



June 2023

Our Vision

Our Children will be Confident Lifelong Learners

Circulation:

Brad Pyers
Dane Boswell
Dale MacDonald
Freya Hogarth
Kathy Ameen
Ryan Edwards
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 Motions and amendments once proposed and accepted may not be withdrawn without the consent of the meeting.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 21st June 2023, 5.30pm
Venue: Room 7 & 8 Room 1 & 2 then Staffroom

1. Strategic Focus and Special Presentation

- **Totara Karearea report on curriculum and student achievement**
- **Totara Toroa 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 (May 2023)
- 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 June

- Report: Annual consultation with Maori community
- **Totara Toroa report on curriculum and student achievement**

6. General Business

- Halberg Inclusion training opportunity with Mitchell Rhodes -
- Accessible playground

7. In-Committee Meeting

- Nil

8. Looking forward to Items for the Board Annual Calendar for August

- **Report: Mid-Year achievement information for priority learners: Student Achievement Targets**
- **Report: Mid-year assessment data; Progress and Achievement**
- Report term 2 fire and earthquake drills
- Table 1st July roll return and staffing plan for remainder of year. Signal roll/staffing predictions for following year
- Report on mid-year staff performance management programme
- Report on staff/student H & S annual review meeting
- Report on mid-year review of annual plan
- Discuss/approve reviewed policies
- **Piwakawaka report on curriculum and student achievement**

9. Closure

MINUTES

MINUTES OF THE WAKEFIELD SCHOOL BOARD OF TRUSTEES MEETING In the staffroom at 5.30pm Wednesday 31st May 2023

PRESENT: Brad Pyers, Dale McDonald, Dane Boswell, Freya Hogarth, Kathy Ameen, Olivia Krammer, Ryan Edwards, & Sonia Emerson

APOLOGIES:

STRATEGIC FOCUS AND SPECIAL PRESENTATION:

- Totara Karearea report on curriculum and student achievement (this has been moved to the next bot meeting due to PUM's)

DECLARATION OF INTEREST: (See Standing Orders):

- Nil

ADDITIONAL GENERAL BUSINESS ITEMS:

- Nil

CONFIRMATION OF PREVIOUS MINUTES:

Motion: Move that the minutes from the Board meeting held on 28th March 2023 to be correct

Ryan Edwards/Dale MacDonald

MATTERS ARISING FROM MINUTES DATED: 28th March 2023

- Ryan would rather not be the 1st contact for the fire call out list, but is happy to be available as a contact after other employees.

CORRESPONDENCE: INWARD

DATE	FROM	CONTENT	TO

CORRESPONDENCE: OUTWARD

- Nil

REPORTS

Principal's Report:

As per Board Report:

- **Priority 1. Ensure places of learning are safe, inclusive and free from racism, discrimination and bullying.**
A lot of discussion was had breaking down the individual behaviours of our most concerning children. Questions were made to Freya about where our direction is heading. Freya will develop a plan to provide to the board about the PD that is taking place and the programs being put in place to help some of these children and some strategies for dealing with these behaviours.
- **Priority 2. 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**
- **Priority 3. Reduce barriers to education for all, including for Māori and Pacific learners/ākonga, disabled learners/ākonga and those with learning support needs.**
- **Priority 4. Ensure every learner/ākonga gains sound foundation skills, including language, literacy and numeracy.**
- **Priority 5. Meaningfully incorporate te reo Māori and tikanga Māori into the everyday life of the place of learning.**
Freya has contacted Tom Alesana about conducting some Te Reo PLD for staff as a group in terms 3 & 4.
- **Priority 6. Develop staff to strengthen teaching, leadership and learner support capability across the education workforce.**
- **Priority 7. Collaborate with industries and employers to ensure learners/ākonga have the skills, knowledge and pathways to succeed in work**

Financial Report:

As per Board Report:

- Bruce's leave liability, Sonia just flagged that we need to be mindful that Bruce has a large amount of leave available which sits as a liability on our accounts. Bruce has been encouraged to take some leave to reduce some of his annual leave. We continue to pay him a week out each year and encourage him to take a week each school holiday period.

Property Report:

As per Board Report:

- Skylight – Dane mentioned that the skylight is broken above room 11, Bruce is currently repairing this but no replacement skylight has been able to be sourced.

- Shade sails – These were damaged in a recent weather event, Bruce contacted the supplier to request a quote for repair or replacement. We will submit an insurance claim to replace.
- 10YPP & 5YA funding – Freya has received the draft 10YPP but will need to have it approved by the MOE, Freya explained how the 5YA funding was going to look and how it will be able to be utilised.

Staff Report:

As per Board Report:

- Kathy asked if the board were happy with the information provided in her staff report, everyone was in agreeance that what Kathy provided was very informative.

Motion: *Move the adoption of these reports.*

Ryan Edwards/Dane Boswell

ITEMS FROM THE BOARD ANNUAL CALENDAR FOR MAY

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

The annual report is not yet available as the accounts are still with the auditor.

- **Present/approve annual accounts and auditor's report**

Ruan the auditor from BDO emailed today to say they are in the process of getting adjustments to the accountant so therefore they are not be in a position to release our accounts for signing today. This is not the fault of the school, so no breach of the deadline will be noted. He expects to finalise the audit by the end of next week.

Ryan thanked Olivia for her efforts in getting the requested information and documentation to the auditors.

- **EEO Annual report**

This is still to be undertaken. Dale will work on this. Olivia to give Dale some of the previous surveys for reference. Dale will likely work with Kathy in organising this survey with staff, she will then report back to the board once completed.

- **Discuss/approve reviewed policies**

Schooldocs emails forwarded to board members for review.

- **Approve religious instruction tutors**

This needs to be removed from the annual calendar as we no longer have religious instruction at school.

- **Review school travel plan (biennially – odd numbered years)**

This still needs to be reviewed and renewed.

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

This was held over for next months meeting due to the Paid Union Teachers Meeting. Next meeting will have two team presentations. Both teams have been notified.

- **Annual consultation with Maori community**

Olivia to look into what has been done previously and let Ryan and Brad know.

MATTERS OF GENERAL BUSINESS:

- **Halberg Inclusion training opportunity with Mitchell Rhodes - we will need to confirm this with him. It would be in July after holidays. Last inclusion training was in 2017.**

There will be some Halberg Inclusion PD training for staff potentially next month with Mitchell Rhodes. Dale was going to contact Mitchell to confirm dates of when he was in our area.

- **Accessible playground - variety of funding bodies available to apply to. Discussion around what we would like to do, who we will apply to and who will fill in applications.**

Discussion was had around what funding agencies that could possibly be applied to. This would help to fund some of the replacement of our playground to make it more accessible for all.

- **EEO survey**

This was covered under the annual calendar items.

ADDITIONAL ITEMS OF GENERAL BUSINESS:

- **Staff morning tea from BOT**

Ryan suggested that the board might like to put a morning tea on for staff earlier this term and be present at the morning tea to thank staff for their efforts thus far.

- **Gala**

Questions were asked if the gala was going ahead this year, presuming so but will know after the next PTA meeting, assuming this will be held Saturday 4th November but to be confirmed.

- **Welcome to Kathy**

We welcomed and thanked Kathy for joining the board of trustees as staff rep.

ITEMS FROM THE BOARD ANNUAL CALENDAR FOR JUNE ARE:

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

IN-COMMITTEE:

- Nil

MEETING EXTENSION:

- Nil

CLOSURE:

There being no further business the meeting closed at 7.15pm.

I confirm these minutes to be a true record of the meeting held on Wednesday 31st May and the resolutions agreed at that meeting.

Signed:.....
(Chairperson)

Date:.....



Principal's Report to the Board Meeting to be held on Wednesday 21 June 2023

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

As there has been a shorter period than usual between our meetings, I have not shared data on the etap behaviour entries for this report. I will give a term 1 and term 2 comparison at our first meeting in term 3.

At our last meeting we discussed the board wanting a plan developed to reduce incidents of aggressive and intimidating behaviour. I have begun drafting a plan, although as this is in the early stages of being drafted, I have not yet shared this with our leadership team or staff. However, here are some of the current planned actions (which will be included in our plan) to support the reduction in behaviour escalations:

1. Develop staff, board and community understanding of the principles of trauma informed behaviour response.
2. Improve staff understanding of our own and our children's brain and body response to stress and how to recognise triggers and de-escalate situations.
3. Provide age appropriate instruction for all children around how their bodies and brains respond to stress and support them to understand their own and others' stress response needs.
4. Develop school wide consistent adult responses to concerning behaviours.
5. Develop a safe and predictable school environment that supports all our children to be calm and engaged in learning by;

	<ul style="list-style-type: none"> a. Continuing to educate our tamariki about our school values and expectations ensuring these are known by and explicit to everyone. b. Develop consistent and predictable routines and expectations across all classes to ensure our environment is as safe and predictable as possible. c. Using activities that calm the brain and body at transition points during the school day. d. Implement zones of regulation school wide to teach emotional literacy and emotional regulation skills to all children. e. Celebrate and promote students who go “above and beyond” in their learning and in our school. f. Use consistent systems in all classes to acknowledge all students who are behaving as expected. g. Minimise attention on students who are behaving inappropriately and use scripts to support staff to respond consistently to inappropriate behaviour in a mana enhancing manner.
Priority 2:	<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>Our implementation of our 2023-2025 strategic plan is progressing well.</p> <p>Goal 1: We deliver an excellent Year 7 & 8 programme The progress continues, though this has proved to be more challenging recently with the shortage of relievers impacting our ability to release people to progress our developments. The team has been drafting a prospectus that we hope to share with all our current Y6 families by the end of week 9.</p> <p>Goal 2: We use our wellbeing focus to ensure all our learners are flourishing. Jase Williams came to work with our staff around understanding a trauma informed approach to education. This work began with Jase running PLD for our teacher aides and also with him working alongside Bek and Julie to explore how we might enhance our approach to our wellbeing curriculum to support all our students to be calm and ready to learn. A further visit is planned for term 3 where he will work further with our teacher aides, support Bek & Julie in their leadership of our wellbeing curriculum and also work with all our teachers and admin staff to further develop our understanding of a trauma informed approach to teaching and learning.</p> <p>Goal 3: Our communication and partnerships between home and school are strong.</p>

Ryan ran a parent workshop on coaching and supporting our tamariki in sport that was attended by 10 parents.

Rebekah Ballagh is scheduled to run a parent workshop in term 3.

Mary has approached several before school care providers and we have not found anyone who is able to offer onsite care that is cost effective. One possible solution would be to run our own programme staffed by a Teacher Aide, but this would be dependent on finding someone who would be willing to work 7:30am-8:15am and would be run on a cost recovery model.

Kathy Jessop has been building a new school website using google sites that would enable our content updates to be managed in a much simpler way than our current system.

Goal 4: We are ready to implement the refreshed curriculum that reflects our village and rural school experience.

Nothing further to report at this time. We are still waiting for further release of the curriculum documents.

Objective 2: Barrier-free access – Great education opportunities and outcomes are within reach for every learner	
Priority 3:	Reduce barriers to education for all, including for Māori and Pacific learners/ākonga, disabled learners/ākonga and those with learning support needs
	<p>We currently have 20 families with children who identify as Māori. We need to decide how we will consult with these families and what information would be helpful for us to receive from them.</p> <p>We have confirmed inclusive sport professional learning for our staff in term 3 (thanks for organising this Dale).</p> <p>We planned to provide our teachers with an introduction to Universal Design for Learning (UDL) this term, however the RTLB presenters had to postpone this workshop due to illness. This will now be run in term 3. UDL is an educational framework, based on research, that gives all individuals equal opportunities to learn. UDL guides the creation of learning outcomes, resources and assessments that work for everyone. This approach is underpinned by research in the field of neuroscience and is designed to improve the learning experience and outcomes for all students, including students with disabilities or learning barriers and students from diverse cultural and socio-economic backgrounds.</p>
Priority 4:	Ensure every learner/ākonga gains sound foundation skills, including language, literacy and numeracy
	Nothing to report at this time.

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
	<p>We are in discussions with Tom Alesana regarding the feasibility of providing on site Te Reo learning. Currently we have 17 staff interested in learning Te Reo and we need 20 people to commit to this training to be able to provide it at Wakefield School. I have approached the principals of Hope and Brightwater to see if they have any staff interested in joining us - currently they have not responded. Are there any board members who would be interested in learning Te Reo with us? Information about the programme is attached.</p>
Priority 6:	Develop staff to strengthen teaching, leadership and learner support capability across the education workforce

	Since our last board meeting we have run a trauma informed education workshop for all our teacher aides and our staff have participated in a range of Kāhui Ako workshops.
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Objective 4: Future of learning and work – Learning that is relevant to the lives of New Zealanders today and throughout their lives	
Priority 7:	Collaborate with industries and employers to ensure learners/ ākonga have the skills, knowledge and pathways to succeed in work
	Nothing to report at this time.

In Addition to the above items, it is important to note we are experiencing a significant shortage of relief teachers. This is a problem being experienced by all schools in our region, and is impacting our ability to provide our teachers with their scheduled release time and to find teachers to cover classes when our staff are sick. We are still reminding teachers that it is important they stay home when they are unwell. Recently this has meant we have had to share classes out or double classes up to ensure every class has a teacher supervising. This is far from ideal, however as long as we can safely do so, it is preferential to asking families to keep children home.

Freya Hogarth
Principal

Minutes

Of the Finance Sub-Committee Meeting held on Thursday 15th June 2023 at 8.30am

Present: Leanne Hough, Olivia Krammer, Ryan Edwards & Sonia Emerson

Apologies: Freya Hogarth

Confirmation Of Previous Minutes:

Motion: Move that the minutes from the finance committee meeting held on Thursday 18th May 2023

Sonia Emerson/Ryan Edwards

Matters Arising from Minutes: Thursday 18th May 2023

- Nil

Additional items of Business

- Funding Applications
- Freya's Leave
- Accounting software

Finance

- **Banking staffing**

Banking staffing is currently being used at a higher rate than usual for this time of year due to high demands on release time and teacher illness. We expect this to be an overuse (as previously indicated), especially due to the additional release hours for our Year 7&8 development work, we will continue to monitor this. Maybe we need to start paying a teacher from bulk grant and the Year 7&8 development days. Olivia to chat with Freya in regards to this.

- **Audit progress**

The auditor has emailed Freya and Ryan yesterday with the annual accounts to be signed via DocuSign, once this has been done they will be submitted to the MOE.

- **Funding Applications**

Freya is working on both capital expenditure list and funding application writer registration process (with help from Liv). Hopefully this will be completed by the end of the school holidays so we can begin applying for funds.

- **Freya's Leave**

Ryan suggested that we pay Freya for one of her LWOP days due to the amount of work she is still undertaking whilst on leave.

Motion: *The finance committee approve the payment of 1 day instead of 1 of Freya's LWOP days for her current leave.*

Ryan Edwards/Sonia Emerson

- **Accounting software**

Olivia wondered if it might be a good time to look into options of accounting systems due to an increase in our current subscription costs with MYOB. Sonia made valid points and shared some differences between MYOB and Xero. Olivia to look into the integrated platforms that might be beneficial to our other systems.

- **School Donation Scheme**

A question has been asked around swimming lessons and where these fall. After looking on the moe website, Olivia sought clarification from the ministry and this was their reply.

Thank you for your email.

Please find examples of what is covered by the donations scheme here: [Examples of what families/whānau need to know about school/kura donations – Education in New Zealand](#)

Under Swimming you will see the below:

What you can expect if your school/kura opts in to the donations scheme:

Key	Description
X	If my school has opted in to the donations scheme, I cannot be asked for a donation and I don't have to pay
\$	I must pay for this if I agree to buy it
D	If my school has opted in to the donations scheme, I can be asked for a donation but I don't have to pay

— Swimming

Item	Item Category	Key
Swimming as part of general curriculum (at school/kura or off-site)	Curriculum	X
Swimming as voluntary activity (lunch time or after-hours)	Goods and Services	\$

— Optional activities

Boards can charge parents/whānau for optional activities, like sports trips, that are outside the core learning programme (curriculum). Participation is optional, and schools can charge parents/whānau if they have agreed for their child to participate.

Item	Item Category	Key
Visiting drama or music groups (non-curriculum)	Goods and Services	\$
School sports teams	Goods and Services	\$
After-hours/lunchtime/weekend culture or sports activities	Goods and Services	\$

GST

- A GST return was completed 26th May 2023, with a payment made of **\$8,756.68**

Supplier Payments

- The Finance sub-committee ratify the payment made on **19th May** as per the approved Bank Preview Payment report for the amount of **\$10,791.98**

Credit Card Payment

- The Finance sub-committee ratify the payment made on **22nd May** as per the approved credit card statement for the amount of **\$82.62**

CLOSURE

There being no further business the meeting closed at 9.10am

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 2023 To May 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	\$197,831.13	\$176,959.15	\$20,871.98	11.8%
4-1200	MoE Special Education Grants	\$2,900.00	\$1,250.00	\$1,650.00	132.0%
4-1300	ORRS Teacher Aide Grants	\$6,521.98	\$6,095.85	\$426.13	7.0%
4-1400	Additional Relief Teach Grant	\$6,723.85	\$0.00	\$6,723.85	NA
4-1700	COL	\$4,471.25	\$2,500.00	\$1,971.25	78.9%
4-1800	TAPEC Recalculation	\$21,333.69	\$29,166.65	-\$7,832.96	(26.9)%
4-1900	Other MoE Grants	\$13,645.82	\$4,166.65	\$9,479.17	227.5%
4-1950	MOE Curriculum Donation Scheme	\$39,146.47	\$0.00	\$39,146.47	NA
	Total Ministry of Education Grants	\$292,574.19	\$220,138.30	\$72,435.89	32.9%
4-2000	Other Grants				
4-2100	RTLB Grants	\$2,673.91	\$1,041.65	\$1,632.26	156.7%
4-2200	Other Grants	\$10,301.03	\$4,166.65	\$6,134.38	147.2%
4-2500	ACC Funding	\$22,568.50	\$6,666.65	\$15,901.85	238.5%
4-2600	Recapitation Year 7 & 8	\$2,608.70	\$0.00	\$2,608.70	NA
	Total Other Grants	\$38,152.14	\$11,874.95	\$26,277.19	221.3%
4-3000	Locally Raised Funds				
4-3200	School Donation	\$50.00	\$16,569.15	-\$16,519.15	(99.7)%
4-3300	Stationery Income	\$162.86	\$291.65	-\$128.79	(44.2)%
4-3400	Photocopying Income	\$0.00	\$83.35	-\$83.35	(100.0)%
4-3500	Hall Hire Income	\$1,991.30	\$1,041.65	\$949.65	91.2%
4-3502	Sponsorship	\$0.00	\$416.65	-\$416.65	(100.0)%
4-3600	Uniform Income	\$328.71	\$0.00	\$328.71	NA
4-3700	PTA Donations	\$30,000.00	\$12,500.00	\$17,500.00	140.0%
4-3710	Fundraising Other	\$1,227.55	\$2,500.00	-\$1,272.45	(50.9)%
4-3720	Other Sundry Income	\$0.00	\$208.35	-\$208.35	(100.0)%
4-3730	Pay It Forward	\$880.00	\$0.00	\$880.00	NA
	Total Locally Raised Funds	\$34,640.42	\$33,610.80	\$1,029.62	3.1%
4-6200	Activities & Fees				
4-6210	Totara Activities	\$9,156.63	\$2,083.30	\$7,073.33	339.5%
4-6230	Matal Activities	\$4.35	\$2,083.30	-\$2,078.95	(99.8)%
4-6270	Sports Subs	\$4,982.61	\$0.00	\$4,982.61	NA
	Total Activities & Fees	\$14,143.59	\$4,166.60	\$9,976.99	239.5%
4-9000	Investment Income				
4-9100	Interest Received- Cheque Acc	\$1,632.71	\$41.65	\$1,591.06	3,820.1%
4-9200	Interest Received- Savings Acc	\$0.56	\$41.65	-\$41.09	(98.7)%
4-9300	Interest Received- Term Dep	\$1,453.41	\$416.65	\$1,036.76	248.8%
	Total Investment Income	\$3,086.68	\$499.95	\$2,586.73	517.4%
	Total Income	\$382,597.02	\$270,290.60	\$112,306.42	41.6%
	Gross Profit	\$382,597.02	\$270,290.60	\$112,306.42	41.6%
6-0000	Expenses				
6-1000	Learning Resources				
6-1100	Library Expenses				
6-1120	Library Consumables	\$358.70	\$333.35	\$25.35	7.6%
	Total Library Expenses	\$358.70	\$333.35	\$25.35	7.6%
6-1200	Teaching Resources				
6-1210	Totara Syndicate	\$649.16	\$1,250.00	-\$600.84	(48.1)%
6-1230	Matal Syndicate	\$330.04	\$1,250.00	-\$919.96	(73.6)%
6-1240	Numeracy	\$0.00	\$125.00	-\$125.00	(100.0)%

Profit & Loss [Budget Analysis]

January 2023 To May 2023

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
6-1250	Literacy	\$100.00	\$250.00	-\$150.00	(60.0)%
6-1270	Assessment	\$266.09	\$125.00	\$141.09	112.9%
6-1280	Physical Education	\$80.68	\$833.35	-\$752.67	(90.3)%
6-1290	Reading Recovery	\$68.43	\$83.35	-\$14.92	(17.9)%
6-1300	Learning Support	\$852.24	\$625.00	\$227.24	36.4%
6-1310	Other Curriculum Areas	\$50.26	\$208.35	-\$158.09	(75.9)%
6-1320	Science	\$155.65	\$166.65	-\$11.00	(6.6)%
6-1330	Enviro	\$147.92	\$166.65	-\$18.73	(11.2)%
6-1350	Forbes Robinson	\$0.00	\$2,500.00	-\$2,500.00	(100.0)%
6-1360	Arts	\$0.00	\$625.00	-\$625.00	(100.0)%
Total Teaching Resources		\$2,700.47	\$8,208.35	-\$5,507.88	(67.1)%
Total Learning Resources		\$3,059.17	\$8,541.70	-\$5,482.53	(64.2)%
6-1400	Classroom Consumables				
6-1450	Awards & Discipline	\$25.70	\$166.65	-\$140.95	(84.6)%
6-1451	Matai Piwakawaka	\$91.02	\$312.50	-\$221.48	(70.9)%
6-1452	Matai Kereru	\$232.69	\$208.35	\$24.34	11.7%
6-1453	Matai Tui	\$146.20	\$208.35	-\$62.15	(29.8)%
6-1454	Totara Toroa	\$207.52	\$208.35	-\$0.83	(0.4)%
6-1456	Totara Karearea	\$76.59	\$208.35	-\$131.76	(63.2)%
6-1457	Yr7 & Yr8	\$0.00	\$833.30	-\$833.30	(100.0)%
Total Classroom Consumables		\$779.72	\$2,145.85	-\$1,366.13	(63.7)%
6-2000	Activities & Fees				
6-2100	Totara Activities	\$3,828.88	\$3,750.00	\$78.88	2.1%
6-2300	Matai Activities	\$130.43	\$3,750.00	-\$3,619.57	(96.5)%
6-2400	Curriculum Expenses Donation Scheme	\$490.00	\$39,146.48	-\$38,656.48	(98.7)%
6-2700	Sports Subs	\$2,760.86	\$0.00	\$2,760.86	NA
6-2810	Fundraising Other	\$839.30	\$625.00	\$214.30	34.3%
6-2850	Pay it Forward	\$104.35	\$0.00	\$104.35	NA
Total Activities & Fees		\$8,153.82	\$47,271.48	-\$39,117.66	(82.8)%
6-2900	Other Expenses				
6-2950	Principals Discretionary Fund	\$50.39	\$0.00	\$50.39	NA
6-2965	Other Sundry Expenses	\$29.65	\$0.00	\$29.65	NA
Total Other Expenses		\$80.04	\$0.00	\$80.04	NA
6-3000	Personnel Expenses				
6-3110	Administration Staff	\$52,097.67	\$31,666.65	\$20,431.02	64.5%
6-3120	Caretaking Staff	\$24,212.13	\$23,929.15	\$282.98	1.2%
6-3130	Library Staff	\$14,644.54	\$13,750.00	\$894.54	6.5%
6-3140	Support Staff	\$67,416.37	\$70,833.35	-\$3,416.98	(4.8)%
6-3145	Itinerant Music Teachers	\$999.66	\$1,665.00	-\$665.34	(40.0)%
6-3150	Relief Teachers	\$727.16	\$9,166.65	-\$8,439.49	(92.1)%
6-3155	Teacher Salaries Op Grant	\$1,467.58	\$0.00	\$1,467.58	NA
6-3300	ACC Levies	\$0.00	\$500.00	-\$500.00	(100.0)%
6-3400	Staff Appointments	\$8.50	\$125.00	-\$116.50	(93.2)%
6-3500	Professional Development	\$1,384.43	\$3,333.35	-\$1,948.92	(58.5)%
6-3550	Principals Appraisal	\$0.00	\$1,250.00	-\$1,250.00	(100.0)%
6-3650	COL Costs	\$242.61	\$2,175.85	-\$1,933.24	(88.8)%
Total Personnel Expenses		\$163,200.65	\$158,395.00	\$4,805.65	3.0%
6-4000	Administration Expenses				
6-4100	Board of Trustees Expenses				
6-4110	BOT Administration	\$0.00	\$125.00	-\$125.00	(100.0)%
6-4120	BOT Hospitality	\$1,292.16	\$833.35	\$458.81	55.1%

Profit & Loss [Budget Analysis]

January 2023 To May 2023

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
6-4130	BOT Professional Development	\$0.00	\$208.35	-\$208.35	(100.0)%
6-4150	BOT Attendance Fees	\$0.00	\$1,812.50	-\$1,812.50	(100.0)%
6-4170	Strategic Development	\$0.00	\$416.65	-\$416.65	(100.0)%
Total Board of Trustees Expenses		\$1,292.16	\$3,395.85	-\$2,103.69	(61.9)%
6-4200	Information Technology				
6-4210	Teacher Laptop Lease	\$1,677.06	\$1,666.65	\$10.41	0.6%
6-4220	ICT Consumables & Repairs	\$394.19	\$833.35	-\$439.16	(52.7)%
6-4230	ICT Technical Support	\$0.00	\$833.35	-\$833.35	(100.0)%
Total Information Technology		\$2,071.25	\$3,333.35	-\$1,262.10	(37.9)%
6-4300	Admin Office Expenses				
6-4305	Office Stationery Supplies	\$174.68	\$900.00	-\$725.32	(80.6)%
6-4310	Telephone	\$1,406.59	\$2,500.00	-\$1,093.41	(43.7)%
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)%
6-4335	Freight (Courier Tickets)	\$0.00	\$250.00	-\$250.00	(100.0)%
6-4340	Printing & Stationery	\$405.95	\$800.00	-\$394.05	(49.3)%
6-4350	Photocopier Lease	\$4,739.40	\$13,000.00	-\$8,260.60	(63.5)%
6-4360	Photocopy Paper	\$27.40	\$1,900.00	-\$1,872.60	(98.6)%
6-4370	Etap Subscription	\$2,590.00	\$3,500.00	-\$910.00	(26.0)%
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		\$9,344.02	\$26,450.00	-\$17,105.98	(64.7)%
6-4400	General Expenses				
6-4410	Accounting Fees	\$3,324.00	\$3,500.00	-\$176.00	(5.0)%
6-4420	Audit Fees	\$2,750.00	\$5,250.00	-\$2,500.00	(47.6)%
6-4425	Kindo Fees	\$144.93	\$300.00	-\$155.07	(51.7)%
6-4430	Bank Charges	\$17.39	\$50.00	-\$32.61	(65.2)%
6-4440	Eftpos Hire & Merchant Fees	\$153.48	\$1,000.00	-\$846.52	(84.7)%
6-4450	First Aid	\$510.97	\$800.00	-\$289.03	(36.1)%
6-4455	Laundry	\$176.15	\$500.00	-\$323.85	(64.8)%
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	\$892.26	\$1,400.00	-\$507.74	(36.3)%
6-4600	Subscriptions	\$1,949.75	\$3,000.00	-\$1,050.25	(35.0)%
6-4610	Accessit Subscription	\$1,360.00	\$1,400.00	-\$40.00	(2.9)%
6-4700	Other Sundry Expenses	\$255.00	\$500.00	-\$245.00	(49.0)%
Total General Expenses		\$11,533.93	\$27,178.00	-\$15,644.07	(57.6)%
Total Administration Expenses		\$24,241.36	\$60,357.20	-\$36,115.84	(59.8)%
6-5000	Property Expenses				
6-5100	Caretaking & Cleaning				
6-5110	Caretaking Materials	\$1,747.80	\$2,000.00	-\$252.20	(12.6)%
6-5115	Cleaning Supplies	\$1,342.11	\$5,000.00	-\$3,657.89	(73.2)%
6-5120	Cleaning Contract	\$9,699.58	\$20,000.00	-\$10,300.42	(51.5)%
6-5130	Caretaking Equipment & Repairs	\$0.00	\$1,200.00	-\$1,200.00	(100.0)%
6-5140	Rubbish Removal	\$774.50	\$2,000.00	-\$1,225.50	(61.3)%
Total Caretaking & Cleaning		\$13,563.99	\$30,200.00	-\$16,636.01	(55.1)%
6-5200	Power, Heat & Water Rates				
6-5210	Electricity	\$6,818.98	\$16,000.00	-\$9,181.02	(57.4)%
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)%

Profit & Loss [Budget Analysis]

January 2023 To May 2023

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
Total Power, Heat & Water Rates		\$9,287.99	\$30,500.00	-\$21,212.01	(69.5)%
6-5300	Grounds				
6-5310	Mowing Contract	\$1,178.10	\$2,000.00	-\$821.90	(41.1)%
6-5320	Trees and Shrubs	\$0.00	\$500.00	-\$500.00	(100.0)%
6-5330	Property Rates	\$3,991.95	\$10,000.00	-\$6,008.05	(60.1)%
Total Grounds		\$5,170.05	\$12,500.00	-\$7,329.95	(58.6)%
6-5400	Buildings & Other				
6-5410	Alarm Monitoring	\$1,426.06	\$2,000.00	-\$573.94	(28.7)%
6-5420	Painting Contract	\$16,782.21	\$17,000.00	-\$217.79	(1.3)%
6-5430	Repairs & Maintenance - Prop	\$784.34	\$8,000.00	-\$7,215.66	(90.2)%
6-5435	Repairs & Maintenance General	\$72.18	\$4,000.00	-\$3,927.82	(98.2)%
6-5440	Vandalism	\$0.00	\$900.00	-\$900.00	(100.0)%
Total Buildings & Other		\$19,064.79	\$31,900.00	-\$12,835.21	(40.2)%
Total Property Expenses		\$47,086.82	\$105,100.00	-\$58,013.18	(55.2)%
6-9000	Depreciation - Building				
6-9100	Depre - Building	\$2,016.35	\$2,016.25	\$0.10	0.0%
6-9200	Depre - School Equip	\$3,474.90	\$3,475.00	-\$0.10	0.0%
6-9300	Depre - School Furniture	\$3,022.10	\$3,022.10	\$0.00	0.0%
6-9400	Depre - Other Equipment	\$5,172.65	\$5,172.50	\$0.15	0.0%
6-9500	Depre - Office Furniture	\$430.85	\$430.85	\$0.00	0.0%
6-9600	Depre - Computer Equipment	\$4,365.95	\$4,365.85	\$0.10	0.0%
6-9700	Depre - Library Resources	\$1,608.80	\$1,608.75	\$0.05	0.0%
6-9800	Depre - Leased Assets	\$7,083.35	\$7,083.30	\$0.05	0.0%
Total Depreciation - Building		\$27,174.95	\$27,174.60	\$0.35	0.0%
Total Expenses		\$273,776.53	\$408,985.83	-\$135,209.30	(33.1)%
Operating Profit		\$108,820.49	-\$138,695.23	\$247,515.72	178.5%
Total Other Expenses		\$0.00	\$0.00	\$0.00	NA
Net Profit/(Loss)		\$108,820.49	-\$138,695.23	\$247,515.72	178.5%

Minutes

Of the Property, Health & Safety Sub-Committee Meeting held on Wednesday 14th June at 5:00pm

Present: Bruce, Dale, Dane & Leanne

Apologies: Freya

Confirmation of previous minutes: 17th May 2023

Motion: Move that the minutes from the property sub-committee meeting held on Wednesday 17th May 2023 to be correct

Dane Boswell/Bruce Puklowski

Matters arising from minutes: 17th May 2023

- The location for the bird café is still to be confirmed.

Monthly Safety Reports

- Bruce/Dane – Property Report
- Dale – Health & Safety Report

Swimming Pool

- AGM is booked for October.

Items of General Business

- **Playground matting** – Bruce may proceed with purchasing new matting underneath the tornado to replace the old, rotted mats. Other ideas have been explored, but they require a longer timeframe to achieve.
- **The pathway from Treeton Place to hall** – The pathway has sunk, it floods and is in a mess. Please take a look at this and come up with some thoughts for replacement/improvement before the next meeting.
- **Earthquake lockdown and fire drills** – Leanne will review the lockdown procedure and plan with staff at our next staff and speed meeting. We are required to have a fire drill by 4th July, Bruce to organise.
- **Year 7/8 property developments** –

- **Seesaw obstacle course, where is it at** – Bruce's son will produce this within a week. It will be a non-slip painted metal see-saw.
- **Accessible playground** – Quotes for the whole playground replacement are being sought from several companies (recycling some elements and incorporating new elements) before we can begin applying for grants. Note: the older playground is roughly 300 sqm.
- **Health & safety issue - slippery decks** - We have had two staff members fall on slippery decks. We may need to look at laying something overtop of the decks to prevent slips. Leanne to gather more details about the locations of the slips so Bruce can investigate the surfaces further.
- **5YA property managers** - Fee offers from shortlisted 5YA property managers have been invited and close on 15 June. Four providers were invited to provide a fee offer and one declined due to lack of capacity to take on extra work.
- **10YPP** - We are still waiting for MOE approval for our 10YPP. NO timeline has been given for this at this stage. If we can appoint a 5YA manager before this happens we can begin the design work as soon as the 10YPP is approved.
- **5YA Funding** - Ryan & Freya had a discussion with Megan Hannigan about needing to consider our roll growth as current 5YA funding is for current roll and not the expected roll in 2-3 years. While this is a normal process, because our roll growth is going to be rapid due to recapitation there is likely to be a need for additional funds. However, with priority 2 work being so high, there may be no advantage for an increase in the current 5YA funding as it would still be consumed by the priority 2 work.
- **Solar Panels** – Bruce was contacted from a contractor today who was coming to replace a broken solar panel on the roof. This was unexpected work and has not been budgeted for – approx. \$400+labour. Bruce believes that Peter requested this work last year. The contractor examined the panel and it was deemed a fire risk so Bruce approved the replacement. Is this expense the pool committee's or the school's cost? Whose asset is it? The likely cause of the damage is a rock thrown from the rock garden. Who pays the premium for the insurance? Bruce to discuss with Olivia.
- **Shade sales** – The insurance company has acknowledged that they received a claim for the replacement of two shade sails damaged by wind.

Meeting finished 5:55 pm.

Highlights in student learning this month:

Students:

- **Elgregoe** performance to the whole school - Tuesday 20th June
- Headphones supplied by the PTA have been very useful for some students.
- **"Wood is Good"** visit to school - learned lots about wood and being safe around logging trucks. A highlight for the children was watching a drone take their photo and getting to climb into the big logging truck.

Totara Syndicate

- **Karearea** students in rooms 7 & 8 worked with Matai Tui room 3 students over two days when their teacher was on sick leave and we were unable to appoint a reliever in that classroom. - together they made stop animation videos.
- **Toroa & Tui teams** - have been working on "Zones of Regulation" with their students - how to identify their feelings and change these.
Also working on NZ histories - first encounters (from different perspectives) - with a focus on Abel Tasman

Matai Syndicate

- The **Kererū team** has continued putting out tracking tunnels to discover what pests are around. They found tracks from mice, rats and what we think are hedgehogs. Now they have put out traps to catch mice and rats with the help of some older students and have caught a nice fat rat which the children enjoyed seeing!
- **Kereru** also enjoyed a visit from Dale McDonald.
- **Tui classes** have been working together with **Toroa** to try and dilute some of the behaviour issues and to give them a chance to be Tuakana.
- Students in **Piwakawaka** have been enjoying their **PMP (Perceptual Motor Programme)** on Thursday and Fridays in the hall.
- We are starting to focus on **Matariki** and students are excited about making soup to share.

Sport/Arts

- Wakefield School X-Country
- Waimea South Schools Cluster X-Country - Wakefield entered a team of 30 runners over the four categories. We were probably the largest team.

Staff:

I have included a couple of staff comments below. The last couple of weeks have been challenging with staff sickness and other events which have meant teachers or TA's being taken away from their classes or usual programmes, however, remaining staff pulled together in a cohesive way to support teachers and students affected by these changes.

"We are all concerned that we do not seem to be able to find sufficient relievers when teachers or teacher aides are ill or need to be released. This has a number of knock-on impacts both for our students & teachers".

"Biggest challenge is still behaviour issues and not enough manpower to deal with them effectively".

Support staff had PLD with **Jase Williams** - on **Trauma-informed practice**
Jase is booked to spend more time with all staff next term.

Kahui Ako Connect Week - Mon12th - Thurs 15th June - staff had the opportunity to attend a variety of workshops, including curriculum refresh, numeracy and literacy.

Preparations for **Matariki** are under way. - Planned for wk 10 - Thursday 29th, ana afternoon event, with our Kapa Haka and choir involved, display of Matariki art in the hall and shared Kai afterwards.

Community Outreach

- Mary McHale has organised a Parent Education evening, with **Rebekah Ballagh**, booked for Thursday August 10 at 6.30

<https://www.journeytowellness.online/books>

Year 7/8 planning continuing -