



October 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 Motions and amendments once proposed and accepted may not be withdrawn without the consent of the meeting.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 Thursday 19th October 2023, 5.00pm
Venue: Room 13 then onto 14 and then Staffroom

1. Strategic Focus and Special Presentation

- **Piwakawaka report on curriculum and student achievement**
- **Kereru report on curriculum and student achievement**
- **ERO Carole Clarke attending via Zoom**
- **Strategic planning event**

2. Welcome and apologies

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

3. Administration

- Confirmation of Minutes (August 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 September/October

- Discuss/approve reviewed procedures
- Report on progress of ICT strategic plan and future directions
- Discuss draft budget
- Report on mid-year budget review
- **Foxhill Learning Centre Annual Report**
- Report term 3 fire drill
- **Special needs curriculum report**
- **Kereru report on curriculum and student achievement**
- **Piwakawaka report on curriculum and student achievement**

6. General Business

- Gala
- Recapitation update
- Blinds quote
- Path quote

7. In-Committee Meeting

- One item

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

- Prepare end-of-year assessment report
- Complete annual performance management activities
- Hold annual development plan community meeting
- Term 4 fire and earthquake drills
- Complete annual curriculum review

9. Closure

MINUTES

MINUTES OF THE WAKEFIELD SCHOOL BOARD OF TRUSTEES MEETING In the library at 5.30pm Thursday 31st August 2023

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

APOLOGIES: Sonia Emerson

STRATEGIC FOCUS AND SPECIAL PRESENTATION:

- **RESCHEDULED** - Piwakawaka report on curriculum and student achievement
- **RESCHEDULED** - ERO Carole Clarke attending

DECLARATION OF INTEREST: (See Standing Orders):

- Nil

ADDITIONAL GENERAL BUSINESS ITEMS:

-

CONFIRMATION OF PREVIOUS MINUTES:

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

Ryan Edwards/Dale McDonald

MATTERS ARISING FROM MINUTES DATED: 28th June 2023

- Nil

CORRESPONDENCE: INWARD

DATE	FROM	CONTENT	TO
18/05/2023	Te Mahau	Staffing entitlements	Board & Principal
14/06/2023	NZSTA	Code of Conduct for School Board Members	Board & Principal
30/06/2023	TDC	Safer Speeds Around Schools	Board & Principal

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.**

The first half of term 3 has been more settled in relation to student misbehaviour. The exception to this would be a group of students in the tui team. However, the recent increase to TA time in this team has made a positive difference to the teachers.

- **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**

Our implementation of our [2023-2025 strategic plan](#) is progressing well.

- **Goal 1: We deliver an excellent Year 7 & 8 programme**

The focus this term is on purchasing resources, completing long term planning for the 2024 year and progressing our property development. The funding application writer has been engaged and we are working through the gathering of quotes so funding applications can be made. We have also made some progress with our property although this process is still frustratingly slow.

- **Goal 2: We use our wellbeing focus to ensure all our learners are flourishing.**

Jase Williams will be back to provide PLD for our team on 28 & 29 August.

- **Goal 3: Our communication and partnerships between home and school are strong.**

Rebekah Ballagh's workshop was attended by about 25 parents and caregivers. The parents responded positively to the workshop.

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

Our Kāhui Ako has launched a "Curriculum Pathways" project to ensure the schools' literacy and mathematics programmes in our Kāhui Ako are aligned and that teachers have shared expectations.

- **Priority 3. Reduce barriers to education for all, including for Māori and Pacific learners/ākonga, disabled learners/ākonga and those with learning support needs.**

The special programme put in place for one of our learners in the Tui team to reduce incidents of disruption has proved highly successful. Since this plan has been in place staff are reporting very high levels of engagement and there has been a noticeable improvement.

Currently we have 242 students on our roll. The following additional supports are being provided across the school:

Individual Education Plan 17
Individual Behaviour Plan 5
MOE Learning Support 3
Resource Teacher of Learning and Behaviour 10
Resource Teacher of Literacy 2
Counselling 6

We currently have a large number of students on a wait list for counselling support as well.

The board suggested if there was an instance of physical restraints required for some of our significantly challenging students or the instance of physical restraint was of a serious nature, that they too be notified of such instances.

- **Priority 4: Ensure every learner/ākonga gains sound foundation skills, including language, literacy and numeracy.**

Our student achievement has improved significantly this year across the board. Girls continue to achieve at a higher level to boys in reading and writing and boys at a higher level in mathematics. It is interesting to note that our Māori student achievement is high. Writing continues to be the learning area of greatest concern.

- **Priority 5: Meaningfully incorporate te reo Māori and tikanga Māori into the everyday life of the place of learning.**

We have put the Te Reo PLD on hold for 2023 due to the huge time commitment that is required. Our staff are very keen to be involved in this however we need to schedule it at a time when this can be our sole PLD focus. We will plan for this in 2024 or 2025.

- **Priority 6. Develop staff to strengthen teaching, leadership and learner support capability across the education workforce.**

This term our teachers are engaging in professional growth cycle classroom observations where they will observe and reflect on each other's and their own teaching practice in relation to our school wide plan to improve behaviour.

Recently we have begun the recruitment process to appoint a permanent DP. A needs analysis was completed at the end of term 2. An appointment committee is currently being negotiated with staff and the appointment time line and job advertisement have been published in the Education Gazette.

- **Priority 7: Collaborate with industries and employers to ensure learners/ākonga have the skills, knowledge and pathways to succeed in work**

Our Year 7 & 8 team are exploring options for our Year 7 & 8 students to learn about local employment opportunities and the pathways to these career options.

Financial Report:

As per Board Report:

- **Banking staffing**

The ministry is changing the way bank staffing can be utilised this will be implemented in 2025. This will see schools unable to bank their staffing entitlements, schools will need to either balance or run over their entitlement, if schools run over their entitlements, they will still continue to have to repay the overused portion. Our bank staffing is currently sitting slightly over our entitlement. Olivia to shift one of our teachers' salaries to bulk grant to help reduce this overuse.

- **Gala**

Sonia had been contacted by the PTA for clarification as to where the school anticipated the upcoming gala funds to be allocated. There was suggestion from the PTA they would like to see the funds go into doing something with the grass area between the senior playground and the admin block. Freya agreed this would be a good place to spend such funds. Freya will prepare a blurb about the use of funds for Sonia to include in the sponsorship letter template. Ryan read an email from Sonia regarding a spreadsheet for contacting business for donations towards the silent auction. Sonia also asked for an increased effort from all on the board with regards to trying to secure donations.

Property Report:

As per Board Report:

- **Shade sail insurance claim**
- **Pathway from Treeton Place to hall – asphalt repair or upgrade**
- **Water leak – repair or replace, rates remission possibility**
- **Other asphalt repairs or jobs whilst completing water leak**
- **Painting contract**
- **Accessible playground**
- **Evacuation Drills**
- **Ngā Iti Kahurangi**
- **10YPP/5YA progress**
- **NZSTA Health, Safety & Wellbeing Training**

Staff Report:

As per Board Report:

- Kathy discussed the staff report with the latest happenings and congratulated everyone for a wonderful and successful book week.

Motion: *Move the adoption of these reports.*

Ryan Edwards/Dane Boswell

ITEMS FROM THE BOARD ANNUAL CALENDAR FOR AUGUST

- **Report: Mid-Year achievement information for priority learners: Student Achievement Targets**

Appendix II of the report had the graphs with the relevant data, this was analysed and discussed relevant data

- **Report: Mid-year assessment data; Progress and Achievement**

Included above

- 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**

This was rescheduled to the next meeting in October.

MATTERS OF GENERAL BUSINESS:

- **Recapitulation School Transport Agreement**

The ministry has agreed to supply transportation to Waimea Intermediate for the 3-year transition period request.

I am pleased to advise you formally that the committee have agreed to this one off out of policy transition period of 3 years. They have informed me that in agreeing to this, that during the third year the students will need to be catered for under the existing capacity of the buses. There will be no new capacity allocated to cater for them. If capacity got too high on the bus/s available, they would be the first ones to be removed. This agreement only extends to current 2023 years five and six students and does it include their younger siblings. Any new enrolments to your school will not have this entitlement during the transition period. The siblings and new enrolments will need to be notified of this. This agreement finishes at the end of 2026 and school transport will not be supplied for Wakefield students to attend Waimea Intermediate from then onwards.

- **EEO Survey**

Dale went over the results from the recent EEO survey, the board thanked Dale for getting this matter addressed and a survey provided to staff. The board will meet with staff to discuss the findings and gather and further feedback they might have. Meeting is scheduled for either Week 2 or 3 of term 4, TBC.

- **Update on accessible playground**

Dale has formed a playground subcommittee to share ideas and make a plan for the accessible playground that is required at Wakefield School. Ryan will make contact with potential funders.

- **Gala**
This was covered in the finance report
- **Recapitation update**
This was covered in Freya's report. The ministry has recently confirmed we will receive some funding for the Yr7 & Yr8 recapitation, for purchasing new furniture that will be necessary for the Yr7 & Yr8's.
- **Safer speeds around schools**
We received correspondence from the Tasman District Council with regards to the council looking to reduce speeds outside of schools. The board discussed the speed outside of our school and agreed they would support the reduction of speed limit outside of Wakefield School to 30km, including Treeton Place. Ryan will contact the council with the boards feedback.

ADDITIONAL ITEMS OF GENERAL BUSINESS:

- Nil

ITEMS FROM THE BOARD ANNUAL CALENDAR FOR SEPTEMBER ARE:

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

IN-COMMITTEE:

- One item

I/We move that the meeting go "In Committee" in terms of the Local Government Official Information and Meetings Act 1997 and its amendments, to discuss Personal Interests, the meeting went In Committee at 7.03pm to discuss one item.

Moved that the meeting go Out of Committee at 7.10pm
Ryan Edwards/Brad Pyers

CLOSURE:

There being no further business the meeting closed at 7.13pm.

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

Signed:.....
(Chairperson)

Date:.....



Principal's Report to the Board Meeting to be held on Thursday October 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

Our behaviour data has shown an improvement from term 2 to term 3.

It is notable that the six students with the highest frequencies for the year so far are all neuro-diverse students. Also that out of the 15 children with the highest frequencies for the year 8 students are from our tui team.

Children Of concern	Number of incidents per child Term 1	Number of incidents per child Term 2	Number of incidents per child Term 3	Total for the year so far
Child A	20	20	13	53
Child D	5	16	11	32
Child C	9	15	6	30
Child B	12	7	4	23
Child G	4	8	5	17
Child I	3	7	4	14
Child E	0	12	0	12
Child R	1	5	6	12
Child S	1	4	4	9
Child AC	0	2	7	9
Child J	1	6	1	8
Child T	0	3	5	8
Child X	1	3	4	8

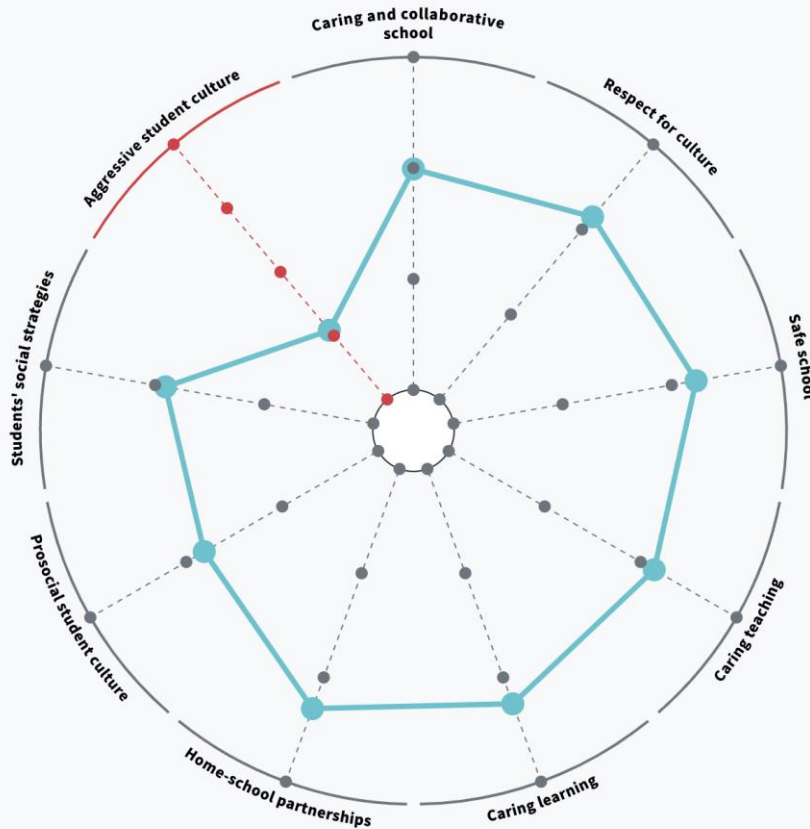
Child H	3	2	2	7
Child F	4	2	0	6
Child M	1	1	4	6
Child L	2	1	1	4
Child Q	2	0	2	4
Child W	1	3	0	4
Child AA	1	2	1	4
Child K	3	0	0	3
Child O	2	1	0	3
Child P	2	1	0	3
Child U	0	2	1	3
Child V	0	3	0	3
Child Z	0	2	1	3
Child AD			3	3
Child N	1	0	2	3
Child Y	1	0	2	3
Child AB	1	1	1	3
Child AE	1	0	2	3
Child AF	1	1	1	3
Child AG	0	1	2	3
Total	100	149	107	356

In term 3 we also completed the wellbeing at school survey. Here are the 2023 student survey results (Year 4-6 students).



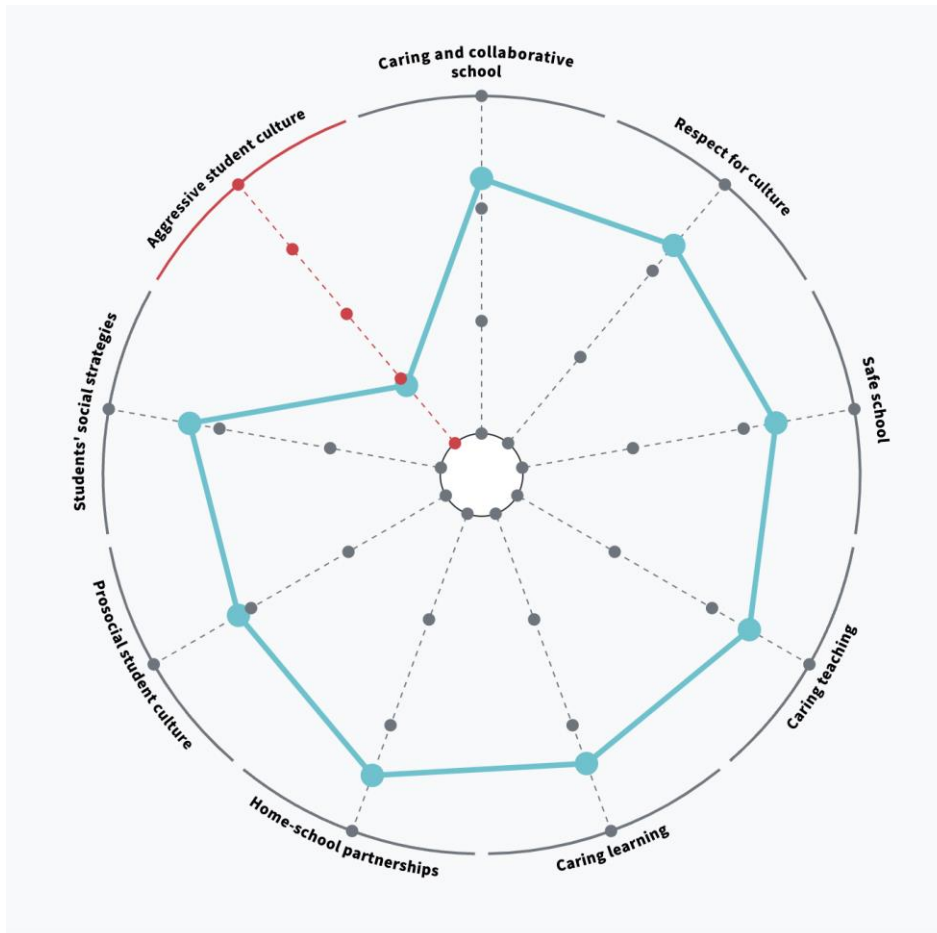
W@S Aspect	Mean Score
School-wide climate and practices	
Caring and collaborative school	66.3%
Respect for culture	69.4%
Safe school	68.8%
Teaching and learning	
Caring teaching	68.1%
Caring learning	72.0%
Community partnerships	
Home-school partnerships	75.0%
Pro-social student culture and strategies	
Prosocial student culture	55.7%
Students' social strategies	60.2%
Aggressive student culture	
Aggressive student culture	26.9%

For comparison here are the 2020 results:



W@S Aspect	Mean Score
School-wide climate and practices	
Caring and collaborative school	66.4%
Respect for culture	71.6%
Safe school	74.1%
Teaching and learning	
Caring teaching	71.4%
Caring learning	75.1%
Community partnerships	
Home-school partnerships	76.6%
Pro-social student culture and strategies	
Prosocial student culture	60.4%
Students' social strategies	63.5%
Aggressive student culture	
Aggressive student culture	27.1%

And 2018 results:



W@S Aspect	Mean Score
School-wide climate and practices	
Caring and collaborative school	75.6%
Respect for culture	76.5%
Safe school	76.4%
Teaching and learning	
Caring teaching	79.4%
Caring learning	78.7%
Community partnerships	
Home-school partnerships	82.5%
Pro-social student culture and strategies	
Prosocial student culture	71.0%
Students' social strategies	75.6%
Aggressive student culture	
Aggressive student culture	22.4%

It is interesting to note that while we currently feel there is work to be done to improve the frequency of challenging behaviour, this is not reflected in any significant change to how students perceive our school from 2020 to 2023. However it is notable that there are some big shifts (in a negative direction) from 2018 to 2023.

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

Our implementation of our [2023-2025 strategic plan](#) is progressing well.

Goal 1: We deliver an excellent Year 7 & 8 programme

In term 3 we made significant progress with the curriculum planning for the 2024 teaching year with a clear term 1 long term plan being completed. Kathy, Scott and Leanne have also planned their teaching days and the intention is Leanne will teach up to two days a week to enable us to run our technology programmes with smaller group sizes. This term we have finalised the student kitchen extension (as part of our AMS project in our 5YA) and we are also working on finalising the design for the Room 5 & 6 learning spaces. We have prioritised the kitchen as it is more urgent this space is functional for the start of 2023.

Goal 2: We use our wellbeing focus to ensure all our learners are flourishing.

Jase Williams will be visiting our school on Tuesday 17 October and he will spend his day with us providing our staff with 1-to-1 coaching opportunities.

Goal 3: Our communication and partnerships between home and school are strong.

Wellbeing @ School student survey (Y4-6) shows that our mean score for home & school partnerships has reduced as follows:

Year	Mean Score
2018	82.5%
2020	76.6%
2023	75.0%

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

We have a Teacher Only Day planned to explore further the current stages of the refreshed curriculum. It is possible that significant changes might be made depending on the election outcome. Due to this we have not wanted to progress our work on the refreshed curriculum too fast.

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

	In term 1 we planned to provide teachers with an introduction to “Universal Design for Learning”. Universal Design for Learning (UDL) is a research-based framework that helps teachers plan learning to meet the diverse and variable needs of all students. Unfortunately this had to be postponed due to the facilitator being unwell. We haven’t been able to re-schedule in 2023 so are planning to introduce this to staff in 2024.
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>Teachers continue to incorporate te reo and tikanga Māori into our daily classroom routines and practices. This includes students participating in daily activities such as reporting on the weather, saying how they are feeling, responding to simple teacher instructions in Te Reo, sharing whakatauki, singing waiata and saying karakia together.</p> <p>Tikanga Māori is woven into all curriculum areas. As we work to implement the refreshed curriculum, this practice will need to strengthen further.</p>
Priority 6:	Develop staff to strengthen teaching, leadership and learner support capability across the education workforce
	<p>All teachers completed peer observations in term 3 and debriefed these observations with their partner. Over the coming weeks I will be meeting individually with each teacher to discuss their professional growth this year and their professional goals for 2024 and beyond.</p> <p>After failing to recruit a suitable candidate for our Deputy Principal position during our first recruitment round, we re advertised the position and are now in the process of shortlisting and interviewing. This time around we have seen a stronger field of applicants and we are confident we will successfully make an appointment.</p>

	Our time line is as follows:	
	Monday 9 September	Position Advertised
	Friday 6 October, 5:00 pm	Applications close
	Friday 13 October	Short listing completed and interviewees notified
	Monday 16 - Friday 19 October	Interviews held
	Term 1 2024	Position commences

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.

Freya Hogarth
Principal

Term 4 2023 Board Assurances

The principal assures the board that the school complies with key legislative and regulatory requirements, that relevant policies and procedures are up to date, and that the appropriate actions have been taken as follows:

Risk Management (repeated every term)	Identified hazards are being monitored and/or controlled (including risks to student safety and wellbeing) and measures are being regularly re-evaluated to check their adequacy. This includes sun protection.
Safety Checking	All children's workers employed or engaged by the school have been safety checked prior to their appointment.
Principal Professional Growth Cycle	The principal is completing her professional growth cycle.
Provisionally Certificated Teachers	Provisionally certificated teachers have received an appropriate induction programme.
Teacher Registration, Certification, and Police Vetting	All our teachers are certificated and police vetted.
Police Vetting for Non-Teachers	All non-teaching staff have current police vets on file.
Appointment Procedure	The Appointment Procedure policy is being implemented correctly, including appointment committee delegations, and referee/background checks.
School Donations	The school complies with all donation requirements, and has made it clear in a written statement to parents/caregivers whether it has or has not opted into the government donation scheme.
Length of School Year	The school has been open for the statutory number of half-days and hours per day in the current year. The 2024 term dates are: Term 1: 1 Feb - 12 Apr

	<p>Term 2: 29 Apr - 5 Jul</p> <p>Term 3: 22 Jul - 27 Sep</p> <p>Term 4: 14 Oct - 17 Dec</p> <p>In 2024 we will be open for 384 half-days for instruction for the 2024 year.</p>
Evacuation and Emergency Kits and Supplies	Staff and students have completed trial evacuations each term, that emergency planning and procedures are up to date and in hard copy, and that emergency supplies have been checked and contain all necessary items (with current dates).
Expenditure	A board member has checked the processes and authorisations used to make payments to staff members, particularly the payments made to the principal, anyone related to the principal, and others in the school with payroll responsibilities.
Monitoring and Auditing School Bus	All elements of the bus compliance checklist have been attested to, all requirements have been met, and those involved with the school bus are following appropriate policies and procedures



Freya Hogarth
Principal

Minutes

Of the Finance Sub-Committee Meeting held on Thursday 12th October 2023 at 8.45am

Present: Freya Hogarth, Olivia Krammer & Sonia Emerson

Apologies: Ryan Edwards

Confirmation Of Previous Minutes:

Motion: Move that the minutes from the finance committee meeting held on Thursday 17th August 2023

Sonia Emerson/Freya Hogarth

Matters Arising from Minutes: Thursday 17th August 2023

- **Potential change from MYOB to Xero Olivia to continue to investigate**

Additional items of Business

- **Nil**

Finance

- **Banking staffing**

We are currently sitting with an under use, Olivia will switch our staff member who is currently being paid from bulk grant back to bank staffing.

- **Gala**

Sonia is tracking really well with the upcoming gala preparations, she gave a summary of where things are at to date. She mentioned that ASB had said they would look into getting counters for gala day, Freya will follow up with Andrew at conference if we are still waiting to hear back from them. We also need to be aware we will have a significant amount to withdrawal for the floats.

- **2024 budget**

Olivia to draft a 2024 budget and then Freya and Olivia will discuss prior to taking to the board meeting. Likely to be the November meeting.

- **Funding applications**

Maria from Thea Mickell services our funding applicator is currently making applications on our behalf for purchases we require for next year.

- **Furniture grant Y7-8**

The MOE has agree to contribute a \$12,500 grant for the purchases of furniture for our Yr7-8 program.

GST

- A GST return was completed 28th September 2023, with a payment made of **\$17,122.90**

Supplier Payments

- The Finance sub-committee ratify the payment made on **20th August** as per the approved Bank Preview Payment report for the amount of **\$14,460.43**
- The Finance sub-committee ratify the payment made on **20th September** as per the approved Bank Preview Payment report for the amount of **\$6,404.15**

Credit Card Payment

- The Finance sub-committee ratify the payment made on **22nd August** as per the approved credit card statement for the amount of \$1,950.81
- The Finance sub-committee ratify the payment made on **22nd September** as per the approved credit card statement for the amount of \$1,285.38

CLOSURE

There being no further business the meeting closed at 9.50am

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 September 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	\$333,791.58	\$318,526.47	\$15,265.11	4.8%
4-1200	MoE Special Education Grants	\$4,900.00	\$2,250.00	\$2,650.00	117.8%
4-1300	ORRS Teacher Aide Grants	\$9,782.97	\$10,972.53	-\$1,189.56	(10.8)%
4-1400	Additional Relief Teach Grant	\$7,423.85	\$0.00	\$7,423.85	NA
4-1700	COL	\$4,471.25	\$4,500.00	-\$28.75	(0.6)%
4-1800	TAPEC Recalculation	\$66,788.99	\$52,499.97	\$14,289.02	27.2%
4-1900	Other MoE Grants	\$28,830.17	\$7,499.97	\$21,330.20	284.4%
4-1950	MOE Curriculum Donation Scheme	\$39,146.47	\$0.00	\$39,146.47	NA
	Total Ministry of Education Grants	\$495,135.28	\$396,248.94	\$98,886.34	25.0%
4-2000	Other Grants				
4-2100	RTLB Grants	\$5,282.61	\$1,874.97	\$3,407.64	181.7%
4-2200	Other Grants	\$10,301.03	\$7,499.97	\$2,801.06	37.3%
4-2500	ACC Funding	\$30,350.63	\$11,999.97	\$18,350.66	152.9%
4-2600	Recapitulation Year 7 & 8	\$3,000.00	\$0.00	\$3,000.00	NA
	Total Other Grants	\$48,934.27	\$21,374.91	\$27,559.36	128.9%
4-3000	Locally Raised Funds				
4-3200	School Donation	\$90.00	\$29,824.47	-\$29,734.47	(99.7)%
4-3300	Stationery Income	\$537.71	\$524.97	\$12.74	2.4%
4-3400	Photocopying Income	\$0.00	\$150.03	-\$150.03	(100.0)%
4-3500	Hall Hire Income	\$4,032.17	\$1,874.97	\$2,157.20	115.1%
4-3502	Sponsorship	\$0.00	\$749.97	-\$749.97	(100.0)%
4-3600	Uniform Income	\$352.19	\$0.00	\$352.19	NA
4-3700	PTA Donations	\$31,000.00	\$22,500.00	\$8,500.00	37.8%
4-3710	Fundraising Other	\$2,852.16	\$4,500.00	-\$1,647.84	(36.6)%
4-3720	Other Sundry Income	\$328.92	\$375.03	-\$46.11	(12.3)%
4-3730	Pay It Forward	\$1,000.00	\$0.00	\$1,000.00	NA
	Total Locally Raised Funds	\$40,193.15	\$60,499.44	-\$20,306.29	(33.6)%
4-4000	Other Income				
4-4300	Nelson Principals Association	\$434.78	\$0.00	\$434.78	NA
	Total Other Income	\$434.78	\$0.00	\$434.78	NA
4-6200	Activities & Fees				
4-6210	Totara Activities	\$9,230.57	\$3,749.94	\$5,480.63	146.2%
4-6230	Matai Activities	\$4.35	\$3,749.94	-\$3,745.59	(99.9)%
4-6270	Sports Subs	\$5,839.18	\$0.00	\$5,839.18	NA
	Total Activities & Fees	\$15,074.10	\$7,499.88	\$7,574.22	101.0%
4-9000	Investment Income				
4-9100	Interest Received- Cheque Acc	\$2,927.91	\$74.97	\$2,852.94	3,805.4%
4-9200	Interest Received- Savings Acc	\$0.56	\$74.97	-\$74.41	(99.3)%
4-9300	Interest Received- Term Dep	\$3,519.45	\$749.97	\$2,769.48	369.3%
	Total Investment Income	\$6,447.92	\$899.91	\$5,548.01	616.5%
	Total Income	\$606,219.50	\$486,523.08	\$119,696.42	24.6%
	Gross Profit	\$606,219.50	\$486,523.08	\$119,696.42	24.6%
6-0000	Expenses				
6-1000	Learning Resources				
6-1100	Library Expenses				
6-1110	Teacher Resources	\$310.62	\$0.00	\$310.62	NA
6-1120	Library Consumables	\$468.83	\$600.03	-\$131.20	(21.9)%
	Total Library Expenses	\$779.45	\$600.03	\$179.42	29.9%

Profit & Loss [Budget Analysis]

January 2023 To September 2023

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
6-1200	Teaching Resources				
6-1210	Totara Syndicate	\$1,267.66	\$2,250.00	-\$982.34	(43.7)%
6-1230	Matai Syndicate	\$744.98	\$2,250.00	-\$1,505.02	(66.9)%
6-1240	Numeracy	\$0.00	\$225.00	-\$225.00	(100.0)%
6-1250	Literacy	\$115.63	\$450.00	-\$334.37	(74.3)%
6-1270	Assessment	\$266.09	\$225.00	\$41.09	18.3%
6-1280	Physical Education	\$102.25	\$1,500.03	-\$1,397.78	(93.2)%
6-1290	Reading Recovery	\$132.51	\$150.03	-\$17.52	(11.7)%
6-1300	Learning Support	\$2,270.65	\$1,125.00	\$1,145.65	101.8%
6-1310	Other Curriculum Areas	\$100.65	\$375.03	-\$274.38	(73.2)%
6-1320	Science	\$155.65	\$299.97	-\$144.32	(48.1)%
6-1330	Enviro	\$1,605.16	\$299.97	\$1,305.19	435.1%
6-1350	Forbes Robinson	\$0.00	\$4,500.00	-\$4,500.00	(100.0)%
6-1360	Arts	\$0.00	\$1,125.00	-\$1,125.00	(100.0)%
Total Teaching Resources		\$6,761.23	\$14,775.03	-\$8,013.80	(54.2)%
Total Learning Resources		\$7,540.68	\$15,375.06	-\$7,834.38	(51.0)%
6-1400	Classroom Consumables				
6-1450	Awards & Discipline	\$103.96	\$299.97	-\$196.01	(65.3)%
6-1451	Matai Piwakawaka	\$138.85	\$562.50	-\$423.65	(75.3)%
6-1452	Matai Kereru	\$305.57	\$375.03	-\$69.46	(18.5)%
6-1453	Matai Tui	\$279.40	\$375.03	-\$95.63	(25.5)%
6-1454	Totara Toroa	\$247.42	\$375.03	-\$127.61	(34.0)%
6-1456	Totara Karearea	\$481.86	\$375.03	\$106.83	28.5%
6-1457	Yr7 & Yr8	\$1,187.20	\$1,499.94	-\$312.74	(20.9)%
Total Classroom Consumables		\$2,744.26	\$3,862.53	-\$1,118.27	(29.0)%
6-2000	Activities & Fees				
6-2100	Totara Activities	\$8,220.18	\$6,750.00	\$1,470.18	21.8%
6-2300	Matai Activities	\$130.43	\$6,750.00	-\$6,619.57	(98.1)%
6-2400	Curriculum Expenses Donation Scheme	\$1,860.00	\$39,146.48	-\$37,286.48	(95.2)%
6-2500	Performances	\$43.47	\$0.00	\$43.47	NA
6-2700	Sports Subs	\$2,813.03	\$0.00	\$2,813.03	NA
6-2810	Fundraising Other	\$2,039.73	\$1,125.00	\$914.73	81.3%
6-2820	PTA	\$860.44	\$0.00	\$860.44	NA
6-2850	Pay it Forward	\$104.35	\$0.00	\$104.35	NA
Total Activities & Fees		\$16,071.63	\$53,771.48	-\$37,699.85	(70.1)%
6-2900	Other Expenses				
6-2965	Other Sundry Expenses	\$279.65	\$0.00	\$279.65	NA
Total Other Expenses		\$279.65	\$0.00	\$279.65	NA
6-3000	Personnel Expenses				
6-3110	Administration Staff	\$99,375.25	\$56,999.97	\$42,375.28	74.3%
6-3120	Caretaking Staff	\$42,815.39	\$43,072.47	-\$257.08	(0.6)%
6-3130	Library Staff	\$29,631.29	\$24,750.00	\$4,881.29	19.7%
6-3140	Support Staff	\$135,410.96	\$127,500.03	\$7,910.93	6.2%
6-3145	Itinerant Music Teachers	\$1,998.66	\$2,997.00	-\$998.34	(33.3)%
6-3150	Relief Teachers	\$34,059.90	\$16,499.97	\$17,559.93	106.4%
6-3155	Teacher Salaries Op Grant	\$11,942.49	\$0.00	\$11,942.49	NA
6-3200	Health & Safety	\$932.24	\$0.00	\$932.24	NA
6-3300	ACC Levies	\$1,131.21	\$900.00	\$231.21	25.7%
6-3400	Staff Appointments	\$8.50	\$225.00	-\$216.50	(96.2)%
6-3500	Professional Development	\$3,201.80	\$6,000.03	-\$2,798.23	(46.6)%
6-3550	Principals Appraisal	\$0.00	\$2,250.00	-\$2,250.00	(100.0)%

Profit & Loss [Budget Analysis]

January 2023 To September 2023

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
6-3650	COL Costs	\$242.61	\$3,916.53	-\$3,673.92	(93.8)%
	Total Personnel Expenses	\$360,750.30	\$285,111.00	\$75,639.30	26.5%
6-4000	Administration Expenses				
6-4100	Board of Trustees Expenses				
6-4110	BOT Administration	\$0.00	\$225.00	-\$225.00	(100.0)%
6-4120	BOT Hospitality	\$2,309.03	\$1,500.03	\$809.00	53.9%
6-4130	BOT Professional Development	\$0.00	\$375.03	-\$375.03	(100.0)%
6-4150	BOT Attendance Fees	\$0.00	\$3,262.50	-\$3,262.50	(100.0)%
6-4170	Strategic Development	\$0.00	\$749.97	-\$749.97	(100.0)%
	Total Board of Trustees Expenses	\$2,309.03	\$6,112.53	-\$3,803.50	(62.2)%
6-4200	Information Technology				
6-4210	Teacher Laptop Lease	\$2,549.29	\$2,999.97	-\$450.68	(15.0)%
6-4220	ICT Consumables & Repairs	\$417.06	\$1,500.03	-\$1,082.97	(72.2)%
6-4230	ICT Technical Support	\$66.40	\$1,500.03	-\$1,433.63	(95.6)%
	Total Information Technology	\$3,032.75	\$6,000.03	-\$2,967.28	(49.5)%
6-4300	Admin Office Expenses				
6-4305	Office Stationery Supplies	\$441.90	\$900.00	-\$458.10	(50.9)%
6-4310	Telephone	\$2,554.88	\$2,500.00	\$54.88	2.2%
6-4320	Internet & Email Costs	\$702.45	\$400.00	\$302.45	75.6%
6-4330	Postage & Freight	\$129.73	\$500.00	-\$370.27	(74.1)%
6-4335	Freight (Courier Tickets)	\$0.00	\$250.00	-\$250.00	(100.0)%
6-4340	Printing & Stationery	\$453.55	\$800.00	-\$346.45	(43.3)%
6-4350	Photocopier Lease	\$8,587.44	\$13,000.00	-\$4,412.56	(33.9)%
6-4360	Photocopy Paper	\$118.25	\$1,900.00	-\$1,781.75	(93.8)%
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	\$885.72	\$1,200.00	-\$314.28	(26.2)%
	Total Admin Office Expenses	\$16,463.92	\$26,450.00	-\$9,986.08	(37.8)%
6-4400	General Expenses				
6-4410	Accounting Fees	\$3,671.20	\$3,500.00	\$171.20	4.9%
6-4420	Audit Fees	\$5,513.00	\$5,250.00	\$263.00	5.0%
6-4425	Kindo Fees	\$169.67	\$300.00	-\$130.33	(43.4)%
6-4430	Bank Charges	\$17.39	\$50.00	-\$32.61	(65.2)%
6-4440	Eftpos Hire & Merchant Fees	\$433.59	\$1,000.00	-\$566.41	(56.6)%
6-4450	First Aid	\$1,222.08	\$800.00	\$422.08	52.8%
6-4455	Laundry	\$304.17	\$500.00	-\$195.83	(39.2)%
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	\$1,872.26	\$1,400.00	\$472.26	33.7%
6-4600	Subscriptions	\$3,349.75	\$3,000.00	\$349.75	11.7%
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	\$18,168.11	\$27,178.00	-\$9,009.89	(33.2)%
	Total Administration Expenses	\$39,973.81	\$65,740.56	-\$25,766.75	(39.2)%
6-5000	Property Expenses				
6-5100	Caretaking & Cleaning				
6-5110	Caretaking Materials	\$1,979.78	\$2,000.00	-\$20.22	(1.0)%
6-5115	Cleaning Supplies	\$2,846.04	\$5,000.00	-\$2,153.96	(43.1)%
6-5120	Cleaning Contract	\$16,537.50	\$20,000.00	-\$3,462.50	(17.3)%
6-5130	Caretaking Equipment & Repairs	\$0.00	\$1,200.00	-\$1,200.00	(100.0)%

Profit & Loss [Budget Analysis]

January 2023 To September 2023

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
6-5140	Rubbish Removal	\$1,089.87	\$2,000.00	-\$910.13	(45.5)%
	Total Caretaking & Cleaning	\$22,453.19	\$30,200.00	-\$7,746.81	(25.7)%
6-5200	Power, Heat & Water Rates				
6-5210	Electricity	\$14,399.98	\$16,000.00	-\$1,600.02	(10.0)%
6-5220	Diesel	\$3,748.30	\$10,000.00	-\$6,251.70	(62.5)%
6-5230	Water Rates	\$7,949.76	\$4,500.00	\$3,449.76	76.7%
	Total Power, Heat & Water Rates	\$26,098.04	\$30,500.00	-\$4,401.96	(14.4)%
6-5300	Grounds				
6-5310	Mowing Contract	\$1,767.15	\$2,000.00	-\$232.85	(11.6)%
6-5320	Trees and Shrubs	\$0.00	\$500.00	-\$500.00	(100.0)%
6-5330	Property Rates	\$4,239.78	\$10,000.00	-\$5,760.22	(57.6)%
	Total Grounds	\$6,006.93	\$12,500.00	-\$6,493.07	(51.9)%
6-5400	Buildings & Other				
6-5410	Alarm Monitoring	\$2,061.06	\$2,000.00	\$61.06	3.1%
6-5420	Painting Contract	\$16,782.21	\$17,000.00	-\$217.79	(1.3)%
6-5430	Repairs & Maintenance - Prop	\$2,252.95	\$8,000.00	-\$5,747.05	(71.8)%
6-5435	Repairs & Maintenance General	\$72.18	\$4,000.00	-\$3,927.82	(98.2)%
6-5440	Vandalism	\$180.45	\$900.00	-\$719.55	(80.0)%
	Total Buildings & Other	\$21,348.85	\$31,900.00	-\$10,551.15	(33.1)%
	Total Property Expenses	\$75,907.01	\$105,100.00	-\$29,192.99	(27.8)%
6-9000	Depreciation - Building				
6-9100	Depre - Building	\$3,629.43	\$3,629.25	\$0.18	0.0%
6-9200	Depre - School Equip	\$6,254.82	\$6,255.00	-\$0.18	0.0%
6-9300	Depre - School Furniture	\$5,439.78	\$5,439.78	\$0.00	0.0%
6-9400	Depre - Other Equipment	\$9,310.77	\$9,310.50	\$0.27	0.0%
6-9500	Depre - Office Furniture	\$775.53	\$775.53	\$0.00	0.0%
6-9600	Depre - Computer Equipment	\$7,858.71	\$7,858.53	\$0.18	0.0%
6-9700	Depre - Library Resources	\$2,895.84	\$2,895.75	\$0.09	0.0%
6-9800	Depre - Leased Assets	\$12,750.03	\$12,749.94	\$0.09	0.0%
	Total Depreciation - Building	\$48,914.91	\$48,914.28	\$0.63	0.0%
	Total Expenses	\$552,182.25	\$577,874.91	-\$25,692.66	(4.4)%
	Operating Profit	\$54,037.25	-\$91,351.83	\$145,389.08	159.2%
	Total Other Expenses	\$0.00	\$0.00	\$0.00	NA
	Net Profit/(Loss)	\$54,037.25	-\$91,351.83	\$145,389.08	159.2%

Minutes

Of the Property, Health & Safety Sub-Committee Meeting held on Wednesday 10th October at 3:25pm

Present: Bruce, Dale & Freya

Apologies: Dane

Confirmation of previous minutes: 16th August 2023

Motion: Move that the minutes from the property sub-committee meeting held on Wednesday 16th August 2023 to be correct

Bruce Puklowski/Dale MacDonald

Matters arising from minutes: 16th August 2023

- Playground matting has been replaced

Monthly Safety Reports

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

Swimming Pool

- Pool will be drained and water blasted by Bruce next week so that it is refilled and ready for the opening.

Items of General Business

- **Shade sail insurance claim** – Due to the shade sail being older than 5 years we have limited cover. They have asked TM Covers for another quote (as the current one had expired) and when we get this we will make a decision about whether we repair or replace. We need to also keep in mind whether or not the current shade sail will need to be replaced when the anchor points are moved as part of our 5YA projects.
- **Painting contract** – Bruce has been working with programmed maintenance who have done a very thorough job of assessing and preparing to quote. We will have a recommendation by our next meeting.
- **Pathway from Treeton Place to hall** – We are proceeding with the asphalt repair work. A quote was shared with the property team today.
- **Water leak – repair or replace, rates remission possibility** – Olivia is working through applying for a rates remission. Freya will discuss with Olivia whether or not to also make a heat, light and water over spend application.

- **Gala Prep** – Meeting on Monday was positive. Things are on track from a property perspective. We need a staff member to discuss with Bruce what stays and goes from R6.
- **AMS** – Pete from Onus is project manager. We have finalised the design for our student kitchen extension and this is expected to be ready for the start of term 1 2024. The other classroom upgrades will be ready at a later date.
- **Ngā Iti Kahurangi** – Expected to be in our school in April. Pete (Onus) will be in touch with them to arrange installing some of the insulation while the re-roof project happens. He has had success with this in the past.
- **10YPP/5YA progress** – 10YPP has been approved. 5YA projects are under way with Onus planning to do the roofing projects over the summer break. Pete (Onus) believes we will be able to make enough savings and do extra roofing projects such as R14&15 re-nailing and doing additional block A gutters (lower ones) that weren't included.
- **Curtain Quotes** – Roughly \$2000 (inc. GST) per class to install the curtains.
- **Holiday Jobs** – Bruce had a very productive holiday period tidying up and doing maintenance projects around the school and took some time off too!
- **Accessible Playground** – Dale met with Ben from Creo to discuss our accessible playground project. Dale has also been in touch with the council regarding the Faulkner's Bush & community centre playgrounds plans. The Faulkner's Bush play space will be more of a natural play space. Dale and Bruce will attend a meeting on Tuesday 17 October at lunchtime with Ben from Creo.
- **NZSTA H&S Online Course** - Key message we need to communicate to our people that H&S responsibility sits with everyone, not the job of one person. This is already in place with school staff. No major health and safety issues since our last meeting.
- **Health and Safety Audit** – Bruce has done the parts of this that he can do and we now need to include other staff in the rest of the audit. We also still need to run a EEO follow up workshop. We will hold this on Tuesday 24 October at 3:45pm after speed meeting. Dale will discuss with Ryan whether or not this will involve the whole board.

Meeting finished 4:02 pm.

STAFF REPORT

Highlights in student learning for September/October:

Students:

- Volleyball skills sessions x3 for Toroa and Karearea with Allan Brodie & Sam for Tasman Volleyball
- Wakefield School sent four teams to both the year 3/4 and year 5/6 Inter-school Hockey tournaments
- Kapa Haka performance at Nayland School.
- Coronation Tree Planting - a group of students accompanied by Leanne H took part in this event.
- A small team of 3 skiers took part in the Solander inter-school ski race at Rainbow ski field on Wednesday 13th September
- Yr 3/4 Kiwisports cancelled due to bad weather but Yr 5/6 took place at Brightwater.
- Athletics training has begun in preparation for Yr 3/4 and 5/6 cluster athletics competition later in the term
- Kahui Ako cultural festival
- Training has begun for both the year 3/4 and 5/6 athletics later in the term.

Staff:

- PLD with Jase Williams for all teaching staff.
- Lego Therapy PLD for specific staff members
- "We have seen a genuine improvement in behaviours since we started following the plan - eg Touch Point (when 4 adults make positive contact in the morning) and teachers being released immediately to deal with behaviour issues, rather than having to wait until there is a break.
Thank you from Rm 4 for the TA funding - it really has made a positive difference for the children". - **from the Tui Team**

Piwakawaka

- Children are all settling back in after the school holidays. The first week back we welcomed 6 new, new entrant children to our team with another one starting this week
- We had great responses to the holiday reading challenge with most children taking part.
- A highlight has been the bank opening for big play time.
- Room 12/13 have enjoyed reading and learning about the Piwakawaka and Room 13 have loved making simple paper mache style Piwakawaka birds for art.

Toroa

- Toroa has continued our mahi with learning about the Zones of Regulation. This is proving really helpful for our tamariki to identify and communicate their feelings and discover what strategies work best for them to bring them back to the 'green zone'/learning zone/calm zone"
- We're excited to begin our Science Unit this term. We're taking a focus around fair testing and looking forward to seeing some of the questions that the students will come up with.

Karearea Syndicate:

- Bus trip into Natureland to look at the enrichment programme they run for their kea, to make our own enrichment parcel to feed to the kea and to talk about the conservation of the animals at the zoo;
- STEAM-based learning where the children had to design and build a roller coaster from limited materials, and then design a theme park that their ride would be a part of;
- Planted our bird cafe and are underway with the next phase of erecting our bird feeders and lizard lounges;
- We have had plants and seedlings donated by members of the public and we have been potting these up in our propagation shed;
- Learning around this weekend's election.

Community Outreach

- Transition to school meeting was held by Mary and Leanne Hough towards the end of term 3. This was attended by
- The Mobile Dental Bus is at school during week 1 & 2 of Term 4
- Wakefield School & Community Pool AGM were held and the first meeting for the season.

Up-Coming Events

- Reading-together workshops run by Mary in the library, weeks 3, 4 & 5
- Pool opens Sunday 29th October
- Te Kura Maori o Porirua will be staying in the hall and have use of the school pool (outside school hours) from Saturday 28th October to Friday
- Gala - Saturday 4th November
- Swimming lessons for years 3-6 run from 13th - 24th November
- Swimming lessons for New Entrants - year 2 4th - 15th December

Introduction

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

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

Library Staffing

Library Manager	Kathy Ameen (25 Hours) Manage daily running of the library, including circulation, purchasing and processing of library and teacher resource items, management of the library programme (Access-it), the Webb-App and the computer suite. Run the Scholastic Book club. Assist students with research and publishing, teaching of information literacy and reading groups.
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Library Liaison Teacher: 2022/2023 – Isobel Ford

Isobel and Kathy have worked together for several years now and support each other in promoting reading and literacy within the school and sharing information between teaching staff and the library team.

ICT Liaison Teacher:	Scott Mackenzie (ICT - 2022/2023) – Term 1 only – Emily Cahill for terms 2 - 4
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Student Librarians	The student librarians form one of the school committees. Senior students perform circulation duties during lunch and morning-tea times, and some basic shelving. They also take an active part in Book Week. This year we only had Year 5 & 6 students in these roles which resulted in far fewer mistakes with circulation.
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Library Environment

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

With the shade sail gone, the patio area is much lighter but still not as inviting as it could be, therefore it doesn't get used as much as it could.

The carpet is showing marked wear in patches and has stretched and lifted in places as well.

One of the armchairs is broken and will be removed at the end of the year.

Collection Management and Development

- Purchases through allocated budget funds (\$3000) and money raised through the 2023 scholastic book fair (\$1053.60) and Scholastic Lucky Book Club. These are raised as reward points which we can use to spend with scholastic only.
- Peter Verstappen, on his retirement in December 2022 donated \$500 to the library. These funds have been used for a selection of books for senior/intermediate readers.
- Topic Boxes - continued to place items in these. They are getting much more use at the senior end of the school.
- TR reading sets - again being used more by senior classes. - it was a good move to have these shelved in the library - students gravitate towards this area and Kathy has been able to promote them through the information literacy and Toroa reading programmes.
- Graphic Novels, Young Adult and Non-Fiction
- Kathy has received additional help with processing the large number of new books this year from Jill Lines, who has come in regularly on a Friday morning over the last two terms.

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

- NZ History - at all levels and as teacher resources
- Pupil selection - students are encouraged to share the names of author's, book titles or series which they would like to see in the library
- Fiction for older/mature readers.
- Re-categorize the Non-fiction section. This was done with the advice and help of Cathy Kennedy from the National Library services to schools. We no longer use the Dewey Decimal system and now use categories. Within these categories there is a dedicated New Zealand area. This has made it much easier to shelve returned books and for students to find books on subjects they are interested in. -
- As part of the re-categorization of the non-fiction, we undertook a huge cull. A large number of out-dated and books in poor repair were withdrawn from the collection.

- Re-classify some of the senior Fiction as from next year we will introduce two new levels - "Senior Fiction" & "Young Adult".

Stocktake

At the 2022 end of year stocktake there were 47 items missing from the library and 9 items on loan which were not returned. This is slightly up on the previous year. There are a large number of items constantly in circulation, so overall this is not a bad result. I have attached a summary of the Stocktake and Reconciliation Statement.

Literacy and Information Literacy Support

- Continuing to add to collections, including Topic Boxes, Big Books & some new literacy resources so they can be accessed for inquiry/research topics.
- Scheduled class library sessions for all classes this year, as well as impromptu small groups. Support with age and reading level appropriate material for both reading and inquiry.
- Information literacy programme regularly implemented at class library sessions in years 1-4 and as small group sessions for years 5-6. This includes use of the Online library catalogue, (Web App). There has been a focus with the senior small groups on searching and researching events within the NZ Histories curriculum.
- Support students researching topics. Help with searching for inquiry topics and passion projects. Kathy has been involved in supporting students and teachers during the senior class inquiry days (ANZAC, Biodiversity) - both hands on and in resourcing information from the library, teacher resource and the National library loans selection.
- The Summer Holiday Reading Programme was not offered this year as we have had a steady decline in interest in this programme over the last few years. We did try to promote summer holiday reading with parents able to take books out for their children to read over the summer break. - "Fill-a-bag". There wasn't a great response but we will try to promote it more vigorously at the end of this year.
- We continued to run Holiday Reading Challenges over the holiday periods within the school year. There has been an excellent response to these reading challenges within the junior and middle areas of the school but much less engagement in the senior part of the school.
- Book week this year was successful with a return of parents able to browse The Scholastic Book Fair in the library. Sales generated \$800 worth of reward points. These are being used to purchase more resources for the library and items for prizes for our Holiday Reading Challenges.
- Support to the top Tui reading groups - 3x1 hour a week

Trends over the Past Year

- Kathy has a full timetable with many classes reverting back to full class sessions once a week. As well as the class library sessions, there have been separate

information literacy sessions for years 5 - 6 The information literacy for the younger classes has been incorporated into their class sessions.

- The most popular items have shown to be books that are part of a series. Many of the same books and authors have continued to be the most popular items over the last seven years.
- Graphic novels have become increasingly popular and as there are now more aimed at a younger level, and with girls specifically in mind, many of the most popular series are graphic novels.

Technology Update

All the library computers are old and are showing their age. It's tricky now that there isn't a staff member designated to assist with technology problems.

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

School and Community Outreach

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

Professional Development

- The regular School library network meetings take place once a term, hosted by Cathy Kennedy from the National Library Services for Schools.
- Access-it Webinars
- The Certificate in Library & Information services had to be put on hold due to lack of funds.
- Two dedicated Kahui Ako Library days

Needs / Issues and Suggested Solutions

- Having less time for processing, maintenance and shelving requires careful time management. A solution to this problem is for help from any TA's who have free time and teaching staff at lunchtimes to help shelve books as this frees up time for Kathy to do other library tasks. -

- A library orientation/refresher slot for all staff members should be a regular slot at one of our teacher only days at the beginning of each academic year, so staff can use the issuing computer if needed and are aware of the resources, collections and links on the Web App homepage.
- After careful consideration we have decided to include the intermediate level resources within the current fiction collection but ensure they are well labeled and have an alert on issue to ensure only senior students are able to have these issued.
- As we now have a dedicated New Zealand Non-Fiction area, this should make it much easier for teachers and students to access New Zealand history and natural history resources.
- Replace the old computers in the computer suite with laptops/chromebooks gradually, using the Southfuels in Schools Rewards Points system

Goals and priorities for the next year (2024)

Purchases

- Resources to support the History curriculum at an age appropriate level, and resources for teaching staff
- Continue to purchase age appropriate non-fiction with a focus on junior material.
- Continue developing the link between classroom, library and information literacy. Focus on information literacy - how to access information effectively in the library and on the internet. How to assess the validity of information and to draw from it appropriately. These are crucial skills for our future-focused learners.
- Gradually replace the computer suite with chrome books or laptops. We could use the "Southfuels Rewards Redemption scheme" to do this.
- Replace the old TV and DVD player with a larger wall mounted Smart TV.

Long-term goals

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



Media

Media Category	Number	Issued	Overdue	Value of Stock	Cost (R)
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Audio

Fiction	29	4	0	\$96.70	\$546.13
Non-Fiction	1	0	0	\$8.09	\$0.00
Totals for , Audio:	30	4	0	\$104.79	\$546.13

Book

Fiction	3,799	626	178	\$15,079.70	\$45,660.89
Fiction - Chapter TR	12	1	0	\$146.10	\$174.90
Non-Fiction	3,384	289	73	\$10,841.74	\$42,066.02
Picture Book TR	1	0	0	\$3.43	\$13.60
Reference	108	1	1	\$299.35	\$1,404.99
Sophisticated	18	2	2	\$337.86	\$247.98
Unassigned	2	0	0	\$0.00	\$0.00
Unassigned	2	0	0	\$0.00	\$20.00
Totals for , Book:	7,326	919	254	\$26,708.18	\$89,588.38

CD-ROM

Fiction	1	0	0	\$5.98	\$24.99
Totals for , CD-ROM:	1	0	0	\$5.98	\$24.99

Chart

Map	1	0	0	\$0.00	\$0.00
Totals for , Chart:	1	0	0	\$0.00	\$0.00

DVD

Non-Fiction	7	0	0	\$0.00	\$0.00
Totals for , DVD:	7	0	0	\$0.00	\$0.00

Game

Board	7	0	0	\$180.98	\$64.99
Cards	9	0	0	\$129.29	\$91.99
Construction	4	0	0	\$76.98	\$86.98
Dice	1	0	0	\$39.99	\$0.00
Fiction	11	0	0	\$39.62	\$251.00
Jigsaw	8	0	0	\$147.44	\$119.94
Non-Fiction	1	0	0	\$9.28	\$54.00

**Media**

Media Category	Number	Issued	Overdue	Value of Stock	Cost (R)
Puzzle	2	0	0	\$69.98	\$69.98
Totals for , Game:	43	0	0	\$693.56	\$738.88

Kit

Digital Microscope	5	0	0	\$0.00	\$0.00
Fiction	1	1	0	\$6.70	\$0.00
iPad	37	0	0	\$0.00	\$0.00
Non-Fiction	6	0	0	\$39.62	\$144.95
Totals for , Kit:	49	1	0	\$46.32	\$144.95

Misc

Non-Fiction	4	0	0	\$0.00	\$0.00
Poster	1	0	0	\$0.00	\$0.00
Totals for , Misc:	5	0	0	\$0.00	\$0.00

Notated Music

Unassigned	5	0	0	\$0.00	\$0.00
Totals for , Notated Music:	5	0	0	\$0.00	\$0.00

Periodical

Non-Fiction	50	1	1	\$42.58	\$187.17
Totals for , Periodical:	50	1	1	\$42.58	\$187.17

Resource

Cartographic Material	2	0	0	\$13.92	\$40.00
Totals for , Resource:	2	0	0	\$13.92	\$40.00

Video

DVD	4	0	0	\$10.99	\$20.99
Totals for , Video:	4	0	0	\$10.99	\$20.99

Grand Totals:	7,523	925	255	\$27,626.32	\$91,291.49
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Location	Total	Found	On Loan	Still to Find
AudioBooks	32	30	0	2
Board Books	39	39	0	0
Fiction (Blue dot)	1,216	1,200	1	15
Graphic novel	137	136	0	1
Issue Desk	25	25	0	0
Junior Quick Reads	13	13	0	0
Non Fiction (Yellow dot)	3,073	3,056	4	13
Parent	35	34	0	1
Parent stack	5	5	0	0
Periodical/Magazine (Pink Dot)	53	52	0	1
Picture book (Red dot)	1,310	1,299	2	9
Quick Reads	442	441	1	0
Reference	100	100	0	0
Senior Quick Reads	215	215	0	0
Series	465	460	0	5
Sophisticated Picture Books	108	107	1	0
Within Library	100	100	0	0
Total:	7,368	7,312	9	47



Reconciliation - Full Resource Reconciliation Statement

For the period 01/01/2022 to 31/12/2022

	Gross Value	Depreciation	Net Value	Number of Assets
Balance at end 31/12/2021	\$104,688.54	\$71,009.47	\$33,679.07	9,393
Calculated Balance at 01/01/2022	\$104,550.27 ¹	\$70,871.20	\$33,679.07	9,393
There is a discrepancy in the beginning balances. See the section below the Subtotal and also the notes below.				
Purchases	\$4,447.54		\$4,447.54	439
Donations	\$19.99 ⁴		\$19.99	63
Reinstated Write-offs	\$0.00		\$0.00	2
Subtotal	\$109,017.80	\$70,871.20	\$38,146.60	9,897
Less Items written off	\$1,948.42	\$1,272.66	\$675.76	157
Adjusted Book Value	\$107,069.38	\$69,598.54	\$37,470.84	9,740
Depreciation 01/01/2022 to 31/12/2022		\$3,944.65		
Balance at 31/12/2022	\$107,069.38	\$73,543.19	\$33,526.19	9,740

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

- On the first line the 'Balance at end xx/xx/xxxx' represents a Full balance of ALL items in your system as at the end of the previous Financial Year, i.e with no items excluded.
- On the second line 'Calculated Balance at xx/xx/xxxx' represents a Calculated balance of items in your system at the start of your chosen year, with Collections and/or Items excluded if applicable (i.e if you chose a 'Library Reconciliation Report' - rather than a 'Full Resource Reconciliation Report' - and have specified not to include certain Collections/Items in reports).

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

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

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

Note 4: Value represents purchase cost.
Replacement Cost of Donations is \$466.91.

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



Media

Media Category	Number	Purchase Cost of Acquisitions	Current Value of Acquisitions
Book			
Fiction	224	\$2,758.98	\$2,240.50
Non-Fiction	127	\$1,378.60	\$1,141.37
Totals for , Book:	351	\$4,137.58	\$3,381.87
Game			
Jigsaw	1	\$0.00	\$0.00
Totals for , Game:	1	\$0.00	\$0.00
Grand Totals:	352	\$4,137.58	\$3,381.87