



February 2023

Our Vision

Our Children will be Confident Lifelong Learners

Circulation:

Brad Pyers
Dane Boswell
Dale MacDonald
Freya Hogarth
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 Motions and amendments once proposed and accepted may not be withdrawn without the consent of the meeting.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 Wednesday 22nd February 2023, 5.30pm

Venue: Staffroom

1. Strategic Focus and Special Presentation

- Nil

2. Welcome and apologies

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

3. Administration

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

DATE	FROM	CONTENT	TO
29/11/2022	The Big Bake Up	Project Information	Board & Principal
01/12/2022	Waimea Kāhui Ako	Memorandum of Agreement	BOT
09/02/2023	Scott Mackenzie	Letter of Resignation	BOT

4. Reports

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

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

5. Items from the Board Annual Calendar for February

- Confirm any changes to BOT personnel and responsibilities
- Elect Board Chairperson
- Set calendar of meeting dates
- Finalise/approve annual charter. Send charter to MOE
- Discuss/approve student achievement targets
- Confirm budget
- Approve disposal of records under sections 1.5 and 1.8 of our policy for the second prior year.
- **Report: Analysis of Variance from previous year's SATs and description of current year SATs.**

6. General Business

- Principal appraisal for 2023
- New Physical restraints policy
- Ryan has a presentation to the board

7. In-Committee Meeting

- Nil

8. Closure

MINUTES

MINUTES OF THE WAKEFIELD SCHOOL BOARD OF TRUSTEES MEETING In Piwakawaka Room 12 and then the staffroom at 5.30pm Thursday 24th November 2022

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

APOLOGIES:

STRATEGIC FOCUS AND SPECIAL PRESENTATION:

- Piwakawaka report on curriculum and student achievement

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 25th October 2022 to be correct

Ryan Edwards/Sonia Emerson

MATTERS ARISING FROM MINUTES DATED: 25th October 2022

- Nil

CORRESPONDENCE: INWARD

DATE	FROM	CONTENT	TO

CORRESPONDENCE: OUTWARD

- Nil

REPORTS

Principal's Report:

As per Board Report:

Recapitulation

In an exchange of emails with Megan Hannigan in the past couple of days she apologised for telling us the application hadn't been forwarded to the Minister already.

Apparently this is only happening now. Peter emailed the Minister (Jan Tinetti) directly asking her to sign it urgently.

Financial Report:

As per Board Report:

- **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.

Motion: *The board approves to pay Bruce a \$6,000 payment to remedy the error made, along with paying Bruce for all eligible allowances as separate items from 11th November 2022. Also, he will continue to receive a salary loading which will be increased to \$5,756.58 per annum this is in addition to his base salary.*

Ryan Emerson/Scott Mackenzie

- **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.

Property Report:

As per Board Report:

Staff Report:

As per Board Report:

Motion: *Move the adoption of these reports.*

Ryan Edwards/Dale MacDonald

ITEMS FROM THE BOARD ANNUAL CALENDAR FOR NOVEMBER

- **Discuss draft strategic goals and action plans for following year.**

Peter discussed his plan for the strategic plan incorporating the ideas that came from the Big Picture day, he apologised that he had not yet finalised these.

- **Report: Curriculum review progress and outcomes for major focus areas**

Peter reported on this with the main points as follows.

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. Peter explained he will be able to report the latest school-wide assessment data before the end of the year.

Peter thanked 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.

- **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.)**

Assurance. Peter assures the board that he 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 himself and others in the school with payroll responsibilities.

- **Reading Recovery annual report**

This was reported in appendix II of the board papers

- **Approve budget**

Motion: The board approves the presented draft 2023 budget for the 2023 year.

Sonia Emerson/Brad Pyers

- **Approve school donation**

This was not approved as we have opted into the schools donation scheme via the new Equity Index system introduced by the Ministry of education, we met the threshold to be entitled to opt into this scheme. Peter had mentioned we have not yet received confirmation of our opting in to this scheme, but he has 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.

- **Report on staff performance management programme**

Peter reported on this with these being the main points

- 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 Peter, with input from Syndicate leaders (DPs) as appropriate. For support staff, teacher aides are appraised by Peter and Leanne in her SENCO role, while Bruce, Liv and Allison are appraised by Peter.
- 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.

- **Report fire and earthquake drills**

These reported as being complete and up to date.

- **Approve and pay BOT annual fees**

Motion: *The board agreed to pay the board fees as per our schedule*

Sonia Emerson/Ryan Edwards

- **Report on principal appraisal**

Nothing to report on this with Peter leaving at the end of the term.

MATTERS OF GENERAL BUSINESS:

- **Approve EOTC Camp proposal**

The camp proposal is in appendix III of the board report.

Motion: *The board approves the presented camp proposal at Pareai Camp for 3 camps to take place between 20th March and 29th March 2023 for the years 5 & 6 classes.*

Ryan Edwards/Dane Boswell

ADDITIONAL ITEMS OF GENERAL BUSINESS:

- Nil

IN-COMMITTEE:

- Nil

MEETING EXTENSION:

- Nil

CLOSURE:

There being no further business the meeting closed at 7.29pm.

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

Signed:.....
(Chairperson)

Date:.....



Principal's Report to the Board Meeting to be held on Wednesday 22 February 2023

The start to my principalship at Wakefield School has been incredibly positive. I have felt the staff are open, welcoming and supportive of me. The parents and caregivers I have met have been very friendly and open. The vast majority of students are engaged in and enthusiastic about their learning and have a strong sense of belonging at school and pride in their school.

This year, there has been a change in the way principals are required to report to our boards. From this year onwards, we are required to report in relation to the National Education Learning Priorities (NELPs). I am sure you will find both the structure and content of this report very different to previous reports you have received. As it is also early in my tenure, rather than being able to provide rich comments on any aspect of the NELPs, I have shared with you my initial perceptions as they stand after my first three weeks at Wakefield School.

Objective 1: Learners at the centre – Learners with their whānau are at the centre of education	
Priority 1:	Ensure places of learning are safe, inclusive and free from racism, discrimination and bullying
	Wakefield School has great values and these are evident in the behaviour and communication of the vast majority of our students. The school values are explicitly taught in all classes and visibly displayed in all learning spaces and in the playground.. Staff consistently model the values and frequently acknowledge and reinforce the values with learners frequently during the day. This contributes to a wonderful school culture.
	From conversations I have had with a few parents and caregivers, I am aware that some people in our community hold the belief that bullying behaviour is a problem at Wakefield School. At this stage I am not aware whether this is a widely held concern or not, although I have the hunch that the majority of parents feel we have a positive school culture. There certainly have already been

a number of behaviour incidents that have been concerning, although these centre around a small number of individuals, rather than a widespread problem. All of these individuals have already been identified as children of concern and have management plans and other support in place (e.g. learning support referrals). One of these incidents resulted in a stand down.

The staff are well trained to respond to and de-escalate challenging behaviour and they are fantastic at supporting each other when an incident occurs. Having a non-teaching deputy principal really makes a big difference for our teachers.

























There seems to be some scope for improving the consistency of schoolwide systems and processes that I believe will further strengthen our school culture, although generally this is in place for most systems and processes.

Since the start of the term there have been 25 concerning behaviour incidents involving a total of 11 children reported in etap (our student management system). These can be broken down as follows:

Number of children	Number of incidents per child
6	1
2	2
1	3
1	5
1	7

As can be clearly seen in this breakdown, the majority of incidents (65%) involve 3 students repeatedly.

The frequency of the type of behaviours that have been reported are:

	<table border="1"> <tr> <td></td> <td>defiance</td> <td><u>2</u></td> </tr> <tr> <td></td> <td>serious physical violence/endangerment</td> <td><u>3</u></td> </tr> <tr> <td></td> <td>verbal abuse (directed)</td> <td><u>1</u></td> </tr> <tr> <td></td> <td>fighting</td> <td><u>4</u></td> </tr> <tr> <td></td> <td>bullying</td> <td><u>2</u></td> </tr> <tr> <td></td> <td>threatening language</td> <td><u>2</u></td> </tr> <tr> <td></td> <td>hitting / kicking / pushing / biting</td> <td><u>11</u></td> </tr> <tr> <td></td> <td>aggression</td> <td><u>5</u></td> </tr> </table>		defiance	<u>2</u>		serious physical violence/endangerment	<u>3</u>		verbal abuse (directed)	<u>1</u>		fighting	<u>4</u>		bullying	<u>2</u>		threatening language	<u>2</u>		hitting / kicking / pushing / biting	<u>11</u>		aggression	<u>5</u>
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<p>Priority 2:</p>	<p>Have high aspirations for every learner/ākonga, and support these by partnering with their whānau and communities to design and deliver education that responds to their needs, and sustains their identities, languages and cultures</p> <p>The excellent turnout and high engagement from parents at the recent learning conferences shows how much our teachers and parents value and prioritise positive home and school partnerships. It was also great to see how these conversations were focused on identifying the strengths, interests and learning priorities for every child and sharing information about the child between home and school.</p>																								

<p>Objective 2: Barrier-free access – Great education opportunities and outcomes are within reach for every learner</p>	
<p>Priority 3:</p>	<p>Reduce barriers to education for all, including for Māori and Pacific learners/ākonga, disabled learners/ākonga and those with learning support needs</p>
	<p>Wakefield School has a large number of students needing learning support, as do most schools. The staff at Wakefield School provide excellent learning support to the children who need it through a wide range of programmes and learning support initiatives. While learning support is chronically underfunded, Wakefield School does a great job of using resources innovatively to ensure as many children as possible benefit.</p> <p>Wakefield School teachers are already implementing with strength the Aotearoa Histories curriculum, to the extent that work completed last year by Toroa and Karearea syndicates is going to be showcased by the Ministry of Education. This is clear evidence</p>

	of how matauranga Māori is valued at Wakefield School.
Priority 4:	Ensure every learner/ākonga gains sound foundation skills, including language, literacy and numeracy
	The literacy and mathematics education across the school is excellent. During our teacher only days at the start of the year, Isobel Ford (Literacy Leader) ran an excellent professional learning session ensuring all teachers were aware of the school wide phonics programme and resources. This also ensured all teachers were delivering the programme with consistency and age appropriate activities. During my class visits I have seen many teachers delivering the programme effectively, including relief teachers.

Objective 3: Quality teaching and leadership – Quality teaching and leadership make the difference for learners and their whānau	
Priority 5:	Meaningfully incorporate te reo Māori and tikanga Māori into the everyday life of the place of learning
	Te reo and tikanga Māori are evident throughout the school and some staff have expressed a desire to strengthen their own te reo. One staff member is studying te reo in her own time and will complete level 3 this year. I will be looking into options for providing Te Reo learning onsite to reduce the need for after hours attendance at a course and additional travel for our staff.
Priority 6:	Develop staff to strengthen teaching, leadership and learner support capability across the education workforce
	<p>Some of our professional learning at the teacher only days prior to the start of the school year was focused on strengthening the consistency and coherence of how our phonics programme is delivered. This was well received by staff.</p> <p>The staff have put significant effort into early, frequent and proactive communication with parents when children have been identified as requiring support. This has been well received by the parents involved.</p> <p>The leadership team has discussed professional learning priorities for 2023. Ensuring consistent implementation of the wellbeing curriculum, preparing to deliver year 7&8 education, and preparing to implement the refreshed curriculum are priorities that have been identified. Discussions with staff have highlighted that the professional learning provided by our literacy</p>

	<p>facilitator last year did not enable teachers to significantly improve their practice despite large amounts of time and financial resources being put into the PLD. We are investigating whether we can change to another facilitator to ensure we use the MOE funded PLD hours to greatest effect in 2023. This may mean changing the provider as well as changing the facilitator.</p>
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<p>Objective 4: Future of learning and work – Learning that is relevant to the lives of New Zealanders today and throughout their lives</p>	
<p>Priority 7:</p>	<p>Collaborate with industries and employers to ensure learners/ ākonga have the skills, knowledge and pathways to succeed in work</p>
	<p>Nothing to report at this time.</p>

Freya Hogarth
Principal

Minutes

Of the Finance Sub-Committee Meeting held on Tuesday 21st February 2023 at 8.30am

Present: Sonia Emerson, Freya Hogarth, Ryan Edwards & Olivia Krammer

Apologies:

Confirmation Of Previous Minutes:

Motion: Move that the minutes from the finance committee meeting held on Thursday 17th November 2022

Sonia Emerson/Olivia Krammer

Matters Arising From Minutes: Thursday 17th November 2022

- Nil

Additional items of Business

- Nil

Finance

- **Banking staffing**
Tracking ok, our deficit is decreasing so all going to plan we should end with a zero balance.
- **Gala Invoice**
Reconciliation was completed with a final balance of \$20,435.23 owed to the PTA for the gala proceeds. Invoice will be raised from the PTA for these funds. We will invoice the PTA for \$30,000 for funding from them to go towards additional learning support hours etc.

GST

- A GST return was completed for 28th November 2022, with a payment required of **\$1,163.07**
- A GST return was completed for 30th January 2023, with a payment required of **\$12,926.71**

Supplier Payments

- The Finance sub-committee ratify the payment made on **20th November** as per the approved Bank Preview Payment report for the amount of **\$33,799.59**

- The Finance sub-committee ratify the payment made on **20th December** as per the approved Bank Preview Payment report for the amount of **\$8,984.35**
- The Finance sub-committee ratify the payment made on **20th January** as per the approved Bank Preview Payment report for the amount of **\$25,070.75**

Credit Card Payment

- The Finance sub-committee ratify the payment made on 22nd November as per the approved credit card statement for the amount of **\$888.43**
- The Finance sub-committee ratify the payment made on 22nd December as per the approved credit card statement for the amount of **\$371.40**
- The Finance sub-committee ratify the payment made on 22nd January as per the approved credit card statement for the amount of **1,044.49**

CLOSURE

There being no further business the meeting closed at 9.30am

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 December 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	\$462,391.62	\$430,000.00	\$32,391.62	7.5%
4-1200	MoE Special Education Grants	\$3,250.00	\$10,000.00	-\$6,750.00	(67.5)%
4-1300	ORRS Teacher Aide Grants	\$27,497.92	\$28,000.00	-\$502.08	(1.8)%
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	\$40,000.00	-\$166.95	(0.4)%
4-1900	Other MoE Grants	\$22,924.10	\$10,000.00	\$12,924.10	129.2%
	Total Ministry of Education Grants	\$585,138.30	\$523,222.00	\$61,916.30	11.8%
4-2000	Other Grants				
4-2100	RTLB Grants	\$1,597.82	\$2,500.00	-\$902.18	(36.1)%
4-2200	Other Grants	\$15,288.74	\$5,000.00	\$10,288.74	205.8%
4-2300	Open Home Grants	\$0.00	\$1,500.00	-\$1,500.00	(100.0)%
4-2500	ACC Funding	\$15,225.71	\$17,000.00	-\$1,774.29	(10.4)%
	Total Other Grants	\$32,112.27	\$26,000.00	\$6,112.27	23.5%
4-3000	Locally Raised Funds				
4-3200	School Donation	\$6,517.30	\$7,000.00	-\$482.70	(6.9)%
4-3300	Stationery Income	\$711.03	\$700.00	\$11.03	1.6%
4-3400	Photocopying Income	\$206.45	\$300.00	-\$93.55	(31.2)%
4-3500	Hall Hire Income	\$3,090.43	\$3,000.00	\$90.43	3.0%
4-3502	Sponsorship	\$304.85	\$3,000.00	-\$2,695.15	(89.8)%
4-3600	Uniform Income	\$1,033.10	\$0.00	\$1,033.10	NA
4-3700	PTA Donations	\$8,629.62	\$30,000.00	-\$21,370.38	(71.2)%
4-3710	Fundraising Other	\$8,773.50	\$4,000.00	\$4,773.50	119.3%
4-3720	Other Sundry Income	\$1,791.21	\$1,000.00	\$791.21	79.1%
	Total Locally Raised Funds	\$31,057.49	\$49,000.00	-\$17,942.51	(36.6)%
4-4000	Other Income				
4-4500	Creative in Schools	\$31.30	\$0.00	\$31.30	NA
4-4600	Swimming Pool Society	\$4,159.30	\$0.00	\$4,159.30	NA
4-4800	Forbes Robinson	\$0.00	\$6,500.00	-\$6,500.00	(100.0)%
	Total Other Income	\$4,190.60	\$6,500.00	-\$2,309.40	(35.5)%
4-6200	Activities & Fees				
4-6210	Totara Activities	\$12,320.15	\$7,000.00	\$5,320.15	76.0%
4-6230	Matai Activities	\$37.38	\$2,000.00	-\$1,962.62	(98.1)%
4-6240	Australian Maths Competition	\$13.04	\$0.00	\$13.04	NA
4-6250	Performances	\$73.93	\$1,000.00	-\$926.07	(92.6)%
4-6270	Sports Subs	\$16,755.85	\$8,000.00	\$8,755.85	109.4%
	Total Activities & Fees	\$29,200.35	\$18,000.00	\$11,200.35	62.2%
4-9000	Investment Income				
4-9100	Interest Received- Cheque Acc	\$830.80	\$100.00	\$730.80	730.8%
4-9200	Interest Received- Savings Acc	\$145.78	\$100.00	\$45.78	45.8%
4-9300	Interest Received- Term Dep	\$429.87	\$400.00	\$29.87	7.5%
	Total Investment Income	\$1,406.45	\$600.00	\$806.45	134.4%
	Total Income	\$683,105.46	\$623,322.00	\$59,783.46	9.6%
Gross Profit		\$683,105.46	\$623,322.00	\$59,783.46	9.6%
6-0000	Expenses				
6-1000	Learning Resources				
6-1100	Library Expenses				

Profit & Loss [Budget Analysis]

January 2022 To December 2022

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
6-1120	Library Consumables	\$577.91	\$600.00	-\$22.09	(3.7)%
	Total Library Expenses	\$577.91	\$600.00	-\$22.09	(3.7)%
6-1200	Teaching Resources				
6-1210	Totara Syndicate	\$2,042.52	\$2,500.00	-\$457.48	(18.3)%
6-1230	Matai Syndicate	\$1,170.37	\$2,500.00	-\$1,329.63	(53.2)%
6-1240	Numeracy	\$21.71	\$300.00	-\$278.29	(92.8)%
6-1250	Literacy	\$117.40	\$300.00	-\$182.60	(60.9)%
6-1270	Assessment	\$139.04	\$300.00	-\$160.96	(53.7)%
6-1280	Physical Education	\$192.88	\$1,500.00	-\$1,307.12	(87.1)%
6-1290	Reading Recovery	\$273.77	\$200.00	\$73.77	36.9%
6-1300	Learning Support	\$1,674.42	\$5,000.00	-\$3,325.58	(66.5)%
6-1310	Other Curriculum Areas	\$331.04	\$500.00	-\$168.96	(33.8)%
6-1320	Science	\$1,015.71	\$500.00	\$515.71	103.1%
6-1330	Enviro	\$10.42	\$500.00	-\$489.58	(97.9)%
6-1350	Forbes Robinson	\$0.00	\$8,958.00	-\$8,958.00	(100.0)%
	Total Teaching Resources	\$6,989.28	\$23,058.00	-\$16,068.72	(69.7)%
	Total Learning Resources	\$7,567.19	\$23,658.00	-\$16,090.81	(68.0)%
6-1400	Classroom Consumables				
6-1450	Awards & Discipline	\$132.87	\$300.00	-\$167.13	(55.7)%
6-1451	Matai Piwakawaka	\$782.99	\$500.00	\$282.99	56.6%
6-1452	Matai Kereru	\$479.23	\$500.00	-\$20.77	(4.2)%
6-1454	Totara Toroa	\$246.85	\$750.00	-\$503.15	(67.1)%
6-1456	Totara Karearea	\$935.64	\$750.00	\$185.64	24.8%
	Total Classroom Consumables	\$2,577.58	\$2,800.00	-\$222.42	(7.9)%
6-2000	Activities & Fees				
6-2100	Totara Activities	\$11,144.13	\$7,000.00	\$4,144.13	59.2%
6-2300	Matai Activities	\$66.09	\$2,000.00	-\$1,933.91	(96.7)%
6-2500	Performances	\$1,827.88	\$1,000.00	\$827.88	82.8%
6-2700	Sports Subs	\$18,277.11	\$8,000.00	\$10,277.11	128.5%
6-2810	Fundraising Other	\$3,775.46	\$1,500.00	\$2,275.46	151.7%
6-2820	PTA	\$908.57	\$1,000.00	-\$91.43	(9.1)%
	Total Activities & Fees	\$35,999.24	\$20,500.00	\$15,499.24	75.6%
6-2900	Other Expenses				
6-2950	Principals Discretionary Fund	\$65.22	\$0.00	\$65.22	NA
6-2965	Other Sundry Expenses	\$2,170.00	\$0.00	\$2,170.00	NA
6-2970	Other Grant Expenses	\$877.80	\$0.00	\$877.80	NA
6-2990	Staff Purchases	\$612.00	\$0.00	\$612.00	NA
	Total Other Expenses	\$3,725.02	\$0.00	\$3,725.02	NA
6-3000	Personnel Expenses				
6-3110	Administration Staff	\$95,894.67	\$76,000.00	\$19,894.67	26.2%
6-3120	Caretaking Staff	\$57,194.14	\$52,004.00	\$5,190.14	10.0%
6-3130	Library Staff	\$32,161.95	\$39,291.00	-\$7,129.05	(18.1)%
6-3140	Support Staff	\$203,398.45	\$140,000.00	\$63,398.45	45.3%
6-3145	Itinerant Music Teachers	\$3,663.00	\$4,000.00	-\$337.00	(8.4)%
6-3150	Relief Teachers	\$35,769.68	\$20,000.00	\$15,769.68	78.8%
6-3155	Teacher Salaries Op Grant	\$7,364.09	\$0.00	\$7,364.09	NA
6-3300	ACC Levies	\$1,260.93	\$1,000.00	\$260.93	26.1%
6-3400	Staff Appointments	\$305.93	\$300.00	\$5.93	2.0%
6-3500	Professional Development	\$4,890.68	\$6,000.00	-\$1,109.32	(18.5)%
6-3550	Principals Appraisal	\$0.00	\$100.00	-\$100.00	(100.0)%
6-3600	Other Personnel Expenses	\$5,015.53	\$0.00	\$5,015.53	NA

Profit & Loss [Budget Analysis]

January 2022 To December 2022

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
6-3650	COL Costs	\$323.48	\$5,222.00	-\$4,898.52	(93.8)%
	Total Personnel Expenses	\$447,242.53	\$343,917.00	\$103,325.53	30.0%
6-4000	Administration Expenses				
6-4100	Board of Trustees Expenses				
6-4110	BOT Administration	\$0.00	\$300.00	-\$300.00	(100.0)%
6-4120	BOT Hospitality	\$5,276.65	\$2,000.00	\$3,276.65	163.8%
6-4130	BOT Professional Development	\$0.00	\$500.00	-\$500.00	(100.0)%
6-4140	BOT Elections	\$683.19	\$0.00	\$683.19	NA
6-4150	BOT Attendance Fees	\$2,945.00	\$4,350.00	-\$1,405.00	(32.3)%
6-4170	Strategic Development	\$421.05	\$1,000.00	-\$578.95	(57.9)%
	Total Board of Trustees Expenses	\$9,325.89	\$8,150.00	\$1,175.89	14.4%
6-4200	Information Technology				
6-4210	Teacher Laptop Lease	\$3,093.56	\$4,000.00	-\$906.44	(22.7)%
6-4220	ICT Consumables & Repairs	\$1,078.31	\$1,000.00	\$78.31	7.8%
6-4230	ICT Technical Support	\$1,268.00	\$1,000.00	\$268.00	26.8%
	Total Information Technology	\$5,439.87	\$6,000.00	-\$560.13	(9.3)%
6-4300	Admin Office Expenses				
6-4305	Office Stationery Supplies	\$1,001.53	\$600.00	\$401.53	66.9%
6-4310	Telephone	\$3,285.52	\$3,000.00	\$285.52	9.5%
6-4320	Internet & Email Costs	\$295.00	\$200.00	\$95.00	47.5%
6-4330	Postage & Freight	\$242.53	\$700.00	-\$457.47	(65.4)%
6-4335	Freight (Courier Tickets)	\$187.02	\$250.00	-\$62.98	(25.2)%
6-4340	Printing & Stationery	\$596.60	\$600.00	-\$3.40	(0.6)%
6-4345	Uniform	\$1,208.00	\$0.00	\$1,208.00	NA
6-4350	Photocopier Lease	\$11,464.35	\$13,000.00	-\$1,535.65	(11.8)%
6-4360	Photocopy Paper	\$2,036.29	\$1,300.00	\$736.29	56.6%
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	\$342.40	\$1,300.00	-\$957.60	(73.7)%
	Total Admin Office Expenses	\$24,959.24	\$24,800.00	\$159.24	0.6%
6-4400	General Expenses				
6-4410	Accounting Fees	\$3,647.60	\$3,500.00	\$147.60	4.2%
6-4420	Audit Fees	\$3,500.00	\$5,250.00	-\$1,750.00	(33.3)%
6-4425	Kindo Fees	\$379.00	\$300.00	\$79.00	26.3%
6-4430	Bank Charges	\$26.08	\$50.00	-\$23.92	(47.8)%
6-4440	Eftpos Hire & Merchant Fees	\$840.07	\$1,000.00	-\$159.93	(16.0)%
6-4445	Principals Discretionary Spend	\$94.78	\$0.00	\$94.78	NA
6-4450	First Aid	\$800.41	\$600.00	\$200.41	33.4%
6-4455	Laundry	\$458.46	\$400.00	\$58.46	14.6%
6-4460	Hospitality - Principal	\$10.44	\$300.00	-\$289.56	(96.5)%
6-4470	Insurance	\$11,251.64	\$6,485.00	\$4,766.64	73.5%
6-4490	Repairs & Maintenance - Equip	\$318.42	\$300.00	\$18.42	6.1%
6-4500	Staffroom Consumables	\$1,493.64	\$1,200.00	\$293.64	24.5%
6-4600	Subscriptions	\$2,523.45	\$2,600.00	-\$76.55	(2.9)%
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	\$309.86	\$800.00	-\$490.14	(61.3)%
	Total General Expenses	\$27,818.85	\$24,185.00	\$3,633.85	15.0%
	Total Administration Expenses	\$67,543.85	\$63,135.00	\$4,408.85	7.0%
6-5000	Property Expenses				
6-5100	Caretaking & Cleaning				

Profit & Loss [Budget Analysis]

January 2022 To December 2022

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
6-5110	Caretaking Materials	\$1,261.88	\$2,500.00	-\$1,238.12	(49.5)%
6-5115	Cleaning Supplies	\$4,046.95	\$4,500.00	-\$453.05	(10.1)%
6-5120	Cleaning Contract	\$19,427.72	\$18,000.00	\$1,427.72	7.9%
6-5130	Caretaking Equipment & Repairs	\$621.53	\$1,500.00	-\$878.47	(58.6)%
6-5140	Rubbish Removal	\$1,603.94	\$1,800.00	-\$196.06	(10.9)%
	Total Caretaking & Cleaning	\$26,962.02	\$28,300.00	-\$1,337.98	(4.7)%
6-5200	Power, Heat & Water Rates				
6-5210	Electricity	\$17,966.43	\$18,000.00	-\$33.57	(0.2)%
6-5220	Diesel	\$9,019.30	\$6,000.00	\$3,019.30	50.3%
6-5230	Water Rates	\$3,858.55	\$4,200.00	-\$341.45	(8.1)%
	Total Power, Heat & Water Rates	\$30,844.28	\$28,200.00	\$2,644.28	9.4%
6-5300	Grounds				
6-5310	Mowing Contract	\$2,748.90	\$1,500.00	\$1,248.90	83.3%
6-5320	Trees and Shrubs	\$1,261.74	\$1,000.00	\$261.74	26.2%
6-5330	Property Rates	\$6,362.35	\$9,500.00	-\$3,137.65	(33.0)%
	Total Grounds	\$10,372.99	\$12,000.00	-\$1,627.01	(13.6)%
6-5400	Buildings & Other				
6-5410	Alarm Monitoring	\$2,792.80	\$2,000.00	\$792.80	39.6%
6-5420	Painting Contract	\$15,746.12	\$16,000.00	-\$253.88	(1.6)%
6-5430	Repairs & Maintenance - Prop	\$5,508.70	\$8,000.00	-\$2,491.30	(31.1)%
6-5435	Repairs & Maintenance General	\$10,654.21	\$1,500.00	\$9,154.21	610.3%
6-5440	Vandalism	\$0.00	\$600.00	-\$600.00	(100.0)%
6-5450	5Ya R & M Projects	\$13,789.17	\$0.00	\$13,789.17	NA
	Total Buildings & Other	\$48,491.00	\$28,100.00	\$20,391.00	72.6%
	Total Property Expenses	\$116,670.29	\$96,600.00	\$20,070.29	20.8%
6-9000	Depreciation - Building				
6-9100	Depre - Building	\$4,839.24	\$4,839.00	\$0.24	0.0%
6-9200	Depre - School Equip	\$7,237.20	\$6,776.00	\$461.20	6.8%
6-9300	Depre - School Furniture	\$6,176.88	\$7,479.00	-\$1,302.12	(17.4)%
6-9400	Depre - Other Equipment	\$16,025.88	\$16,048.00	-\$22.12	(0.1)%
6-9500	Depre - Office Furniture	\$1,004.64	\$1,034.00	-\$29.36	(2.8)%
6-9600	Depre - Computer Equipment	\$11,461.44	\$9,765.00	\$1,696.44	17.4%
6-9700	Depre - Library Resources	\$3,641.76	\$3,717.00	-\$75.24	(2.0)%
6-9800	Depre - Leased Assets	\$0.00	\$18,000.00	-\$18,000.00	(100.0)%
	Total Depreciation - Building	\$50,387.04	\$67,658.00	-\$17,270.96	(25.5)%
	Total Expenses	\$731,712.74	\$618,268.00	\$113,444.74	18.3%
	Operating Profit	-\$48,607.28	\$5,054.00	-\$53,661.28	(1,061.8)%
	Total Other Expenses	\$0.00	\$0.00	\$0.00	NA
	Net Profit/(Loss)	-\$48,607.28	\$5,054.00	-\$53,661.28	(1,061.8)%

Profit & Loss [Budget Analysis]

January 2023

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
4-0000	Income				
4-1000	Ministry of Education Grants				
4-1100	MoE Operational Grants	\$43,039.01	\$35,391.83	\$7,647.18	21.6%
4-1200	MoE Special Education Grants	\$0.00	\$250.00	-\$250.00	(100.0)%
4-1300	ORRS Teacher Aide Grants	\$0.00	\$1,219.17	-\$1,219.17	(100.0)%
4-1400	Additional Relief Teach Grant	\$4,934.49	\$0.00	\$4,934.49	NA
4-1700	COL	\$0.00	\$500.00	-\$500.00	(100.0)%
4-1800	TAPEC Recalculation	\$0.00	\$5,833.33	-\$5,833.33	(100.0)%
4-1900	Other MoE Grants	\$1,711.67	\$833.33	\$878.34	105.4%
	Total Ministry of Education Grants	\$49,685.17	\$44,027.66	\$5,657.51	12.8%
4-2000	Other Grants				
4-2100	RTLB Grants	\$0.00	\$208.33	-\$208.33	(100.0)%
4-2200	Other Grants	\$10,301.03	\$833.33	\$9,467.70	1,136.1%
4-2500	ACC Funding	\$0.00	\$2,375.00	-\$2,375.00	(100.0)%
	Total Other Grants	\$10,301.03	\$3,416.66	\$6,884.37	201.5%
4-3000	Locally Raised Funds				
4-3200	School Donation	\$39,146.47	\$3,313.83	\$35,832.64	1,081.3%
4-3300	Stationery Income	\$0.00	\$58.33	-\$58.33	(100.0)%
4-3400	Photocopying Income	\$0.00	\$16.67	-\$16.67	(100.0)%
4-3500	Hall Hire Income	\$0.00	\$208.33	-\$208.33	(100.0)%
4-3502	Sponsorship	\$0.00	\$83.33	-\$83.33	(100.0)%
4-3700	PTA Donations	\$0.00	\$2,500.00	-\$2,500.00	(100.0)%
4-3710	Fundraising Other	\$0.00	\$500.00	-\$500.00	(100.0)%
4-3720	Other Sundry Income	\$0.00	\$41.67	-\$41.67	(100.0)%
	Total Locally Raised Funds	\$39,146.47	\$6,722.16	\$32,424.31	482.3%
4-6200	Activities & Fees				
4-6210	Totara Activities	\$0.00	\$416.66	-\$416.66	(100.0)%
4-6230	Matai Activities	\$0.00	\$416.66	-\$416.66	(100.0)%
4-6270	Sports Subs	\$3,000.00	\$0.00	\$3,000.00	NA
	Total Activities & Fees	\$3,000.00	\$833.32	\$2,166.68	260.0%
4-9000	Investment Income				
4-9100	Interest Received- Cheque Acc	\$338.43	\$8.33	\$330.10	3,962.8%
4-9200	Interest Received- Savings Acc	\$0.00	\$8.33	-\$8.33	(100.0)%
4-9300	Interest Received- Term Dep	\$300.16	\$83.33	\$216.83	260.2%
	Total Investment Income	\$638.59	\$99.99	\$538.60	538.7%
	Total Income	\$102,771.26	\$55,099.79	\$47,671.47	86.5%
	Gross Profit	\$102,771.26	\$55,099.79	\$47,671.47	86.5%
6-0000	Expenses				
6-1000	Learning Resources				
6-1100	Library Expenses				
6-1120	Library Consumables	\$0.00	\$66.67	-\$66.67	(100.0)%
	Total Library Expenses	\$0.00	\$66.67	-\$66.67	(100.0)%
6-1200	Teaching Resources				
6-1210	Totara Syndicate	\$0.00	\$250.00	-\$250.00	(100.0)%
6-1230	Matai Syndicate	\$0.00	\$250.00	-\$250.00	(100.0)%
6-1240	Numeracy	\$0.00	\$25.00	-\$25.00	(100.0)%
6-1250	Literacy	\$0.00	\$50.00	-\$50.00	(100.0)%
6-1270	Assessment	\$0.00	\$25.00	-\$25.00	(100.0)%
6-1280	Physical Education	\$0.00	\$166.67	-\$166.67	(100.0)%
6-1290	Reading Recovery	\$0.00	\$16.67	-\$16.67	(100.0)%

Profit & Loss [Budget Analysis]

January 2023

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
6-1300	Learning Support	\$0.00	\$125.00	-\$125.00	(100.0)%
6-1310	Other Curriculum Areas	\$0.00	\$41.67	-\$41.67	(100.0)%
6-1320	Science	\$0.00	\$33.33	-\$33.33	(100.0)%
6-1330	Enviro	\$0.00	\$33.33	-\$33.33	(100.0)%
6-1350	Forbes Robinson	\$0.00	\$500.00	-\$500.00	(100.0)%
Total Teaching Resources		\$0.00	\$1,516.67	-\$1,516.67	(100.0)%
Total Learning Resources		\$0.00	\$1,583.34	-\$1,583.34	(100.0)%
6-1400	Classroom Consumables				
6-1450	Awards & Discipline	\$0.00	\$33.33	-\$33.33	(100.0)%
6-1451	Matai Piwakawaka	\$0.00	\$62.50	-\$62.50	(100.0)%
6-1452	Matai Kereru	\$0.00	\$41.67	-\$41.67	(100.0)%
6-1453	Matai Tui	\$0.00	\$41.67	-\$41.67	(100.0)%
6-1454	Totara Toroa	\$0.00	\$41.67	-\$41.67	(100.0)%
6-1456	Totara Karearea	\$0.00	\$41.67	-\$41.67	(100.0)%
Total Classroom Consumables		\$0.00	\$262.51	-\$262.51	(100.0)%
6-2000	Activities & Fees				
6-2100	Totara Activities	\$260.87	\$750.00	-\$489.13	(65.2)%
6-2300	Matai Activities	\$130.43	\$750.00	-\$619.57	(82.6)%
6-2810	Fundraising Other	\$0.00	\$125.00	-\$125.00	(100.0)%
Total Activities & Fees		\$391.30	\$1,625.00	-\$1,233.70	(75.9)%
6-3000	Personnel Expenses				
6-3110	Administration Staff	\$3,198.60	\$6,333.33	-\$3,134.73	(49.5)%
6-3120	Caretaking Staff	\$4,256.80	\$4,785.83	-\$529.03	(11.1)%
6-3130	Library Staff	\$2,613.24	\$2,750.00	-\$136.76	(5.0)%
6-3140	Support Staff	\$2,075.38	\$14,166.67	-\$12,091.29	(85.4)%
6-3145	Itinerant Music Teachers	\$0.00	\$333.00	-\$333.00	(100.0)%
6-3150	Relief Teachers	\$0.00	\$1,833.33	-\$1,833.33	(100.0)%
6-3300	ACC Levies	\$0.00	\$100.00	-\$100.00	(100.0)%
6-3400	Staff Appointments	\$0.00	\$25.00	-\$25.00	(100.0)%
6-3500	Professional Development	\$0.00	\$666.67	-\$666.67	(100.0)%
6-3550	Principals Appraisal	\$0.00	\$250.00	-\$250.00	(100.0)%
6-3650	COL Costs	\$0.00	\$435.17	-\$435.17	(100.0)%
Total Personnel Expenses		\$12,144.02	\$31,679.00	-\$19,534.98	(61.7)%
6-4000	Administration Expenses				
6-4100	Board of Trustees Expenses				
6-4110	BOT Administration	\$0.00	\$25.00	-\$25.00	(100.0)%
6-4120	BOT Hospitality	\$49.28	\$166.67	-\$117.39	(70.4)%
6-4130	BOT Professional Development	\$0.00	\$41.67	-\$41.67	(100.0)%
6-4150	BOT Attendance Fees	\$0.00	\$362.50	-\$362.50	(100.0)%
6-4170	Strategic Development	\$0.00	\$83.33	-\$83.33	(100.0)%
Total Board of Trustees Expenses		\$49.28	\$679.17	-\$629.89	(92.7)%
6-4200	Information Technology				
6-4210	Teacher Laptop Lease	\$273.12	\$333.33	-\$60.21	(18.1)%
6-4220	ICT Consumables & Repairs	\$14.10	\$166.67	-\$152.57	(91.5)%
6-4230	ICT Technical Support	\$0.00	\$166.67	-\$166.67	(100.0)%
Total Information Technology		\$287.22	\$666.67	-\$379.45	(56.9)%
6-4300	Admin Office Expenses				
6-4305	Office Stationery Supplies	\$74.65	\$900.00	-\$825.35	(91.7)%
6-4310	Telephone	\$234.44	\$2,500.00	-\$2,265.56	(90.6)%
6-4320	Internet & Email Costs	\$0.00	\$400.00	-\$400.00	(100.0)%
6-4330	Postage & Freight	\$0.00	\$500.00	-\$500.00	(100.0)%

Profit & Loss [Budget Analysis]

January 2023

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
6-4335	Freight (Courier Tickets)	\$0.00	\$250.00	-\$250.00	(100.0)%
6-4340	Printing & Stationery	\$0.00	\$800.00	-\$800.00	(100.0)%
6-4350	Photocopier Lease	\$944.88	\$13,000.00	-\$12,055.12	(92.7)%
6-4360	Photocopy Paper	\$27.40	\$1,900.00	-\$1,872.60	(98.6)%
6-4370	Etap Subscription	\$0.00	\$3,500.00	-\$3,500.00	(100.0)%
6-4380	School Docs	\$0.00	\$1,500.00	-\$1,500.00	(100.0)%
6-4390	NZSTA Copyright Subscription	\$0.00	\$1,200.00	-\$1,200.00	(100.0)%
	Total Admin Office Expenses	\$1,281.37	\$26,450.00	-\$25,168.63	(95.2)%
6-4400	General Expenses				
6-4410	Accounting Fees	\$74.80	\$3,500.00	-\$3,425.20	(97.9)%
6-4420	Audit Fees	\$0.00	\$5,250.00	-\$5,250.00	(100.0)%
6-4425	Kindo Fees	\$30.00	\$300.00	-\$270.00	(90.0)%
6-4430	Bank Charges	\$0.00	\$50.00	-\$50.00	(100.0)%
6-4440	Eftpos Hire & Merchant Fees	\$19.28	\$1,000.00	-\$980.72	(98.1)%
6-4450	First Aid	\$0.00	\$800.00	-\$800.00	(100.0)%
6-4455	Laundry	\$0.00	\$500.00	-\$500.00	(100.0)%
6-4460	Hospitality - Principal	\$0.00	\$300.00	-\$300.00	(100.0)%
6-4470	Insurance	\$0.00	\$8,678.00	-\$8,678.00	(100.0)%
6-4490	Repairs & Maintenance - Equip	\$0.00	\$500.00	-\$500.00	(100.0)%
6-4500	Staffroom Consumables	\$42.09	\$1,400.00	-\$1,357.91	(97.0)%
6-4600	Subscriptions	\$95.65	\$3,000.00	-\$2,904.35	(96.8)%
6-4610	Accessit Subscription	\$1,360.00	\$1,400.00	-\$40.00	(2.9)%
6-4700	Other Sundry Expenses	\$0.00	\$500.00	-\$500.00	(100.0)%
	Total General Expenses	\$1,621.82	\$27,178.00	-\$25,556.18	(94.0)%
	Total Administration Expenses	\$3,239.69	\$54,973.84	-\$51,734.15	(94.1)%
6-5000	Property Expenses				
6-5100	Caretaking & Cleaning				
6-5110	Caretaking Materials	\$132.62	\$2,000.00	-\$1,867.38	(93.4)%
6-5115	Cleaning Supplies	\$0.00	\$5,000.00	-\$5,000.00	(100.0)%
6-5120	Cleaning Contract	\$2,505.30	\$20,000.00	-\$17,494.70	(87.5)%
6-5130	Caretaking Equipment & Repairs	\$0.00	\$1,200.00	-\$1,200.00	(100.0)%
6-5140	Rubbish Removal	\$70.40	\$2,000.00	-\$1,929.60*	(96.5)%
	Total Caretaking & Cleaning	\$2,708.32	\$30,200.00	-\$27,491.68	(91.0)%
6-5200	Power, Heat & Water Rates				
6-5210	Electricity	\$1,845.83	\$16,000.00	-\$14,154.17	(88.5)%
6-5220	Diesel	\$0.00	\$10,000.00	-\$10,000.00	(100.0)%
6-5230	Water Rates	\$2,469.01	\$4,500.00	-\$2,030.99	(45.1)%
	Total Power, Heat & Water Rates	\$4,314.84	\$30,500.00	-\$26,185.16	(85.9)%
6-5300	Grounds				
6-5310	Mowing Contract	\$0.00	\$2,000.00	-\$2,000.00	(100.0)%
6-5320	Trees and Shrubs	\$0.00	\$500.00	-\$500.00	(100.0)%
6-5330	Property Rates	\$1,995.98	\$10,000.00	-\$8,004.02	(80.0)%
	Total Grounds	\$1,995.98	\$12,500.00	-\$10,504.02	(84.0)%
6-5400	Buildings & Other				
6-5410	Alarm Monitoring	\$50.00	\$2,000.00	-\$1,950.00	(97.5)%
6-5420	Painting Contract	\$0.00	\$17,000.00	-\$17,000.00	(100.0)%
6-5430	Repairs & Maintenance - Prop	\$0.00	\$8,000.00	-\$8,000.00	(100.0)%
6-5435	Repairs & Maintenance General	\$0.00	\$4,000.00	-\$4,000.00	(100.0)%
6-5440	Vandalism	\$0.00	\$900.00	-\$900.00	(100.0)%
	Total Buildings & Other	\$50.00	\$31,900.00	-\$31,850.00	(99.8)%

Profit & Loss [Budget Analysis]

January 2023

Email: admin@wakefield.school.nz

	Selected Period	Budgeted	\$ Difference	% Difference
Total Property Expenses	\$9,069.14	\$105,100.00	-\$96,030.86	(91.4)%
6-9000 Depreciation - Building				
6-9100 Depre - Building	\$235.24	\$235.24	\$0.00	0.0%
6-9200 Depre - School Equip	\$351.81	\$351.81	\$0.00	0.0%
6-9300 Depre - School Furniture	\$300.27	\$300.27	\$0.00	0.0%
6-9400 Depre - Other Equipment	\$779.04	\$779.04	\$0.00	0.0%
6-9500 Depre - Office Furniture	\$48.84	\$48.84	\$0.00	0.0%
6-9600 Depre - Computer Equipment	\$557.15	\$557.15	\$0.00	0.0%
6-9700 Depre - Library Resources	\$177.03	\$177.03	\$0.00	0.0%
Total Depreciation - Building	\$2,449.38	\$2,449.38	\$0.00	0.0%
Total Expenses	\$27,293.53	\$197,673.07	-\$170,379.54	(86.2)%
Operating Profit	\$75,477.73	-\$142,573.28	\$218,051.01	152.9%
Total Other Expenses	\$0.00	\$0.00	\$0.00	NA
Net Profit/(Loss)	\$75,477.73	-\$142,573.28	\$218,051.01	152.9%

Minutes

Of the Property, Health & Safety Sub-Committee Meeting held on Wednesday 15 February at 5:00pm

Present: Bruce, Freya & Dane

Apologies: Scott

Confirmation of previous minutes: 17th November 2022

Motion: Move that the minutes from the property sub-committee meeting held on Thursday 17 November 2022 to be correct

Dane Boswell/Bruce Puklowski

Matters arising from minutes: 17th November 2022

- Nil

Monthly Safety Reports

- Bruce – Property Report – nothing new to share
- Scott – Health & Safety Report (emailed):
 - Junior toilets has a very slippery floor and there have been several children slip over already this year. Bruce talked about how this isn't an easy fix and we probably need to consider upgrading this toilet block as it has been put off twice.
 - Shade Sails outside R7&8 are catching a lot of rain and making the deck underneath slippery.
 - Fire & emergency plan Bruce will work with Liv to get this submitted.

Swimming Pool

- Pool Committee update. Verbal update – The pool is running well however the clear light is going to need to be replaced as this does not meet MOE standards. Pool needs other maintenance (e.g. need new security cameras) which will also need to be considered in property planning.

Items of General Business

- N4L installing Internal Environmental Monitoring devices – we haven't heard anything more about this yet
- 10YPP - \$241 307 5YA funding with an additional \$200 000 Accelerated Modernisation Scheme (AMS) funding has been confirmed by the MOE.
*I am pleased to be able to let you know that Accelerated Modernisation Scheme (AMS) funding has been approved for Wakefield School.
AMS funding has been provided to schools above normal 5 Year Agreement (5YA) funding, to assist schools to modernise teaching and learning environments.
With your 10 Year Property Plan in planning now, knowing that this additional*

budget is available will enable you to better plan for its use.

The maximum \$200,000.00 AMS has been allocated.

I have attached a quick report of your 5YA budgets. When your 10YPP is agreed the AMS budget can be allocated to your modernisation project.

School ID	Budget Year	Cost Code	Allocation	Authorised Projects	Proposed And Agreed In Principle Projects
3234	2023/24	5YA	\$241,307.00	\$0.00	\$241,307.00
3234	2017/18	5YA	\$245,966.00	\$245,966.00	\$0.00
3234	2012/13	5YA	\$379,576.00	\$379,576.00	\$0.00
3234	2007/08	5YA	\$153,820.00	\$153,820.00	\$0.00
3234	2002/03	5YA	\$79,479.00	\$79,478.99	\$0.01
3234	2023/24	AMS_CAPITAL	\$200,000.00	\$0.00	\$200,000.00
3234	2019/20	SIP_CAPITAL	\$190,575.00	\$190,575.00	\$0.00

Here is a link that provides some more information on AMS.

<https://www.education.govt.nz/school/funding-and-financials/funding/ams/>

- Year 7-8 learning spaces – Freya will continue to communicate with the MOE about funding to get these learning spaces ready.
- Solar energy proposal – Lance Double from Solar ?? has communicated with Peter last year regarding a solar energy proposal. This has not yet been taken any further. Freya will talk to Glenda from Brightwater about.
- Security call outs – Currently Liv and Bruce are the only people on the call out contacts.
- We may need to consider re painting the school. Freya and Bruce will meet with Lyle from programmed maintenance
- Playground safety check – some bits of equipment are needing checks and maintenance. Bruce will action these.

Meeting finished 5.30pm.

STAFF REPORT

Highlights in student learning this month:

Students:

- Students settled back into school life well. Generally a nice vibe around the school with a few students needing extra support as identified from last year
- We held a powhiri to welcome our new Principal and new families. Great to connect with local iwi and all other stakeholders involved
- Student Committees and leadership opportunity applications gone out
- Peer Mediation training soon
- Student Council representative selections underway
- Choir and Kapahaka have started with the junior and senior kapahaka joining for the first time, thanks to Chris, Jen and Tiffany (choir)
- Music lessons underway with our tutors from 2022 returning
- Learning conferences completed with great connections been made
- One of our students has started attending Te Tumu
- Kapahaka performed during our pōwhiri welcoming new students and staff

Staff:

- PLD Day Jan 26 Literacy- Isobel refreshed us on our reading programme and resources, Freya introduced herself, Admin and timetabling and then team planning
- PLD day Jan 27 Dr Michael Carr-Gregg did a presentation on student well-being/ mental health which was really good, rest of the day was team planning.
- Thanks to Leanne and Chris for organising the pōwhiri supported by the Board, PTA and others
- Learning conferences held and good connections made between school and home
- Senior camp organisation well underway and will be held at Paretai Lodge
- We welcome Freya and Emily to our staff
- Freya, Leanne and Scott had a strategic review day to set a clear direction for the school
- Trialling a new lunchtime system where students return to their class to eat rather than in a big syndicate crowd