in 2023. Thanks to Kent Murray for leading ALiM this year

ERO

- We expect no further contact with our reviewer in 2022.

Item from Annual Calendar: Reading Recovery annual report

- This report is included in the meeting papers.

Waimea kāhui ako

- At our recent principals meeting we had a presentation from local MOE staff on attendance and engagement. As you know from many media reports, school attendance nationwide is not good and the Ministry has high expectations of schools to make improvements. The kāhui ako has been given \$80,000 for this work in 2023, with expectations of further funding in following years. The funds will be shared among schools, with some retained for kāhui-wide actions. We've yet to decide how we'll use these funds, but I've talked with staff about some options. On the whole our attendance is good, but, as you know, we have a handful of students whose attendance is concerning, and we try to support those families to get their children to school.

Item from Annual Calendar: Discuss draft strategic goals and action plans for the following year

- I will present at the meeting an updated strategic plan incorporating the ideas from the Big Picture event.

Community Partnership

- Thank you to Sonia and the team for an outstanding gala that brought our community together in a way we haven't seen for a while.

NAG2 and NAG2A Documentation, Self-Review, Reporting

Policies: Discuss/approve reviewed procedures

- 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](#).
- I have reviewed and updated the Swimming Pool policy and related policies.
- Health and Safety is a large and important topic. I've copied the headline policy below for your convenience. I have checked a selection of the policies sitting within this topic, and they are current. I encourage you to check these:

Health, Safety, and Welfare Policy

Wakefield School is committed to ensuring the safety and well-being, as far as is reasonably practicable, of students, employees, and visitors both at school and when away from the school on school business.

Our health, safety, and welfare policy enables us to:

- *provide and maintain a safe physical and emotional environment for students and staff*

- ensure that students are encouraged, supported, and provided with opportunities to **learn through play**
- meet our legal requirements, to ensure the safety of students, employees, and visitors
- uphold our **primary duty of care** to everyone in the school community and exercise **due diligence** to ensure that the school meets its health and safety obligations
- ensure the school meets **food safety** requirements and **promote healthy food and nutrition** for all students
- continuously improve our health and safety performance.

The following steps allow us to carry out the aims of our health, safety, and welfare policy:

- The school has **Health and Safety representation** and conducts an annual internal audit of the school's health and safety compliance and practices.
 - Workers take reasonable care of their own health and safety and that of other people, and comply with any reasonable instruction given to them by management.
 - The staff is kept informed of the results of health and safety monitoring and review, and consulted in the development and review of these procedures. The staff understands and implements all health and safety procedures, and is kept trained and supervised in their implementation.
 - All staff are active in **hazard identification and risk management**.
 - The school provides health and safety induction, training, and supervision for all workers.
 - On health and safety issues, the school consults, cooperates and coordinates with **contractors working at school**.
- The school has internal staff procedures for health and safety issues, implemented by staff every day. These include:
 - **playground supervision, road patrol, and sun protection**
 - guidelines for **plant and machinery safety**, and **storage and use of hazardous substances**
 - **administering medication, communicable diseases, handling of blood**
 - **visitors** to the school, including parents' access to students during school hours
 - **absence notification**.
- The school maintains:
 - a **hazard register**, and any identified hazard is eliminated or minimised. The school assures the board of this ongoing process.
 - an **injury and incident register**, including first aid records and all accidents and near misses, and informs the police, WorkSafe NZ, and the board chair immediately of any death, and WorkSafe and the board chair as soon as possible when any other **notifiable event** occurs in any place controlled by the school.
 - specific planning for **EOTC activities**, including risk management, which follows Ministry of Education regulations and guidelines, and legal requirements. Planning includes submitting the relevant documentation to the

board, which must approve overnight camps and holds the ultimate responsibility for approved excursions.

- up-to-date **emergency plans and evacuation procedures**, and assures the board of trial evacuations.
- comprehensive **cybersafety policies and procedures** to guide our use of the internet, mobile phones, and other ICT devices and equipment.
- The school follows **abuse reporting procedures**, and trains staff in recognising and reporting abuse.
- The school applies **behaviour management** strategies and if necessary, **stand-down, suspension, or exclusion procedures**.
- The school complies with the **Smoke-free** legislation and promotes a smokefree lifestyle.

Recapitulation update

- In an exchange of emails with Megan Hannigan in the past couple of days she apologised for telling us the application had been forwarded to the Minister already. Apparently this is only happening now. I've emailed the Minister (Jan Tinetti) asking her to sign it urgently.

EEO Annual Report:

- This item continues to be outstanding.

Item from Annual Calendar: SUE report

- Assurance. I assure the board that I have met with a board member to check the processes and authorisations used to make payments to staff members, and particularly the payments made to myself and others in the school with payroll responsibilities.

Staffing and funding

- We have received 0.4FTTE additional staffing from October until the end of the year, due to roll growth above our current staffing level and release time for a beginning teacher. This will greatly help offset our banking staffing deficit as we approach the end of the year.

Equity Index and School Donations Scheme

- We have not yet received confirmation of our opt in to this scheme, but I've no doubt we will receive the donation. The board may consider how it promotes this to the community: perhaps at the start of 2023, when we'd normally request the school donation.

NAG3 Employer Responsibilities

Staffing Changes

- We have made the following appointments for 2023:
 - Heather Stanton: fixed term position to cover Kathy Jessop's leave
 - Lee Henaghan: fixed term position to continue releasing Scott fulltime

- Emily Cahill: permanent position to replace Kent Davis. Emily joins us from Henley School. She is an experienced teacher, with management experience, and lives in Wakefield with her husband and pre-school daughter.
- We have reviewed all learning support funding, needs and tasks and confirmed teacher aide hours and roles for 2023. All current T/As have been retained, except one on a short-term contract. Most will start 2023 with similar hours to the beginning of 2022. Their hours tend to grow during the year as needs and funding are adjusted. So we will begin the year funding 124 learning support hours per week, compared to 100 contracted hours in February 2022, and the 165 hours per week we currently fund.
- Three teacher aides will move from fixed term to permanent contracts, in line with the rest of the learning support team.
- Gala funds will greatly help to extend learning support in 2023. Rising wage costs mean we have budgeted \$170,000 for teacher aides in 2023, compared to \$140,000 budgeted for 2022 (Actual 2022 use will be close to \$160,000)

Item from Annual Calendar: Report on staff performance management programme

- You can read our performance management programme [here](#).
- Within performance management, we appraise staff annually against both local and national expectations. For teachers that means they are appraised against the [New Zealand Teaching Council Standards](#) and our own [Framework of Quality Practice](#). Staff are also appraised against individual professional development goals, with the focus on supporting staff to improve.
- Staff in leadership roles have separate job descriptions for each role, and are appraised against these.
- Teacher appraisals are conducted by me, with input from Syndicate leaders (DPs) as appropriate. For support staff, teacher aides are appraised by me and Leanne in her SENCO role, while Bruce, Liv and Allison are appraised by me.
- All support staff have individual job descriptions and professional development goals.
- Beginning Teachers (those in their first two years of teaching) are provided with a mentor teacher and taken through a required programme of support and development, which they need to be attested as having completed satisfactorily before they can gain their full teacher registration.

Allocation of fixed term management units

- Each year we are allocated a number of management salary units according to our staffing roll. A unit is worth \$4,000 and is reward for leadership. Some units are held permanently by role (for example, each of our two DP positions is allocated 3 units), and others are able to be assigned on a fixed term basis, for leadership of projects or other priorities. In 2023 we have 14 units, 5 of which are available as fixed term units. We have a formal process for identifying the priorities and allocating the units by application. You can see the priorities and application document [here](#).

NAG 4 Property and Finance

Item from Annual Calendar: Approve budget

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

Sponsorship and Grants

- Nothing to report

Wakefield School and Community Swimming Pool Committee

- The swimming season has begun well, with, as far as I can tell, around 230 keys sold already, compared to around 185 last season. This is excellent for revenue and for the health of our community.
- Young Swimmers swim school is active in the afternoons
- The Aquatic Centre Swim Magic coaches are in school this week and next, with almost all children receiving 9-10 swimming lessons during this time.
- I will stand down from the Pool Committee at its meeting next week, and I thank Dane for agreeing to step into the chairperson role for that group.

NAG5 Health & Safety - wellbeing

Staff and student well-being

- Covid cases are appearing among students, though not in large numbers. In the last fortnight we've had between 4 and 10 children away, either with Covid or as household contacts. One staff member has also contracted Covid.
- Some children, especially the younger ones, are beginning to show signs of being tired and easily distressed - the usual markers of the season.
- Staff are also managing a lot of work at the moment, with year-end assessments and report writing, managing many extra activities in and around the core curriculum. It's all normal and we'll manage it.

Attendance

- Absences for the two most recent weeks are:

Mon Nov	7	Tues Nov	8	Wed Nov	9	Thurs Nov	10	Fri 11 Nov	Average Absence	
	19		28		23		13		28	22 (8%)
Mon Nov	14	Tues Nov	15	Wed Nov	16	Thurs Nov	17	Fri 18 Nov	Average Absence	
	14		13		15		17		29	24 (6%)

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

NAG6 Legislation & Industrial Matters

- Teachers have held paid union meetings this week, to vote on the offer on their Collective Agreement.



Peter Verstappen
Principal

Actions

- Draft strategic plan

Minutes

Of the Finance Sub-Committee Meeting held on Thursday 17th November 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 Thursday 20th October 2022

Sonia Emerson/Peter Verstappen

Matters Arising From Minutes: Thursday 20th October 2022

- **Provisional staffing and funding 2023** – unable to forecast the extra students required to be able to apply for additional roll growth for 2023, so will start with the provisioned lower staffing entitlement in 2023.

Additional items of Business

- **SIP – Waharoa**
This has now been finalised with Margaret Le Nedelec at M and J Property Management with a final invoice raised to the Ministry for the remaining funds.

Finance

- **Banking staffing**
Sitting with a deficit of \$16k, this is an increase of approx. \$10k from the last pay period, this is due to Kent Davis's having his holiday pay paid out at the completion of his position, this will balance out over the holiday period.
- **Draft budget – including staffing costs**
Peter explained the draft budget and how he come to the figures for those budget lines. Sonia will work on the depreciation figure and Olivia to investigate a couple of lines for actual figures. The budget will then be presented at the board meeting for approval.
- **Bruce's pay**
Olivia done some investigating into Bruce's salary loading fluctuations and was agreed it looked to have changed when there was a change to Bruce's IEA with Novopay. A proposal will be presented to the board for approval on a plan to remedy this error made back in 2020 and see Bruce's allowances paid on a fortnightly basis. Olivia to follow up with NZSTA regarding the possibility of paying out some of Bruce's long service leave.
- **Additional relief teacher funding**

A letter was received from the Ministry on 1 November 2022 notifying us that we are not receiving an additional relief teaching top up as our school has not incurred relief teacher costs greater than relief funding and ARTF claims paid, so no top up payment is applicable, at this time.

- **Gala funds**

The gala raised an impressive \$35k which is the best to date, well done to all those involved in getting such an amazing outcome. Olivia will pay the PTA once totals have been finalised but will liaise with Sonia to confirm amounts. Will look to invoice the PTA for funds raised next year for support with teacher aide support.

GST

- A GST return is due 28th November 2022, with a payment due of approx. **\$2,877.59**

Supplier Payments

- The Finance sub-committee ratify the payment made on **20th October** as per the approved Bank Preview Payment report for the amount of **\$14,204.69**

Credit Card Payment

- The Finance sub-committee ratify the payment made on **22nd October** as per the approved credit card statement for the amount of **\$66.85**

CLOSURE

There being no further business the meeting closed at 5.04pm

NOTE:

Review of bank reconciliations – the bank statements and reconciliations will be viewed and signed off by the Treasurer, Sonia Emerson, following each finance meeting.

Credit Card Expenditure – the credit card expenditure will be viewed and signed off by the Chairperson Ryan Edwards, following each finance meeting.

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 October 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	\$367,711.00	\$358,333.34	\$9,377.66	2.6%
4-1200	MoE Special Education Grants	\$2,350.00	\$8,333.34	-\$5,983.34	(71.8)%
4-1300	ORRS Teacher Aide Grants	\$22,065.94	\$23,333.34	-\$1,267.40	(5.4)%
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	\$33,333.34	\$6,499.71	19.5%
4-1900	Other MoE Grants	\$22,924.10	\$10,000.00	\$12,924.10	129.2%
	Total Ministry of Education Grants	\$484,125.70	\$438,555.36	\$45,570.34	10.4%
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	\$1,500.00	-\$1,500.00	(100.0)%
4-2500	ACC Funding	\$15,225.71	\$14,166.68	\$1,059.03	7.5%
	Total Other Grants	\$31,510.20	\$23,166.68	\$8,343.52	36.0%
4-3000	Locally Raised Funds				
4-3200	School Donation	\$5,783.50	\$5,833.34	-\$49.84	(0.9)%
4-3300	Stationery Income	\$555.73	\$583.34	-\$27.61	(4.7)%
4-3400	Photocopying Income	\$84.71	\$250.00	-\$165.29	(66.1)%
4-3500	Hall Hire Income	\$1,347.82	\$2,500.00	-\$1,152.18	(46.1)%
4-3502	Sponsorship	\$304.85	\$2,500.00	-\$2,195.15	(87.8)%
4-3600	Uniform Income	\$839.18	\$0.00	\$839.18	NA
4-3700	PTA Donations	\$4,529.62	\$25,000.00	-\$20,470.38	(81.9)%
4-3710	Fundraising Other	\$7,123.24	\$3,333.34	\$3,789.90	113.7%
4-3720	Other Sundry Income	\$55.99	\$833.34	-\$777.35	(93.3)%
	Total Locally Raised Funds	\$20,624.64	\$40,833.36	-\$20,208.72	(49.5)%
4-4000	Other Income				
4-4500	Creative in Schools	\$31.30	\$0.00	\$31.30	NA
	Total Other Income	\$31.30	\$0.00	\$31.30	NA
4-6200	Activites & Fees				
4-6210	Totara Activities	\$11,550.49	\$5,833.34	\$5,717.15	98.0%
4-6230	Matai Activities	\$33.91	\$1,666.68	-\$1,632.77	(98.0)%
4-6240	Australian Maths Competition	\$13.04	\$0.00	\$13.04	NA
4-6250	Performances	\$60.88	\$833.34	-\$772.46	(92.7)%
4-6270	Sports Subs	\$7,173.20	\$6,666.68	\$506.52	7.6%
	Total Activites & Fees	\$18,831.52	\$15,000.04	\$3,831.48	25.5%
4-9000	Investment Income				
4-9100	Interest Received- Cheque Acc	\$519.76	\$83.34	\$436.42	523.7%
4-9200	Interest Received- Savings Acc	\$145.78	\$83.34	\$62.44	74.9%
4-9300	Interest Received- Term Dep	\$144.04	\$333.34	-\$189.30	(56.8)%
	Total Investment Income	\$809.58	\$500.02	\$309.56	61.9%
	Total Income	\$555,932.94	\$518,055.46	\$37,877.48	7.3%
Gross Profit		\$555,932.94	\$518,055.46	\$37,877.48	7.3%
6-0000	Expenses				
6-1000	Learning Resources				
6-1100	Library Expenses				
6-1120	Library Consumables	\$603.99	\$500.00	\$103.99	20.8%
	Total Library Expenses	\$603.99	\$500.00	\$103.99	20.8%

Profit & Loss [Budget Analysis]

January 2022 To October 2022

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
6-1200	Teaching Resources				
6-1210	Totara Syndicate	\$1,973.82	\$2,083.34	-\$109.52	(5.3)%
6-1230	Matai Syndicate	\$1,117.78	\$2,083.34	-\$965.56	(46.3)%
6-1240	Numeracy	\$21.71	\$250.00	-\$228.29	(91.3)%
6-1250	Literacy	\$117.40	\$250.00	-\$132.60	(53.0)%
6-1270	Assessment	\$139.04	\$250.00	-\$110.96	(44.4)%
6-1280	Physical Education	\$192.88	\$1,250.00	-\$1,057.12	(84.6)%
6-1290	Reading Recovery	\$140.06	\$166.68	-\$26.62	(16.0)%
6-1300	Learning Support	\$1,395.31	\$4,166.68	-\$2,771.37	(66.5)%
6-1310	Other Curriculum Areas	\$444.08	\$416.68	\$27.40	6.6%
6-1320	Science	\$434.61	\$416.68	\$17.93	4.3%
6-1330	Enviro	\$10.42	\$416.68	-\$406.26	(97.5)%
6-1350	Forbes Robinson	\$0.00	\$7,465.00	-\$7,465.00	(100.0)%
	Total Teaching Resources	\$5,987.11	\$19,215.08	-\$13,227.97	(68.8)%
	Total Learning Resources	\$6,591.10	\$19,715.08	-\$13,123.98	(66.6)%
6-1400	Classroom Consumables				
6-1450	Awards & Discipline	\$63.30	\$250.00	-\$186.70	(74.7)%
6-1451	Matai Piwakawaka	\$504.98	\$416.68	\$88.30	21.2%
6-1452	Matai Kereru	\$336.97	\$416.68	-\$79.71	(19.1)%
6-1454	Totara Toroa	\$246.85	\$625.00	-\$378.15	(60.5)%
6-1456	Totara Karearea	\$904.54	\$625.00	\$279.54	44.7%
	Total Classroom Consumables	\$2,056.64	\$2,333.36	-\$276.72	(11.9)%
6-2000	Activities & Fees				
6-2100	Totara Activities	\$9,484.13	\$5,833.34	\$3,650.79	62.6%
6-2300	Matai Activities	\$66.09	\$1,666.68	-\$1,600.59	(96.0)%
6-2500	Performances	\$727.88	\$833.34	-\$105.46	(12.7)%
6-2700	Sports Subs	\$2,438.26	\$6,666.68	-\$4,228.42	(63.4)%
6-2810	Fundraising Other	\$3,094.16	\$1,250.00	\$1,844.16	147.5%
6-2820	PTA	\$648.05	\$833.34	-\$185.29	(22.2)%
	Total Activities & Fees	\$16,458.57	\$17,083.38	-\$624.81	(3.7)%
6-2900	Other Expenses				
6-2950	Principals Discretionary Fund	\$65.22	\$0.00	\$65.22	NA
6-2970	Other Grant Expenses	\$769.10	\$0.00	\$769.10	NA
	Total Other Expenses	\$834.32	\$0.00	\$834.32	NA
6-3000	Personnel Expenses				
6-3110	Administration Staff	\$74,431.57	\$63,333.34	\$11,098.23	17.5%
6-3120	Caretaking Staff	\$40,081.20	\$43,336.68	-\$3,255.48	(7.5)%
6-3130	Library Staff	\$24,866.81	\$32,742.50	-\$7,875.69	(24.1)%
6-3140	Support Staff	\$143,891.56	\$116,666.68	\$27,224.88	23.3%
6-3145	Itinerant Music Teachers	\$2,664.00	\$3,000.00	-\$336.00	(11.2)%
6-3150	Relief Teachers	\$17,394.41	\$16,666.68	\$727.73	4.4%
6-3155	Teacher Salaries Op Grant	\$7,364.09	\$0.00	\$7,364.09	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	\$4,890.68	\$5,000.00	-\$109.32	(2.2)%
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	\$317,359.76	\$286,367.88	\$30,991.88	10.8%
6-4000	Administration Expenses				
6-4100	Board of Trustees Expenses				

Profit & Loss [Budget Analysis]

January 2022 To October 2022

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
6-4110	BOT Administration	\$0.00	\$250.00	-\$250.00	(100.0)%
6-4120	BOT Hospitality	\$1,593.17	\$1,666.68	-\$73.51	(4.4)%
6-4130	BOT Professional Development	\$0.00	\$416.68	-\$416.68	(100.0)%
6-4140	BOT Elections	\$683.19	\$0.00	\$683.19	NA
6-4170	Strategic Development	\$421.05	\$833.34	-\$412.29	(49.5)%
	Total Board of Trustees Expenses	\$2,697.41	\$3,166.70	-\$469.29	(14.8)%
6-4200	Information Technology				
6-4210	Teacher Laptop Lease	\$2,561.85	\$3,333.34	-\$771.49	(23.1)%
6-4220	ICT Consumables & Repairs	\$991.35	\$833.34	\$158.01	19.0%
6-4230	ICT Technical Support	\$1,228.00	\$833.34	\$394.66	47.4%
	Total Information Technology	\$4,781.20	\$5,000.02	-\$218.82	(4.4)%
6-4300	Admin Office Expenses				
6-4305	Office Stationery Supplies	\$981.62	\$500.00	\$481.62	96.3%
6-4310	Telephone	\$2,707.63	\$2,500.00	\$207.63	8.3%
6-4320	Internet & Email Costs	\$295.00	\$166.68	\$128.32	77.0%
6-4330	Postage & Freight	\$242.53	\$583.34	-\$340.81	(58.4)%
6-4335	Freight (Courier Tickets)	\$187.02	\$208.34	-\$21.32	(10.2)%
6-4340	Printing & Stationery	\$596.60	\$500.00	\$96.60	19.3%
6-4345	Uniform	\$1,208.00	\$0.00	\$1,208.00	NA
6-4350	Photocopier Lease	\$9,413.81	\$10,833.34	-\$1,419.53	(13.1)%
6-4360	Photocopy Paper	\$1,990.86	\$1,083.34	\$907.52	83.8%
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)%
	Total Admin Office Expenses	\$22,808.57	\$21,525.04	\$1,283.53	6.0%
6-4400	General Expenses				
6-4410	Accounting Fees	\$3,498.00	\$3,500.00	-\$2.00	(0.1)%
6-4420	Audit Fees	\$3,500.00	\$5,250.00	-\$1,750.00	(33.3)%
6-4425	Kindo Fees	\$295.33	\$300.00	-\$4.67	(1.6)%
6-4430	Bank Charges	\$13.04	\$50.00	-\$36.96	(73.9)%
6-4440	Eftpos Hire & Merchant Fees	\$695.91	\$833.34	-\$137.43	(16.5)%
6-4445	Principals Discretionary Spend	\$94.78	\$0.00	\$94.78	NA
6-4450	First Aid	\$795.45	\$500.00	\$295.45	59.1%
6-4455	Laundry	\$373.88	\$333.34	\$40.54	12.2%
6-4460	Hospitality - Principal	\$10.44	\$250.00	-\$239.56	(95.8)%
6-4470	Insurance	\$11,251.64	\$0.00	\$11,251.64	NA
6-4490	Repairs & Maintenance - Equip	\$318.42	\$250.00	\$68.42	27.4%
6-4500	Staffroom Consumables	\$1,256.29	\$1,000.00	\$256.29	25.6%
6-4600	Subscriptions	\$2,283.65	\$2,166.68	\$116.97	5.4%
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	\$666.68	-\$578.77	(86.8)%
	Total General Expenses	\$26,639.74	\$16,500.04	\$10,139.70	61.5%
	Total Administration Expenses	\$56,926.92	\$46,191.80	\$10,735.12	23.2%
6-5000	Property Expenses				
6-5100	Caretaking & Cleaning				
6-5110	Caretaking Materials	\$964.34	\$2,083.34	-\$1,119.00	(53.7)%
6-5115	Cleaning Supplies	\$3,380.38	\$3,750.00	-\$369.62	(9.9)%
6-5120	Cleaning Contract	\$16,234.52	\$15,000.00	\$1,234.52	8.2%
6-5130	Caretaking Equipment & Repairs	\$621.53	\$1,250.00	-\$628.47	(50.3)%
6-5140	Rubbish Removal	\$968.36	\$1,500.00	-\$531.64	(35.4)%

Profit & Loss [Budget Analysis]

January 2022 To October 2022

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
	Total Caretaking & Cleaning	\$22,169.13	\$23,583.34	-\$1,414.21	(6.0)%
6-5200	Power, Heat & Water Rates				
6-5210	Electricity	\$14,656.65	\$15,000.00	-\$343.35	(2.3)%
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)%
	Total Power, Heat & Water Rates	\$27,534.50	\$22,200.00	\$5,334.50	24.0%
6-5300	Grounds				
6-5310	Mowing Contract	\$1,963.50	\$1,250.00	\$713.50	57.1%
6-5320	Trees and Shrubs	\$1,261.74	\$833.34	\$428.40	51.4%
6-5330	Property Rates	\$6,362.35	\$7,125.00	-\$762.65	(10.7)%
	Total Grounds	\$9,587.59	\$9,208.34	\$379.25	4.1%
6-5400	Buildings & Other				
6-5410	Alarm Monitoring	\$2,421.05	\$1,666.68	\$754.37	45.3%
6-5420	Painting Contract	\$15,746.12	\$16,000.00	-\$253.88	(1.6)%
6-5430	Repairs & Maintenance - Prop	\$4,823.70	\$6,666.68	-\$1,842.98	(27.6)%
6-5435	Repairs & Maintenance General	\$9,966.49	\$1,250.00	\$8,716.49	697.3%
6-5440	Vandalism	\$0.00	\$500.00	-\$500.00	(100.0)%
6-5450	5Ya R & M Projects	\$1,625.00	\$0.00	\$1,625.00	NA
	Total Buildings & Other	\$34,582.36	\$26,083.36	\$8,499.00	32.6%
	Total Property Expenses	\$93,873.58	\$81,075.04	\$12,798.54	15.8%
6-9000	Depreciation - Building				
6-9100	Depre - Building	\$4,032.70	\$4,032.50	\$0.20	0.0%
6-9200	Depre - School Equip	\$6,031.00	\$5,646.68	\$384.32	6.8%
6-9300	Depre - School Furniture	\$5,147.40	\$6,232.50	-\$1,085.10	(17.4)%
6-9400	Depre - Other Equipment	\$13,354.90	\$13,373.34	-\$18.44	(0.1)%
6-9500	Depre - Office Furniture	\$837.20	\$861.68	-\$24.48	(2.8)%
6-9600	Depre - Computer Equipment	\$9,551.20	\$8,137.50	\$1,413.70	17.4%
6-9700	Depre - Library Resources	\$3,034.80	\$3,097.50	-\$62.70	(2.0)%
6-9800	Depre - Leased Assets	\$0.00	\$15,000.00	-\$15,000.00	(100.0)%
	Total Depreciation - Building	\$41,989.20	\$56,381.70	-\$14,392.50	(25.5)%
	Total Expenses	\$536,090.09	\$509,148.24	\$26,941.85	5.3%
	Operating Profit	\$19,842.85	\$8,907.22	\$10,935.63	122.8%
	Total Other Expenses	\$0.00	\$0.00	\$0.00	NA
	Net Profit/(Loss)	\$19,842.85	\$8,907.22	\$10,935.63	122.8%

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	ACT Oct-22	BUD Nov-22	BUD Dec-22
Opening Bank Balances												
Cheque account - ASB	135,624	224,339	193,687	101,616	177,244	133,752	90,090	206,694	159,264	68,197	192,288	133,878
Savings account - ASB	311	311	311	311	311	311	311	311	312	312	312	320
Term Deposit	101,164	101,233	101,237	151,241	151,333	151,339	151,347	151,485	151,485	151,498	151,744	151,777
Total Opening Bank Balances	237,099	325,883	295,235	253,168	328,888	285,402	241,748	358,490	311,060	220,007	344,344	285,976
Revenue Received												
Interest Received Cheque	30.05	24.20	22.45	36.63	-	31.18	57	86.31	68.47	116.02	8.33	8.33
Interest Received Savings	0.04	0.04	0.05	0.05	0	0.08	-	0.15	0.18	0.19	8.33	8.33
Interest Received Term Deposit	68.42	4.13	4.14	92.30	5.79	8.28	138		13.26	245.97	33.33	33.33
Ministry of Education Op's Grants	137,683			147,308			145,206			163,324		
Grants	-	9,897	20,764	-	26,685	9,209	7,032	7,375	4,393		1,629	1,629
PTA	6,898	-	-	-		300	-	3,609	1,000		2,875	2,875
Debtors Paid	-	4,149	14,794	1,103	3,716	819	166	1,090		1,898	1,630	1,630
Other Income	157	1,982	160	12,753	585	8,560	974	6,699	3,786	5,872	10,149	2,825
5YA Funding/Projects										14,464		
Total Revenue	144,836	16,057	35,745	161,293	30,991	18,928	153,572	18,859	9,261	185,920	16,332	9,008
Expenditure												
Creditors	40,636	20,780	38,732	46,662	18,001	21,922	14,357	29,882	38,003	17,241	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	42,474	25,607	25,607
GST	4,156		10,967		16,813				15,834		16,308	
Capital expenditure	-	-		10,000	-	10,000					3,047	3,047
5YA Funding/Projects										1,869		
Total Expenditure	56,052	46,704	77,812	85,573	74,478	62,582	36,830	66,290	100,314	61,584	74,700	50,256
Closing Bank Balances												
Cheque account- ASB	224,339	193,687	101,616	177,244	133,752	90,090	206,694	159,264	68,197	192,288	133,878	92,590
Savings account - ASB	311	311	311	311	311	311	311	312	312	312	320	329
Term Deposit	101,233	101,237	151,241	151,333	151,339	151,347	151,485	151,485	151,498	151,744	151,777	151,811
Total Closing Bank Balances	325,883	295,235	253,168	328,888	285,402	241,748	358,490	311,060	220,007	344,344	285,976	244,729
Net Increase/Decrease	88,784	- 30,648	- 42,067	75,720	- 43,486	- 43,654	116,742	- 47,430	- 91,053	124,337	- 58,368	- 41,247
Projected end of year cashflow					301,867	296,061	290,898	280,355	243,228	244,729		

Notes/ Comments

Minutes

Of the Property, Health & Safety Sub-Committee Meeting held on Thursday 17th November at 5:00pm

Present: Bruce, Peter & Dane

Apologies: Brad & Scott

Confirmation of previous minutes: 20th October 2022

Motion: Move that the minutes from the property sub-committee meeting held on Thursday 20th October 2022 to be correct

Peter Verstappen/Bruce Puklowski

Matters arising from minutes: 20th October 2022

Nil

Monthly Safety Reports

- Bruce – Property Report: Bruce and Dane conducted monthly inspections. Bruce showed Dane the monthly checklists he does and sends to Argest.
- Scott – Health & Safety Report: Peter reported; we have had no significant injuries or safety issues this month.

Swimming Pool

- Pool Committee update. Verbal update on the start of the swimming season; all present are on the Pool Committee, so are well informed.
- The pool is running well
- Bruce asked about electricity consumption; how much are we drawing from the grid to boost solar capacity? Bruce has programmed the heat pumps to run from around 8.00am to 6.00pm to make the most of the solar. Pool temp. is holding steady at 28-29C. Peter will check recent electricity accounts.

Items of General Business

- N4L installing Internal Environmental Monitoring devices

The Ministry of Education has recently been in touch with you regarding the ongoing management of your school property. The first step is to install Internal Environment Monitoring (IEM) devices on the walls of some teaching spaces to help measure the quality of your school's learning environments. The installation of these devices is a requirement from the Ministry so they can undertake accurate property planning.

IEM devices measure acoustics, lighting, thermal comfort and indoor air quality and will be installed in some classrooms that are performing well and those that aren't performing as well.

Our [FAQs](#) include some important information, which you may find useful.

We're supporting the Ministry with the installation of these IEM devices in your school. The installation is very straightforward and takes about half an hour per device. There will be no disruption to your wireless or wired

connectivity. Before we can arrange an installation date, we need to do some preparation work, which will include N4L creating the following:

- *A new VLAN (Virtual Local Area Network) on switches*
 - *A new SSID (Service Set Identifier/ Network ID) with password*
 - *A wireless network (if required)*
 - *A new firewall policy*
-
- 10YPP. We are beginning the process of reviewing our 10YPP ahead of new funding in mid-2023. Peter will meet with property consultant from Noble next week. They will manage the 10YPP process, funded by MOE.
 - Solar energy proposal. Lance Double has contacted us with a proposal to install more solar capacity. Bruce and Peter will look at this as time allows and possibly meet with Lance to find out more. Apparently Brightwater School has recently done this – it will be worth speaking to them if we're interested.

Meeting finished 5.30pm.

STAFF REPORT

Highlights in student learning this month:

Students:

- We have nearly all students participating in SwimMagic swimming lessons which is great. We see great improvement in our student's abilities after these lessons and it is a great use of our wonderful pool
- Wakefield's Got Talent is back! We have had around 30 acts performing and the judges will have a difficult task to choose the finalists
- Year 3 and 4 Athletics Day held at Brightwater School and Year 5&6 are attending their Athletics Day at Saxton (weather dependent)
- This has been the basis for our P/E programme this term focusing on jumping, throwing and running
- We had a great performance by Kadodo. This group came and got most of our school involved in their drumming show. The kids were buzzing. Hope School joined us too
- Our new Year 5 Road Patrol were trained up by Hamish our Community Constable. They are now taking over from our Year 6 group for the rest of the year
- We have our annual Music Showcase next week so all involved are rehearsing flat out. This is a big piece of work and thanks to our Music Tutors Margie, Tom and Greg
- Our Year 6's went on an orientation visit to WIS. This is an important part of their transition process and answers many questions that they have about the change of school
- Our Rock Band did us proud at the RockFest held at Broadgreen Intermediate

Staff:

- We had Jacqui Clayton in school to run a PLD meeting. This is part of our ongoing 2 year commitment to our literacy contract
- Wakefield Gala: this was a great success with everybody lending a hand to make a great day. Excellent record breaking fundraising for our school!
- Mary and Leanne ran a new entrant feedback session
- Kahui Ako ran a Principal hui, WST hui and an ANZH hui involving some of our teachers
- Scott is involved in a Pay Equity Action Group through NZEI and attended a 2 day course in Wellington
- We have appointed Emily Cahill into our senior syndicate for next year
- Teachers have attended Paid Union Meetings to negotiate pay and conditions for the next 3 year cycle
- New principal appointment is underway

APPENDIX I – ITINERANT MUSIC REPORT

Itinerant Music Board Report November 2022

On behalf of the Itinerant Music Team, we would like to extend our gratitude for the year 2022, in seeing the growth of all of our students, which we will soon be celebrating alongside their whānau, to Strive for excellence in performing their best, at the upcoming Showcase.

We have worked hard with the Rock Band throughout the year, involving 9 students, to be ready to perform at many events, such as Matariki, Rock Band 'Rockfest', School Gala and their last performance at the upcoming Showcase. We are particularly pleased with how the larger group have come together as a team and the manaakitanga of supporting one another to play so well together.

We are grateful for the donations from the Soroptimist Club for the addition of a new keyboard (which will add to the kete of a keyboard suite aligning with future planning for Upper Primary students in Year 7 and 8). We are lucky to be the recipients of 'Fuel for Schools', receiving a music package worth about \$1000.

Our students Take Responsibility to practise so they can perform as a team or individual and are shown what steps to take, to make self-improvements to their performance in weekly lessons. We are delighted to see some students go beyond and take charge of their own original music creations. I think you'll agree we are lucky to be their guide in this type of learning process.

Maybe, our Rock Band next year will have the skills to create their own original music for Rockfest, as the children recently witnessed at the Rockfest event.

Recommendations for future

We are all about your values, especially Do your Best and Never Give Up, however there is one area that we would like to see some improvements on that will help create the environment we wish to see for our ākonga and that is 'Respect'.

- 1. A clutter free space that is respected by all students entering the Room 6 space which is solely for Music purposes. We wish for only the itinerant teachers and the nominated staff member to have access.
Ensuring protection of instruments and storing in a way that will help the longevity of the instruments and be aesthetically pleasing as you enter the space.
For example, it would be great to see all the keyboards set up like a suite, with headphones and protected with some simple sheets or covering.
It was disappointing to find, recently, that the drum kit had been damaged (several large dents on all drumheads) by unsupervised entry on the day of the school talent quest.*
- 2. Clear and regular communication with the music team on upcoming events to ensure paperwork and other relevant organisation is done in a timely manner.
We are aware that this is the role of a staff member within the school to make*

necessary arrangements. For this to work smoothly and support us, we would like to see remuneration for that position and time out of the classroom to do the paperwork.

We, as a team, thought it would have been good to know that a talent quest was happening for example, where students are requiring the equipment from Rm 6, and we could have supported this event in some way with the students.

We are happy with having access to the school calendar to see if there are any clashes, so that we can make catch-up lessons or alternative arrangements. Obviously, it's not helpful to find events not entered on the calendar and we travel to school and find out the students are away on a school trip. We do impress on the parents to let us know, but we don't rely on that.

Although we haven't highlighted here feedback from students and their parents, we do get regular feedback from parents showing us video clips of their children practising or saying their child is keen to carry on or try a new instrument.

Yours sincerely

The Music Team
Tom, Greg and Margy

APPENDIX II – READING RECOVERY REPORT

Reading Recovery Board Report November 2022

Reading Recovery is an early literacy intervention which provides one to one daily 30 minute lessons for children who have made slow progress with literacy learning in the first year of school. The students identified to be selected are those who have the lowest literacy achievement for their cohort on their 6th birthday and they are selected using information from the 6 year observation tests and conversations with their classroom teachers. All of our 6 year olds are given this 60 - 80 minute Observation Survey, individually around their 6th birthday.

The intervention is discontinued when the teacher judges that the learner is achieving reading and writing at an average level for Year 2 (usually 12 to 20 weeks) and the same Observation Survey is administered to measure progress. If insufficient progress is made the student is discontinued with a referral to RTLit who come into the school and give further support to the classroom teacher on how to support their progress. The impact of covid has led, this year, to a broadening of the timeframe that students stay within the programme

Reading Recovery was renamed in 2021, to 'Reading Recovery and Early Literacy Support'. This was a result of a study done in 2020 highlighting some needed areas of change in the programme. The ELS part of the programme is where some RR teachers are using one of their teaching times (30minutes) inside a NE classroom, supporting a reading group of students who have been at school for 6 months or more. The idea behind this was to support and strengthen student literacy skills before they turned 6, hoping to limit the number of students on the waiting list for RR intervention after their 6 year NET assessments. ELS is not currently being undertaken at Wakefield School. This year has been my training year. I carried over two students, and picked up another two, after initial training had commenced.

Student 1M, who was carried over from last year, has been referred to RTLit for support in 2023. He was discontinued in week 9 term 3. Student 3M is being tested in weeks 5 and 6 term 4 for discontinuing. Student 2M will be tested and discontinued in week 7 term 4. At the end of term 4, 7 students will have participated in the Reading Recovery programme. The two new students, for term 4, have been selected based on 6 year net results, and in consultation with junior teachers and Reading Recovery tutor Ali Shaw.

Student/gender	Ethnicity	No of weeks in programme	Start of reading level	Current/finished level	Discontinued and/or referred to RTLit for further classroom support
1M	NZ European	41 weeks	2022- Level 6	Level 10	Referred to RTLit for support 2023
2M	NZ European	37 weeks	2022- Level 6	Level 18	Discontinuation in week 7 Term 4
3M	NZ Maori	28 weeks	Level 1	Level 19	Discontinued week 6 Term 4
4M	NZ European	28 weeks	Level 1	Level 10	
5F	NZ European	4 weeks	Level 5	Level 7	

Students who will begin before the end of this term.

Student/gender	Ethnicity	Reading level at beginning
6M	Australian	Level 5- week 10 Term 3
7M	NZ Maori	Level 2- week 7 Term 4

Individual student information

Student 1 had been paused at the end of term 3 2021, due to his unwillingness to participate, and overall wellbeing concerns. I picked him up in term 1 this year. He participated in all his lessons, though at times his behaviour was challenging. It was pleasing that he was able to move from level 6 to level 10. The RTLit is currently looking at his application for in class support in 2023.

Student 2 was a carryover student. He has been referred to a pediatrician, by his whanau, to evaluate possible dyslexia and concentration issues. He had gone back 2 levels, from term 4 2021 to Term 1 2022. However, he is now reading at a level comparable to his peers. He will be discontinued before the end of the term, once his writing ability has improved. His sense of self worth has improved dramatically, during his time in the programme, and this has been reflected positively in his classroom and playground behaviour.

- Student 3 is being tested for discontinuation this week. He is ready to leave the programme, and is learning well independently in the classroom. He has been on ADHD medication this year, which has supported his ability to focus. He has made excellent progress, as he began at level 1 in reading and could only write 2 words initially. He is now on Level 19 and can write 79 words in ten minutes.
- Student 4 is starting to shift more quickly, now that the foundations of literacy are established. He will continue on in the programme into 2023.
- Student 5 is the only girl in the programme this year. Focussing on her learning in the classroom setting is a challenge for her. She is responding well to the programme.
- Student 6 is an arrival from Australia this year. He arrived with minimal literacy knowledge. He has had input from a Teacher Aide in the classroom, and this has placed him in a good position to benefit from the programme. He is an older student, and must be picked up this year to make the cut off point of 7 years of age.
- Student 7 has made minimal progress in a classroom setting, and will benefit from the 1 to 1 situation. He has been referred to RTLB this term for support with behaviour.

Ongoing monitoring

I will monitor the progress of the Reading Recovery students who have finished this year, with a running record each term in 2023. This monitoring will be shared with their teachers and the Special Education Coordinator Leanne, to ensure that progress will be maintained in 2023.

Teacher ongoing professional development

Throughout the year I have attended fortnightly training sessions for professional development, held by the Reading Recovery tutor in Nelson, with some time spent training by zoom meetings when covid was at its worst.

All progress and data is monitored and shared with the tutor, to ensure the programme is being run correctly and that progress is being made by each child. Our tutor Ali Shaw also visited and observed my programme on a termly basis. We are in regular contact, when any concerns or questions I have arise. I also took 3 students into Nelson training for a lesson, which is part of our professional development, and I zoomed a lesson with one student, for other teacher trainees and our tutor to observe, when covid restrictions were tight.

Wellbeing of students- the impact of covid and the low levels of immunity after lockdown

The impact of covid has made for a disruptive year, and sometimes the students' learning has gone in stops and starts. However, considerable success has still been achieved. Not only with big improvements in the student's literacy ability- but also in supporting their wellbeing during this challenging time.

Positive learning with an individualised programme, provided by a teacher in a quiet one to one setting, has led to academic success- which has led to improvements in their

self esteem. They have felt good about themselves and their abilities. The impact this has had on their wellbeing cannot be underestimated.

All of this year's students find learning in a classroom setting a struggle. To provide them with the opportunity to catch up with their peers in literacy will have a long term effect on their lives.

Looking ahead to 2023

Currently, data is being gathered regarding which students would benefit most from the programme in 2023. One student has already been confirmed for first pick up next year, when the next space becomes available. This boy is currently receiving daily teacher aide support to manage his behaviour. His 6 year net has put him at the lowest level, with stanines of 1.

2023 will be my second year taking Reading Recovery at Wakefield School, and training continues, but to a lesser degree.

I appreciate the opportunity to be part of the programme, and it is satisfying to see the difference it makes to the students. I look forward to 2023 and further developing my skills.

Nga mihi

Paula Puklowski

APPENDIX III – EOTC EVENT PROPOSAL

Wakefield School Karearea Team Camp

EOTC Event Proposal, Approval and Intentions

Event Name:	Year 5 and 6 Camps				
Dates:	3 Camps - Monday 20 March to Wednesday 29 March 2022				
Person in Charge:	Scott Mackenzie	Student group:	3 rooms	No. of Students:	29 on each camp
Activity outline, learning objectives and other benefits:	Assessment based Standards:		Co-curricular:		
This camp fits in with our place based learning and localised curriculum	Non assessed		Environment Health/ PE Key competencies Te Whare Matauranga		
Event location/venue:	Budget:				
Paretai Camp Address: 129 Lee Valley Road, Wairoa Valley 7091	Student cost: \$110 - \$120 Depending on final costings				
	Funding: We will ask for food donations and ask supermarkets for any sponsorship				
Pre site visit completed: Yes/ No	Date: A pre site visit was done prior to making the booking by senior teachers.				
External Providers: Yes/No ?	Details: YTBC Possible Scout Instructor for Abseiling				
Accommodation:	Transport method:				
Dorm style accommodation on site with the possibility of tents	Parent and teacher transportation				
Emergency Communication:	Times:				
Type to be used: Cellphone Numbers: 021 047 1092 Person in charge Scott Mackenzie Principal. Peter Verstappen Provider	Meet: 9:00 am at school				
	Depart: 9:30 am				
	Return: 2:45pm				
	Raise Alarm time: 4:00pm if contact has not been				

	made
On-call Contact person: Name: School Office	Phone number (s): 03 541 8332

Use this first page as an Intentions Form – to be left with the Office &/or On Call Person

Trip Management Category (circle/highlight)			
Assessment of Risk	Low	High	Overnight
	Routine and expected activities and environments <ul style="list-style-type: none"> • School grounds • Supervised local visits 	Where risk exposure is greater than what would typically be the case at school <ul style="list-style-type: none"> • Adventurous activities • Hazardous environments 	Including residential and overseas trips.
Significant risks identified: River running adjacent to the site will be used, possibility of abseiling,			

Proposed Staffing:			
Name	Responsibility or role	Qualifications / experience	Relief required
Classroom Teacher	Co leader	Previous camps	n/a
1 other accompanying staff	Co Leader	Previous Camps	n/a
(Parent help as well)			

INITIAL APPROVAL

HOD _____

Date: _____

EOTC Coordinator: _____

Date: _____

NOTES

This is a local camp so any emergencies can be handled quickly. We will require mostly day time support from parent helpers. This camp will link in nicely with current topics and add a rich learning experience where environmental knowledge will be applied.

SEE BELOW FOR ACTIONS TO NOW COMPLETE BASED ON LEVEL OF RISK

Task Checklist to complete based on Level of Risk

Low Risk	High Risk	Overnight
<input type="checkbox"/> Activity Proposal <input type="checkbox"/> HOD Approval <input type="checkbox"/> EOTC Coordinator Approval	<input type="checkbox"/> Activity Proposal <input type="checkbox"/> HOD Approval <input type="checkbox"/> EOTC Coordinator Approval	<input type="checkbox"/> Activity Proposal <input type="checkbox"/> HOD Approval <input type="checkbox"/> EOTC Coordinator Approval <input type="checkbox"/> Principal/BOT Approval
<input type="checkbox"/> Staffing allocated, supervision structure <input type="checkbox"/> Blanket consent	<input type="checkbox"/> Staffing allocated, supervision structure <input type="checkbox"/> Parental Notification and consent <input type="checkbox"/> Specific Risk disclosure	<input type="checkbox"/> Staffing allocated, supervision structure <input type="checkbox"/> Parental Notification and consent <input type="checkbox"/> Specific Risk disclosure
May include but not limited to: <input type="checkbox"/> Student medical lists <input type="checkbox"/> Emergency contact information <input type="checkbox"/> Risk assessment <input type="checkbox"/> Emergency communication plan	May include but not limited to: <input type="checkbox"/> Student medical list <input type="checkbox"/> Emergency contact information <input type="checkbox"/> Risk assessment <input type="checkbox"/> Transport plan <input type="checkbox"/> Site plan and information <input type="checkbox"/> Emergency communication plan	May include but not limited to: <input type="checkbox"/> Student medical list <input type="checkbox"/> Emergency contact information <input type="checkbox"/> Risk assessment <input type="checkbox"/> Transport plan <input type="checkbox"/> Site plan and information <input type="checkbox"/> Emergency communication plan

FINAL APPROVAL

	Name	Date	Signed
Approved			

NOTES