



**April 2024**

**Our Vision**

Our Children will be Confident Lifelong Learners

Circulation:

Brad Pyers  
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Freya Hogarth  
Kathy Ameen  
Sonia Emerson  
cc File

# WAKEFIELD SCHOOL BOARD OF TRUSTEES STANDING ORDERS

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## General:

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

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

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

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

## Time of Meetings:

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

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

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

## Special meetings:

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

## Exclusion of the Public:

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

## Public Participation:

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

Public participation is at the discretion of the Chairperson.

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

## Motions/Amendments:

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 Motions and amendments once proposed and accepted may not be withdrawn without the consent of the meeting.

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

The mover of a motion has right of reply.

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

## General Business:

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

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

## Termination of debate:

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

## Suspension of Meeting Procedures:

Standing Orders may be suspended by resolution of the meeting.

## Agenda:

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

## Minutes

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

# AGENDA

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**Board of Trustees meeting Thursday 4<sup>th</sup> April 2024, 5.30pm**  
**Venue: Staffroom**

## **1. Strategic Focus and Special Presentation**

- **Totara Karearea 7 & 8 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 (February 2024)
- Matters Arising from Minutes
- Correspondence (Copy of Inward/Outward Mail Tabled)

DATE	FROM	CONTENT	TO
03/03/2024	Andrew Lane	Hall hire – Wakefield Volunteer Fire Brigade	BOT
06/03/2024	NZSBA	Membership to NZSBA (formerly NZSTA)	BOT
24/03/2024	Kay Norgate	Hall hire – Waimea Area Quilt Show	BOT

## **4. Reports**

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

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

## **5. Items from the Board Annual Calendar for March**

- Table 1<sup>st</sup> March roll return
- Report on professional growth cycle activities, including advice and guidance programmes for beginning teachers
- Report fire drill and safety officer's roles and responsibilities
- Report review of H&S policies
- Principal's professional growth cycle goals reported
- Draft annual accounts presented
- **Policies for review as per School Docs cycle**

## **6. General Business**

- Code of Conduct for Board Members
- Process for review of policies
- Rural Resilience Expo – 21 April
- Update on NZSTA training opportunities attended and learnings from these.
- Discuss learning and development opportunities for other board members
- Board appointment process update
- Board co-opting process update

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

- One item

## **8. Looking forward to Items for the Board Annual Calendar for May**

- Present Annual report, including analyses of variance, and approve for sending to MOE.
- Present/approve annual accounts and auditor's report
- EEO Annual report
- Discuss/approve reviewed policies
- Review school travel plan (biennially - odd numbered years)
- **Karearea report on curriculum and student achievement**
- Annual consultation with Maori community

## **9. Closure**

## MINUTES

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### **MINUTES OF THE WAKEFIELD SCHOOL BOARD OF TRUSTEES MEETING In the Staffroom at 5.30pm Tuesday 20<sup>th</sup> February 2024**

**PRESENT:** Brad Pyers, Dale McDonald, Dane Boswell, Freya Hogarth, Kathy Ameen, Laura McRobert, Olivia Krammer, & Sonia Emerson

#### **APOLOGIES:**

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

- Nil

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

- Nil

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

- Welcome to Laura McRobert – Olivia’s maternity leave replacement.

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

***Motion:*** Move that the minutes from the Board meeting held on 22<sup>nd</sup> November 2023 to be correct

**Dale MacDonald/Sonia Emerson**

#### **MATTERS ARISING FROM MINUTES DATED: 22<sup>nd</sup> November 2023**

- Nil

#### **CORRESPONDENCE: INWARD**

<b>DATE</b>	<b>FROM</b>	<b>CONTENT</b>	<b>TO</b>
15/12/2023	Olivia Krammer	Maternity Leave Request	Freya & BOT

***Motion:*** The board agrees to approve Olivia’s request of leave from the letter provided by Olivia.

**Freya Hogarth/Dale MacDonald**

#### **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.**

### **2024 Class Structures**

Our change to Y4-6 classes and, where ever possible, keeping students with their known teacher has created a very calm start to the year. This has been especially notable with the calm start that many of the children from the Tui team last year who were frequently dysregulated and caused disruption.

The exception to this has been a very challenging start to the year in Room 14. We have had an unexpected situation where several children have been significantly dysregulated for a range of reasons. Their chronic dysregulation has led to an unsettled and stressful start to the school year for a number of children in Room 14. The class teacher with the support of our senior leadership team have together acted swiftly to put a range of interventions in place and this has already significantly improved the situation in Room 14.

## **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**

We have developed a draft 2024 annual plan and have updated our strategic plan for Board approval. The plans are appended to this report.

Once the 2024-2025 strategic and annual plans are approved by the board these will be submitted to the MOE by the 1 March 2024 deadline.

**Motion:** *The board approves the proposed 2024-2025 strategic & annual plan.*

**Dale MacDonald/Kathy Ameen**

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

*Initiative 1: Develop & resource year 7&8 learning spaces*

Over the summer holiday break our student kitchen has progressed well. This project will be completed on Tuesday 13 February and the year 7 students will begin using the space on Wednesday 14 February. This has meant we have not needed any delay to implementing our year 7 technology programme.

*Initiative 2: Implement and refine Year 7 curriculum*

Our year 7 cohort has had a very positive start to the 2024 year. We have 20 students enrolled for year 7. Our Year 7 teaching team have developed robust processes to ensure that the programme runs smoothly across the week and with the staffing changes that occur during the week.

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

*Initiative 2: Develop and embed consistent school wide practices that support wellbeing.*

With the 2023 resignation of Julie McIntosh from our staff we have had to make changes to our 2024 Wellbeing curriculum leadership. This role continues to be a shared role and is now shared between Emma Hunter and Bek Gabites. Emma brings a wealth of knowledge and expertise to this role and Bek has an excellent

understanding of how Te Whare Matauranga has been developed and implemented up to this point. They will also be involved in our project partnering with Kathryn Berkett on supporting students who present with dysregulation to ensure a calm and settled learning environment for all our tamariki.

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

*Initiative 1: Refine the community connector role to align with new opportunities.*  
Mary McHale will continue in the community connector role in 2024.

*Initiative 2: Review & improve home & school communication.*

Our staff have worked to get our new website ready for publication. This still requires a small amount of further content to be added. We anticipate the new website will go live early this term.

We plan to survey our community members in term 3 on the current ways we communicate between home and school and the community's aspirations for improved home and school communication

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

*Initiative 1: Continue to upskill staff on the changes to the refreshed curriculum and phase in the curriculum changes.*

We are applying for MOE funded PLD hours to support our staff to implement the refreshed curriculum from 2025 on. We intend to begin trialling new documentation in 2024 that will align teaching and learning with the progress outcomes of Te Mataiaho (refreshed curriculum). We will have two teacher only days (term 2 &4) in line with the dates set out by the MOE. These will be published to our school community as early as possible once the dates are finalised by our Kāhui Ako.

*Initiative 2: Inform parents and caregivers about the changes to the curriculum and how we are connecting it with our village and rural school experience.*

We will be communicating with parents over the course of this year what has changed as a result of the curriculum refresh and how this will be implemented for tamariki and their learning at Wakefield School.

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

**2023 Student Achievement Data**

The board analysed in detail the 2023 student achievement data and discussions around this were had.

**Implementing One hour of Reading, Writing and Mathematics each day**

We are required to be following the government's "one hour a day of reading, writing and mathematics". While, at this stage we haven't closely monitored exactly how long each class spends on reading, writing and mathematics, we do know that all our

teachers prioritise the teaching and timetabling of reading, writing and mathematics at Wakefield School. In order to achieve the "one hour a day" policy of this government, we will not need to change our school wide practices significantly.

The advice the MOE has given to schools regarding this policy includes the following statements:

*How will special events such as sports days, EOTC, or cultural days be impacted? Special events are enriching for students, and the intent of the "one hour a day" policy is not to detract from or limit these events. The policy allows schools to manage the average amount of reading, writing, and maths teaching time through a week. This provides the flexibility required to accommodate days where students may spend time out of the classroom.*

*As part of a balanced curriculum, schools may also have a special event that may last for three or more days (such as school camp). While events like this are excluded from the "one hour a day" policy requirements, where there is the opportunity to do so, we encourage schools to plan for and integrate reading, writing, or maths learning into the event.*

*How will the policy be monitored?*

*The Education Review Office (ERO) will monitor and report on compliance with the reading, writing, and maths teaching time requirements through the Board Assurance processes. This process requires boards of state, state-integrated schools and kura, and managers of private schools to provide assurance they are meeting the new obligations. This is then validated by ERO during school visits. If concerns about compliance are flagged, ERO will follow up with the board and the school's leadership.*

*How can reading, writing and mathematics be effectively integrated into all learning areas?*

*We expect that any new learning in reading, writing, and maths will occur in a dedicated lesson before being integrated into different contexts.*

*Reading, writing, and maths | pānui, tuhituhi, and pāngarau teaching and learning time can occur within the context of other learning areas, as long as students' progression in their knowledge and skills is purposefully and intentionally planned for and attended to.*

*What level of reading, writing and mathematics needs to be integrated into all learning areas?*

*Teachers are asked to be deliberate, intentional, and purposeful in their teaching. Whether during dedicated lessons or integrated work, teaching should be appropriate to the student's current ability and next steps.*

We are confident that our teachers are well equipped to continue to implement high quality teaching of reading, writing and mathematics in a way that meets the criteria of this policy. These expectations have been shared with staff this term and further discussion with our teaching team is planned

### **National Monitoring Study Participation**

Our school has been invited to participate in a national monitoring study in term 3 2024. Participating in the study involves a visit from two registered and trained



teachers for three days. They will work with up to 27 randomly selected students in Year 3 and Year 6. In 2024, the school-visit component of the study will focus on science and mathematics & statistics.

The study will also:

- identify and monitor trends in educational performance
- explore impacts on student achievement
- provide dependable information to policy makers and curriculum specialists for planning
- give schools insights to help improve teaching and learning.

In addition to this, the study will explore student achievement

- at Years 3, 6 and 8
- investigating the progress of year level cohort in literacy and numeracy
- as aligned to Te Mātaiaho.

In recognition of our participation in the project we will receive:

- A payment of \$1,400 will be made in recognition of the time taken to support the study.
- In Term 4, we will receive an individualised school feedback report about how our students performed as a cohort in science and mathematics & statistics against the national sample.

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

At our teacher only days prior to the start of the 2024 school year we shared our expectation that all teachers will include some learning about our school's Waharoa and will revisit the stories and historical figures represented in our Waharoa every term. Heather Stanton has been appointed our Aotearoa NZ History curriculum leader and she will ensure our resources support teachers to share the Waharoa information with our students.

We also began a discussion about developing school wide coherence on student pepeha development and use. This includes the development of a pepeha progression to extend our students' pepeha content over their 8 years at Wakefield School.

We have all begun learning new karakia to use in class with our students also.

At our mihi whakatau on the first day of the school year Kim Hippolite asked me if our school would like to be gifted a Māori name that can be used alongside our Wakefield School name. He was very clear that this was not to replace Wakefield School as the name of our school but to give us a Māori name that reflects the heritage of our school and can be used in Māori contexts such as whaikōrero. Is this an initiative that our board supports? The board had a discussion around this and were very supportive of adopting this initiative, however it was discussed how best to approach this with our school community and how it might be beneficial to survey our families to get a broader view on their feelings towards this initiative and if our school community supports it.

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

## **2024 Staff only days PLD**

During the two staff only days we had prior to the start of the 2024 school year we provided our staff with PLD session on the follow topics

- **Bal-A-Vis-X** - exercises that support learning by integrating our vestibular (balance), audio and visual systems through specifically designed exercises. Teachers are expected to integrate these activities into their class "brain breaks" and PE programmes in 2024.
- **4-4-2 brain breaks** - Emma Hunter introduced our teachers to the 4-4-2 ratio of activities that are proven by research to improve focus and regulation. A 4-4-2 break follows a pattern of 4 minutes of physical activity then 4 minutes of a calming activity (yoga, breathing exercise or legs up the wall) and finally a two minute break to get a drink or go to the toilet. This year, during our 12 pm scheduled "brain break" our teachers have been asked to implement the 4-4-2 break.
- **Ira Takaro with Harko Brown** - on Wednesday 31 January we had a shared PLD day with Appleby and St Paul's Schools. Our staff learned traditional Māori games and how to make the implements of play from natural materials. The cost for this PLD is being shared equally across the three schools. This was a very successful day and we are exploring the possibility of having a shared "traditional Māori games exchange" around Matariki with these schools. This PLD also supports our effort to implement the Aotearoa NZ History curriculum.

## **2024 Professional Learning foci for our staff:**

### **Trauma Informed Education**

Our senior leadership and wellbeing curriculum lead team will be meeting with Kathryn Berkett on Monday 4 March to plan a project with her that supports children experiencing extreme stress and trauma in our school and community. Kathryn has a Masters in Educational Psychology, and is certified as a Neurosequential Model of Therapeutics practitioner with Dr Bruce Perry (world leading neuroscience researcher and practitioner). Kathryn has extensive experience in this area. She has worked and trained, nationally and internationally, on the subject of neuroscience for over fifteen years, delivering to a variety of organisations including Primary and Secondary Teachers; the Police; Child Youth and Family; Prisons; Kindergartens; Parents; Recreation Groups; Mental Health Professionals; Politicians; and Corporates. We will be working with her on a project focused on early intervention for children who have experienced extreme stress and trauma. This work is funded through a charity that Emma Hunter has been involved in and is a very exciting opportunity for our school to build on the work that has occurred around our wellbeing curriculum and our trauma informed approach to our schoolwide systems and processes.

### **Curriculum refresh**

At the end of 2024 our teachers completed a readiness survey that has helped us to focus on how to provide the best support to enable our teachers to meet the 2025 curriculum implementation goal. The Ministry of Education has advised us that the dates for our 2024 teacher-only days for curriculum PLD are to fall between 27 May - 7 June (term 2) and 21 October - 15 November (term 4). We will discuss these dates in our upcoming Kāhui Ako principal's meeting and then communicate these with our community once the dates have been set. The new Government has indicated that further changes will be made to the literacy and mathematics refreshed curriculum documents that have already been released. This has also caused our Kāhui Ako Curriculum Pathways project to be paused due to the implications the proposed changes

will have on this work. We continue to support the Kāhui Ako Pathways project and professional learning with ImpactEd.

### **Financial Report:**

As per Board Report:

- **Banking staffing**

We are looking at an overspend but still have 3 more pay periods to go, we will monitor this closely. But likely we will have an overspend of approx. \$10,000.

- **Draft budget**

The draft budget was presented to the board for approval, queries were made around different lines discussions had and agreed on.

***Motion:** The board approves the proposed draft budget for 2024.*

**Sonia Emerson/Brad Pyers**

### **Property Report:**

As per Board Report:

Dane gave a verbal property report

- **Painting Contract**

Bruce would like to catch up with Sonia with regards to the painting contract.

- **5YA & AMS update**

The student kitchen is complete and an opening was held 15<sup>th</sup> February, the space looks amazing and the children are really excited to be utilising this space. The roofing project is complete, the decking project is also complete. There is just the electrical project to undertake and complete.

- **Swimming Pool**

Dane reported on the swimming pool and that it is running well and has been a successful season with a closing date scheduled for April 7<sup>th</sup>. The big project that the committee will be focusing on prior to the next season will be to upgrade the chlorinator system to an automatic system.

### **Staff Report:**

As per Board Report:

- The staff report was taken as read and Kathy had mentioned that the year has started of busy and most students have settled in well.

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

**Dale MacDonald/Brad Pyers**

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

- **Elect Board Presiding Member**

Sonia nominated Dale as presiding member, no one opposed, so was agreed Dale would take on the presiding member role.

- **Confirm any changes to BOT personnel and responsibilities**

**Motion:** Wakefield School Board of Trustees confirm the following positions to be held by the following members

**Dale MacDonald/Sonia Emerson**

- Presiding Member:** Dale MacDonald
- Treasurer Representative:** Sonia Emerson
- Property Representative:** Dane Boswell
- Health & Safety Representative:** to be filled
- Personnel Representative:** to be filled
- Maori Representative:** Brad Pyers
- PTA Representative:** Brad Pyers
- Pool Committee:** Dane Boswell & Kathy Ameen

- **Set calendar of meeting dates**

It was agreed that the finance meetings would be held Tuesday’s at 9am, the property meetings would remain on Wednesday’s at 5pm and the board meeting will be Thursdays at 5.30pm.

<b>Month</b>	<b>Finance Meeting: 9:00am Tuesday</b>	<b>Property Meeting: 5:00pm Wednesday</b>	<b>Board Meeting: 5:30pm Thursday</b>
<b>February</b>	13 February	14 February	20 February
<b>March</b>	19 March	20 March	28 March
<b>May</b>	14 May	15 May	23 May
<b>June</b>	18 June	19 June	27 June
<b>August</b>	20 August	21 August	29 August
<b>September</b>	17 September	18 September	26 September
<b>October</b>	15 October first week after holidays	16 October	24 October
<b>November</b>	19 November	20 November	28 November

**2024 Board of Trustees Meeting Dates:**

- **Finalise/approve strategic plan. Send strategic plan to MOE**  
This was approved in the principal’s report
- **Discuss/approve student achievement targets**  
This was discussed in the principal’s report and approved.
- **Confirm budget**  
This was approved in the principal’s report

- **Approve disposal of records under sections 1.5 and 1.8 of our policy for the second prior year.**

**Motion:** *The board approve the disposal of records under sections 1.5 (student progress records) and 1.8 (students' own work) of our policy for the second prior year (2022).*

**Dale MacDonald/Sonia Emerson**

- **Report: Analysis of Variance from previous year's SATs and description of current year SATs.**

This was discussed in the principal's report

## **MATTERS OF GENERAL BUSINESS:**

- **Potential of co-opting of another board member**

It was agreed that the board would fill the current casual vacancy by selection, the school community will be notified and will have 28 days to ask the board to hold a by-election instead of the selection process.

- **Sonia – community facility project**

Sonia gave the board an update on the community facility project that she is a committee member of. There has been a Charitable Trust formed – the Waimea South Community Facility Charitable Trust. They are about more than just the bricks and mortar of a community building though, they want to make sure that they bring together the community and unite all the groups so that everyone can work proactively together to make Wakefield better. They have held community meetings, commissioned a Needs Analysis in conjunction with Brightwater and the TDC. At the moment there is a Feasibility Study being completed and the results of this will be published soon. The key thing coming up next is the TDC's draft Long Term Plan, 2024-2034 (LTP) which is about to be released for public consultation. This will take place between mid March and mid April and they want as many people as possible to submit in support of the community centre in Wakefield which currently sits in the long term plan. They want the TDC to keep it in the plan, keep the dollars they have allocated, and bring the timeline for its development forward.

- **Teacher Aides**

After considering / discussing the financial implications, it was agreed that the board would fund extra teacher aide time to the sum of \$1000 per week for the remainder of term 1, with the time to be spread across all teams and with consistency around the allocation of teacher aides within teams.

**Motion:** *The board agreed to fund \$1,000 per week of teacher aide time to be spent on teacher aide time in all areas of the school for the remainder of term 1, this will then be reassessed after this time.*

**Dale MacDonald/Sonia Emerson**

- **The Principals' Declaration in respect of Wellbeing Support Funds**

Freya asked the board to roll over her unspent Principals wellbeing support funds. The school received \$6,000 in 2023 as part of the Primary Principals' Collective Bargaining Union agreement. The purpose of the funding is to ensure primary principals' leadership development and wellbeing.

For each of 2023 and 2024, primary principals will be able to access funding of up to \$6,000 per annum for professional coaching and support for their leadership role.

Principals are also required to make an annual declaration to the board regarding their uptake and the use of funding.

Freya declared that she did access a portion of those funds and the money was spent on a gym membership to the value of \$883.48, the remainder of these funds will be accessed during 2024.

**Motion:** *The board agrees for Freya to access the remaining funds from the principals professional coaching & wellbeing fund in 2024.*

**Dale MacDonald/Brad Pyers**

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

- **Welcome to Laura McRobert – Olivia’s maternity leave replacement**

The board welcomes Laura who will be covering Olivia’s role whilst she is on maternity leave.

### **ITEMS FROM THE BOARD ANNUAL CALENDAR FOR MARCH ARE:**

- Fire drill. Accident register in place and safety officer briefed on roles and responsibilities.
- Review and update H&S policies with H&S committee and staff rep
- Complete performance agreements and professional development programmes for all staff
- Prepare accounts for audit
- Annual community picnic and meeting
- Prepare action plan for curriculum review focus
- Negotiate Principal’s performance agreement
- 1st March roll return completed

### **IN-COMMITTEE:**

- Two items

**I/We move that the meeting go “In Committee” in terms of the Local Government Official Information and Meetings Act 1997 and its amendments, to discuss Personal Interests,** the meeting went In Committee at 7.51pm to discuss two items.

Moved that the meeting go Out of Committee at 7.58pm

**Dale MacDonald/Sonia Emerson**

### **CLOSURE:**

There being no further business the meeting closed at 7.59pm.

I confirm these minutes to be a true record of the meeting held on Tuesday 20<sup>th</sup> February and the resolutions agreed at that meeting.

Signed:.....  
(Chairperson)

Date:.....



## Principal’s Report to the Board Meeting to be held on Tuesday 4<sup>th</sup> April 2024

**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**

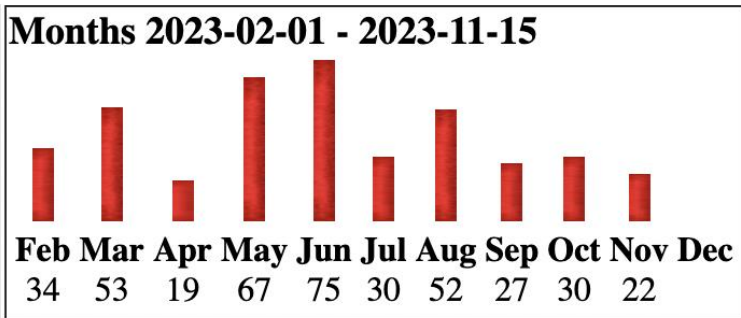
**2024 Stand down data**

We have made eight 1 day stand downs this year and one 2 day stand down. Two children have had two 1 day stand downs for separate incidents. A total of seven children have had stand downs. 6/7 of the children have been boys. All of the children have been of New Zealand European or European descent. The seven children included two year 2 students, two year 4 students, two year 5 students and one year 6 student.

**2024 Restraint data**

This year we have used restraint to manage challenging behaviour six times. The restraint incidents have involved three students who are all boys. Two are year 5 and one is year 3. Each time restraint was used, the parents were offered an opportunity to debrief the incident. In each incident a teacher restrained the child. I am very happy that the decision to use restraint was justified and minimal restraint was used.

Behaviour Incident Data



The number of concerning behaviour incidents has reduced significantly across the year. The reduction began at the start of term 3 and has been sustained for the first half of this term. In terms 1 & 2 there were 244 incidents recorded in etap. In term 3 and 4 there have been 131.



<b>Children Of concern</b>	<b>Number of incidents per child Term 1</b>	<b>Number of incidents per child Term 2</b>	<b>Number of incidents per child Term 3</b>	<b>Number of incidents per child to week 5 Term 4</b>	<b>Total for the year so far</b>
Child A	20	20	13	10	63
Child D	5	16	11	5	37
Child C	9	15	6	0	30
Child B	12	7	4	2	25
Child G	4	8	5	3	20
<b>Child R</b>	<b>1</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>19</b>
Child I	3	7	4	4	18
Child E	0	12	0	0	12
Child AC	0	2	7	2	11
Child S	1	4	4	0	9
Child T	0	3	5	1	9
Child X	1	3	4	1	9
Child J	1	6	1	0	8
Child H	3	2	2	0	7
Child F	4	2	0	0	6
Child M	1	1	4	0	6
Child AA	1	2	1	1	5
Child Q	2	0	2	1	5
Child AQ	0	0	2	2	4
Child L	2	1	1	0	4
Child AE	1	0	2	1	4
Child W	1	3	0	0	4
Child Y	1	0	2	1	4
Child N	1	0	2	1	4
Child AB	1	1	1	1	4
Child AF	1	1	1	0	3
Child O	2	1	0	0	3
Child Z	0	2	1	0	3
Child V	0	3	0	0	3
Child U	0	2	1	0	3
Child K	3	0	0	0	3
Child AG	0	1	2	0	3
Child AD	0	0	3	0	3
Child P	2	1	0	0	3
Child BB	0	1	0	1	2
Child AL	1	1	0	0	2
Child AJ	0	2	0	0	2

Child AH	2	0	0	0	2
Child AP	1	0	1	0	2
Child BL	0	0	1	1	2
Child BJ	0	0	1	1	2
Child AM	1	1	0	0	2
Child AO	1	1	0	0	2
Child AK	0	2	0	0	2
Child AN	1	1	0	0	2
Child AI	2	0	0	0	2

After five weeks of term 4 only one child has had a term 3 to term 4 increase in the number of behaviour incidents reported. 5/7 of the students with the highest totals are children in Years 3 or 4.

**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**

We are on target towards achieving almost all the 2023 actions as outlined in our [2023-2025 strategic plan](#).

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

Our technology learning space de-development in Room 10 is continuing to progress well. Having the technical advice from Neville Myers has been very helpful during the design phase. We have now finalised the design and work is expected to begin before the end of term 4.

Our curriculum development has also progressed very well with the input from Katie Tullet from ImpactEd. Our teaching team have finalised detailed learning plan templates, the term 1 long term plan, the camp programme and the William Pike Challenge. A funding application was completed to reduce the cost of the William Pike Challenge participation.

Our roll numbers for 2024 were looking to be close to 30 students however this has reduced down and is currently sitting at 23 students. This has happened because a few families have chosen to enrol their child at WIS so they can remain with existing friends.

Our team has also begun planning the layout of their learning spaces and will soon be in a position to order the year 7 furniture. The students will also be involved in talking about how they like to work and how this might influence the furniture we purchase.

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

Jase Williams worked one-to-one coaching teachers and teacher aides on their practice and what they can change to help strengthen the way that they respond to students who present with challenging behaviour. Bek and Julie will use some of the time on our upcoming teacher only day to share with us the work they have developed during the year to ensure our wellbeing curriculum is consistently implemented across all classes in 2024.

	<p><b>Goal 3: Our communication and partnerships between home and school are strong.</b></p> <p>Mary ran a very successful new parents meeting and a Reading Together series of workshops. The feedback from our new parents meeting was very positive and constructive with some insightful information gathered about some of our systems and processes and how we can improve these to ensure they are more family friendly. This included the suggestion of recording sessions for parents who can't attend so that the information can be accessed by all.</p> <p><b>Goal 4: We are ready to implement the refreshed curriculum that reflects our village and rural school experience.</b></p> <p>On our upcoming teacher only day we will be exploring the new "progress steps" that have been incorporated into the mathematics and English curriculum. We had hoped to be able to unpack the common practice model with our staff but this has been held up until the new government is in place.</p> <p>We have also committed to working on the Kahui Ako Curriculum Pathways project that has the goal of aligning our literacy and mathematics programmes, assessment tools and moderating teacher interpretations of achievement benchmarks. This work began this term and is supported by ImpactEd.</p>
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<b>Objective 2: Barrier-free access – Great education opportunities and outcomes are within reach for every learner</b>	
<b>Priority 3:</b>	<b>Reduce barriers to education for all, including for Māori and Pacific learners/ākonga, disabled learners/ākonga and those with learning support needs</b>
	Refer to SENCO report.
<b>Priority 4:</b>	<b>Ensure every learner/ākonga gains sound foundation skills, including language, literacy and numeracy</b>
	End of year assessment data is currently being gathered and analysed by teachers. A student achievement report will be available at the start of the 2024 year.

<b>Objective 3: Quality teaching and leadership – Quality teaching and leadership make the difference for learners and their whānau</b>	
<b>Priority 5:</b>	<b>Meaningfully incorporate te reo Māori and tikanga Māori into the everyday life of the place of learning</b>
	We still aspire to run a bespoke Te Reo programme at Wakefield School in the future. We plan to engage in this at a time that it can be our sole professional learning focus. Brightwater School is keen to collaborate on this and is in a similar position to us.

<b>Priority 6:</b>	<b>Develop staff to strengthen teaching, leadership and learner support capability across the education workforce</b>

<b>Objective 4: Future of learning and work – Learning that is relevant to the lives of New Zealanders today and throughout their lives</b>	
<b>Priority 7:</b>	<b>Collaborate with industries and employers to ensure learners/ ākonga have the skills, knowledge and pathways to succeed in work</b>
	Our Year 7 programme development has included working to build collaboration with local and regional businesses so that our year 7 & 8 learners build a growing awareness of the career opportunities that exist.

## **Term 1 2024 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.
School Planning and Reporting	<p>Sections of the most recent school strategic plan that require yearly updating have been updated so that the strategic plan remains in place for 2023, and that this will be forwarded with the analysis of variance to the Ministry of Education as soon as the ANOVA is completed.</p> <p>A single PDF file of the annual report for the auditor (including audited financial statements and required signatures) will be submitted to the Ministry through the School Data Portal by the board by 31 May.</p> <p>Once approved by the board the school strategic plan and annual report will be made available for public view.</p>
Equal Employment Opportunities	The school complies with the Equal Employment Opportunities (EEO) policy and that an EEO statement is in the annual report (including any issues from the previous year).

Healthcare	The policies and procedures relating to first aid, recording and notification of accidents, and managing/administering/recording medication are up-to-date and implemented correctly.
Planning and Preparing for Emergencies, Disasters, and Crises (every term)	There are emergency plans in place that provide emergency and evacuation procedures. Planning and procedures are up to date and in hard copy, and emergency supplies are checked and up to date, with the exception of the lockdown procedure which we are waiting for police feedback on. A trial fire evacuation is planned to be completed before the end of term 1.
Learning Support	Teachers of students with learning support needs have a sound understanding of student needs, and systems are in place to support these students
Health Education	We plan to complete our biannual consultation with the school community on our health curriculum implementation, and a statement on the delivery of the health curriculum will be adopted after this consultation is completed.
Safety Management System and Worker Engagement, Participation, and Representation	The school safety management system aligns with board duties under the Health and Safety at Work Act 2015, including ensuring the safety of workers, providing a safe environment for workers and other people at the school, and minimising risks to health and safety. Workers have had the opportunity to participate in improving workplace health and safety through weekly staff meetings.
Healthcare (also see subtopics)	The policies and procedures relating to first aid, recording and notification of accidents, and managing, administering, and recording medication are up to date and implemented correctly.
Digital Technology and Online Safety	Digital Technology and Online Safety policies to promote internet safety and prevent bullying are being implemented correctly. We have not had any breaches in digital safety this term.



Freya Hogarth  
Principal

# Minutes

## Of the Finance Sub-Committee Meeting held on Tuesday 19<sup>th</sup> March 2024 at 9.00am

**Present:** Freya Hogarth, Laura McRobert, Olivia Krammer & Sonia Emerson

**Apologies:** Dale MacDonald

### **Confirmation Of Previous Minutes:**

***Motion:*** Move that the minutes from the finance committee meeting held on Thursday 15<sup>th</sup> February 2024

**Sonia Emerson/Freya Hogarth**

### **Matters Arising from Minutes:** Thursday 15<sup>th</sup> February 2024

- Nil

### **Additional items of Business**

- **Property finance**  
Sonia would like to arrange a meeting with Pete from Onus around gaining more insight into the projects that have been taking place this year. Freya to arrange a meeting.
- **Kathy's backpay finalisation**  
Olivia to do a reconciliation of what Kathy was paid as part of her settlement backpay on her sports co-ordinator role in regards to the pay equity settlement and her historical incorrect rate for all years of her role as sports co-ordinator. So a final payment can be ratified for payment to Kathy.

### **Finance**

- **Banking staffing**  
The banking staffing has not decreased as we had hoped at the end of PP26. We are looking at a deficit of around \$22k which means this will come as an adjustment in our July op's grant. We will also look to shift a staff member from teachers salary to bulk grant later in the year and we may look to enter relievers from bulk grant also to help reduce further deficits going forward.
- **BOT TA Time**  
The BOT ta time that was agreed had only just started to take place early March, so this will need to continue into part of term 2, it would be good to reassess this agreement of additional TA time in early term 2 so there is no interruption to the current plan.

## **GST**

- A GST return is due 28<sup>th</sup> March 2024, with an approx refund of **\$17,428.72**

## **Supplier Payments**

- The Finance sub-committee ratify the payment made on **20th February** as per the approved Bank Preview Payment report for the amount of **\$18,149.17**

## **Credit Card Payment**

- The Finance sub-committee ratify the payment made on **22nd February** as per the approved credit card statement for the amount of **\$178.28**

## **CLOSURE**

There being no further business the meeting closed at 9.45am.

### **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 Dale MacDonald, following each finance meeting.***

***Bank Preview Payment- the bank preview payment will be viewed and signed off by the Chairperson, Dale MacDonald and Treasurer, Sonia Emerson, following each finance meeting.***

**Profit & Loss [Budget Analysis]**

January 2024 To February 2024

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
4-0000	Income				
4-1000	Ministry of Education Grants				
4-1100	MoE Operational Grants	\$102,722.58	\$404,990.88	-\$302,268.30	(74.6)%
4-1200	MoE Special Education Grants	\$0.00	\$4,000.00	-\$4,000.00	(100.0)%
4-1400	Additional Relief Teach Grant	\$0.00	\$55,217.60	-\$55,217.60	(100.0)%
4-1700	COL	\$2,691.79	\$1,000.00	\$1,691.79	169.2%
4-1800	TAPEC Recalculation	\$37,051.06	\$108,565.00	-\$71,513.94	(65.9)%
4-1900	Other MoE Grants	\$25,150.00	\$4,000.00	\$21,150.00	528.8%
4-1950	MOE Curriculum Donation Scheme	\$0.00	\$38,920.44	-\$38,920.44	(100.0)%
	<b>Total Ministry of Education Grants</b>	<b>\$167,615.43</b>	<b>\$616,693.92</b>	<b>-\$449,078.49</b>	<b>(72.8)%</b>
4-2000	Other Grants				
4-2100	RTL Grants	\$0.00	\$4,500.00	-\$4,500.00	(100.0)%
4-2200	Other Grants	\$0.00	\$4,000.00	-\$4,000.00	(100.0)%
4-2500	ACC Funding	\$0.00	\$35,800.00	-\$35,800.00	(100.0)%
	<b>Total Other Grants</b>	<b>\$0.00</b>	<b>\$44,300.00</b>	<b>-\$44,300.00</b>	<b>(100.0)%</b>
4-3000	Locally Raised Funds				
4-3200	School Donation	\$300.00	\$0.00	\$300.00	NA
4-3300	Stationery Income	\$228.26	\$700.00	-\$471.74	(67.4)%
4-3500	Hall Hire Income	\$0.00	\$3,000.00	-\$3,000.00	(100.0)%
4-3502	Sponsorship	\$0.00	\$1,000.00	-\$1,000.00	(100.0)%
4-3600	Uniform Income	\$0.00	\$2,500.00	-\$2,500.00	(100.0)%
4-3700	PTA Donations	\$0.00	\$35,000.00	-\$35,000.00	(100.0)%
4-3710	Fundraising Other	\$482.60	\$6,500.00	-\$6,017.40	(92.6)%
4-3720	Other Sundry Income	\$0.00	\$500.00	-\$500.00	(100.0)%
4-3730	Pay It Forward	\$130.00	\$250.00	-\$120.00	(48.0)%
	<b>Total Locally Raised Funds</b>	<b>\$1,140.86</b>	<b>\$49,450.00</b>	<b>-\$48,309.14</b>	<b>(97.7)%</b>
4-6200	Activities & Fees				
4-6210	Totara Activities	\$1,234.78	\$10,000.00	-\$8,765.22	(87.7)%
4-6230	Matai Activities	\$0.00	\$10,000.00	-\$10,000.00	(100.0)%
4-6270	Sports Subs	\$156.53	\$0.00	\$156.53	NA
	<b>Total Activities &amp; Fees</b>	<b>\$1,391.31</b>	<b>\$20,000.00</b>	<b>-\$18,608.69</b>	<b>(93.0)%</b>
4-9000	Investment Income				
4-9100	Interest Received- Cheque Acc	\$1,841.66	\$3,000.00	-\$1,158.34	(38.6)%
4-9200	Interest Received- Savings Acc	\$0.00	\$100.00	-\$100.00	(100.0)%
4-9300	Interest Received- Term Dep	-\$118.18	\$3,500.00	-\$3,618.18	(103.4)%
	<b>Total Investment Income</b>	<b>\$1,723.48</b>	<b>\$6,600.00</b>	<b>-\$4,876.52</b>	<b>(73.9)%</b>
	<b>Total Income</b>	<b>\$171,871.08</b>	<b>\$737,043.92</b>	<b>-\$565,172.84</b>	<b>(76.7)%</b>
	<b>Gross Profit</b>	<b>\$171,871.08</b>	<b>\$737,043.92</b>	<b>-\$565,172.84</b>	<b>(76.7)%</b>
6-0000	Expenses				
6-1000	Learning Resources				
6-1100	Library Expenses				
6-1120	Library Consumables	\$566.31	\$800.00	-\$233.69	(29.2)%
	<b>Total Library Expenses</b>	<b>\$566.31</b>	<b>\$800.00</b>	<b>-\$233.69</b>	<b>(29.2)%</b>
6-1200	Teaching Resources				
6-1210	Totara Syndicate	\$0.00	\$3,000.00	-\$3,000.00	(100.0)%
6-1230	Matai Syndicate	\$313.63	\$3,000.00	-\$2,686.37	(89.5)%
6-1240	Numeracy	\$746.80	\$300.00	\$446.80	148.9%
6-1250	Literacy	\$895.66	\$600.00	\$295.66	49.3%
6-1270	Assessment	\$313.91	\$350.00	-\$36.09	(10.3)%
6-1280	Physical Education	\$0.00	\$1,500.00	-\$1,500.00	(100.0)%



### Profit & Loss [Budget Analysis]

January 2024 To February 2024

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
6-1290	Reading Recovery	\$0.00	\$200.00	-\$200.00	(100.0)%
6-1300	Learning Support	\$0.00	\$2,500.00	-\$2,500.00	(100.0)%
6-1310	Other Curriculum Areas	\$0.00	\$400.00	-\$400.00	(100.0)%
6-1320	Science	\$45.25	\$500.00	-\$454.75	(91.0)%
6-1330	Enviro	\$0.00	\$500.00	-\$500.00	(100.0)%
6-1360	Arts	\$0.00	\$500.00	-\$500.00	(100.0)%
6-1370	Cultural	\$0.00	\$500.00	-\$500.00	(100.0)%
<b>Total Teaching Resources</b>		<b>\$2,315.25</b>	<b>\$13,850.00</b>	<b>-\$11,534.75</b>	<b>(83.3)%</b>
<b>Total Learning Resources</b>		<b>\$2,881.56</b>	<b>\$14,650.00</b>	<b>-\$11,768.44</b>	<b>(80.3)%</b>
6-1400	Classroom Consumables				
6-1450	Awards & Discipline	\$0.00	\$300.00	-\$300.00	(100.0)%
6-1451	Matai Piwakawaka	\$0.00	\$750.00	-\$750.00	(100.0)%
6-1452	Matai Kereru	\$40.88	\$500.00	-\$459.12	(91.8)%
6-1453	Matai Tui	\$8.04	\$500.00	-\$491.96	(98.4)%
6-1456	Totara Karearea	\$1,546.86	\$1,000.00	\$546.86	54.7%
6-1457	Totara Kotare	\$1,730.59	\$250.00	\$1,480.59	592.2%
<b>Total Classroom Consumables</b>		<b>\$3,326.37</b>	<b>\$3,300.00</b>	<b>\$26.37</b>	<b>0.8%</b>
6-2000	Activities & Fees				
6-2100	Totara Activities	\$2,169.59	\$10,000.00	-\$7,830.41	(78.3)%
6-2200	Arrow Activities	\$0.00	\$10,000.00	-\$10,000.00	(100.0)%
6-2400	Curriculum Expenses Donation Scheme	\$698.55	\$38,920.44	-\$38,221.89	(98.2)%
6-2700	Sports Subs	\$260.87	\$0.00	\$260.87	NA
6-2810	Fundraising Other	\$246.52	\$2,500.00	-\$2,253.48	(90.1)%
<b>Total Activities &amp; Fees</b>		<b>\$3,375.53</b>	<b>\$61,420.44</b>	<b>-\$58,044.91</b>	<b>(94.5)%</b>
6-3000	Personnel Expenses				
6-3110	Administration Staff	\$24,172.76	\$99,000.00	-\$74,827.24	(75.6)%
6-3120	Caretaking Staff	\$9,017.50	\$62,000.00	-\$52,982.50	(85.5)%
6-3130	Library Staff	\$8,022.05	\$42,000.00	-\$33,977.95	(80.9)%
6-3140	Support Staff	\$12,683.48	\$190,000.00	-\$177,316.52	(93.3)%
6-3145	Itinerant Music Teachers	\$333.00	\$5,000.00	-\$4,667.00	(93.3)%
6-3150	Relief Teachers	-\$2,850.75	\$24,000.00	-\$26,850.75	(111.9)%
6-3200	Health & Safety	\$0.00	\$500.00	-\$500.00	(100.0)%
6-3300	ACC Levies	\$0.00	\$1,500.00	-\$1,500.00	(100.0)%
6-3400	Staff Appointments	\$0.00	\$500.00	-\$500.00	(100.0)%
6-3500	Professional Development	\$2,950.87	\$7,000.00	-\$4,049.13	(57.8)%
6-3650	COL Costs	\$0.00	\$1,000.00	-\$1,000.00	(100.0)%
6-3700	Principals Professional Coaching & We	\$478.26	\$0.00	\$478.26	NA
<b>Total Personnel Expenses</b>		<b>\$54,807.17</b>	<b>\$432,500.00</b>	<b>-\$377,692.83</b>	<b>(87.3)%</b>
6-4000	Administration Expenses				
6-4100	Board of Trustees Expenses				
6-4110	BOT Administration	\$0.00	\$300.00	-\$300.00	(100.0)%
6-4120	BOT Hospitality	\$692.36	\$2,500.00	-\$1,807.64	(72.3)%
6-4130	BOT Professional Development	\$0.00	\$500.00	-\$500.00	(100.0)%
6-4150	BOT Attendance Fees	\$0.00	\$4,350.00	-\$4,350.00	(100.0)%
6-4170	Strategic Development	\$0.00	\$1,000.00	-\$1,000.00	(100.0)%
<b>Total Board of Trustees Expenses</b>		<b>\$692.36</b>	<b>\$8,650.00</b>	<b>-\$7,957.64</b>	<b>(92.0)%</b>
6-4200	Information Technology				
6-4210	Teacher Laptop Lease	\$880.31	\$4,000.00	-\$3,119.69	(78.0)%
6-4220	ICT Consumables & Repairs	\$82.09	\$2,000.00	-\$1,917.91	(95.9)%
6-4230	ICT Technical Support	\$979.77	\$1,500.00	-\$520.23	(34.7)%
<b>Total Information Technology</b>		<b>\$1,942.17</b>	<b>\$7,500.00</b>	<b>-\$5,557.83</b>	<b>(74.1)%</b>

**Profit & Loss [Budget Analysis]**

January 2024 To February 2024

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
6-4300	Admin Office Expenses				
6-4305	Office Stationery Supplies	\$117.57	\$900.00	-\$782.43	(86.9)%
6-4310	Telephone	\$575.71	\$3,200.00	-\$2,624.29	(82.0)%
6-4320	Internet & Email Costs	\$0.00	\$900.00	-\$900.00	(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	\$1,435.00	\$800.00	\$635.00	79.4%
6-4345	Uniform	\$0.00	\$2,500.00	-\$2,500.00	(100.0)%
6-4350	Photocopier Lease	\$1,971.32	\$13,000.00	-\$11,028.68	(84.8)%
6-4360	Photocopy Paper	\$0.00	\$2,000.00	-\$2,000.00	(100.0)%
6-4370	Etap Subscription	\$2,332.00	\$3,500.00	-\$1,168.00	(33.4)%
6-4380	School Docs	\$0.00	\$1,600.00	-\$1,600.00	(100.0)%
6-4390	NZSTA Copyright Subscription	\$0.00	\$1,200.00	-\$1,200.00	(100.0)%
	<b>Total Admin Office Expenses</b>	<b>\$6,431.60</b>	<b>\$30,350.00</b>	<b>-\$23,918.40</b>	<b>(78.8)%</b>
6-4400	General Expenses				
6-4410	Accounting Fees	\$173.60	\$4,000.00	-\$3,826.40	(95.7)%
6-4420	Audit Fees	\$0.00	\$5,500.00	-\$5,500.00	(100.0)%
6-4425	Kindo Fees	\$20.24	\$300.00	-\$279.76	(93.3)%
6-4430	Bank Charges	\$0.00	\$50.00	-\$50.00	(100.0)%
6-4440	Eftpos Hire & Merchant Fees	\$139.82	\$1,000.00	-\$860.18	(86.0)%
6-4450	First Aid	\$288.73	\$1,300.00	-\$1,011.27	(77.8)%
6-4455	Laundry	\$101.79	\$650.00	-\$548.21	(84.3)%
6-4460	Hospitality - Principal	\$0.00	\$300.00	-\$300.00	(100.0)%
6-4470	Insurance	\$0.00	\$9,000.00	-\$9,000.00	(100.0)%
6-4490	Repairs & Maintenance - Equip	\$0.00	\$500.00	-\$500.00	(100.0)%
6-4500	Staffroom Consumables	\$310.51	\$2,000.00	-\$1,689.49	(84.5)%
6-4600	Subscriptions	\$667.65	\$3,600.00	-\$2,932.35	(81.5)%
6-4610	Accessit Subscription	\$1,360.00	\$1,400.00	-\$40.00	(2.9)%
6-4620	EAP Services	\$250.00	\$500.00	-\$250.00	(50.0)%
6-4630	Funding Applications	\$235.00	\$0.00	\$235.00	NA
6-4700	Other Sundry Expenses	\$175.00	\$500.00	-\$325.00	(65.0)%
	<b>Total General Expenses</b>	<b>\$3,722.34</b>	<b>\$30,600.00</b>	<b>-\$26,877.66</b>	<b>(87.8)%</b>
	<b>Total Administration Expenses</b>	<b>\$12,788.47</b>	<b>\$77,100.00</b>	<b>-\$64,311.53</b>	<b>(83.4)%</b>
6-5000	Property Expenses				
6-5100	Caretaking & Cleaning				
6-5110	Caretaking Materials	\$728.48	\$2,500.00	-\$1,771.52	(70.9)%
6-5115	Cleaning Supplies	\$957.83	\$5,000.00	-\$4,042.17	(80.8)%
6-5120	Cleaning Contract	\$3,666.79	\$22,000.00	-\$18,333.21	(83.3)%
6-5125	Hygiene Services	\$0.00	\$720.00	-\$720.00	(100.0)%
6-5130	Caretaking Equipment & Repairs	\$0.00	\$1,200.00	-\$1,200.00	(100.0)%
6-5140	Rubbish Removal	\$197.00	\$2,000.00	-\$1,803.00	(90.2)%
	<b>Total Caretaking &amp; Cleaning</b>	<b>\$5,550.10</b>	<b>\$33,420.00</b>	<b>-\$27,869.90</b>	<b>(83.4)%</b>
6-5200	Power, Heat & Water Rates				
6-5210	Electricity	\$3,274.98	\$18,000.00	-\$14,725.02	(81.8)%
6-5220	Diesel	\$0.00	\$10,000.00	-\$10,000.00	(100.0)%
6-5230	Water Rates	\$2,184.53	\$5,000.00	-\$2,815.47	(56.3)%
	<b>Total Power, Heat &amp; Water Rates</b>	<b>\$5,459.51</b>	<b>\$33,000.00</b>	<b>-\$27,540.49</b>	<b>(83.5)%</b>
6-5300	Grounds				
6-5310	Mowing Contract	\$215.98	\$2,500.00	-\$2,284.02	(91.4)%
6-5320	Trees and Shrubs	\$0.00	\$500.00	-\$500.00	(100.0)%
6-5330	Property Rates	\$2,072.10	\$10,000.00	-\$7,927.90	(79.3)%

**Profit & Loss [Budget Analysis]**

January 2024 To February 2024

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
	Total Grounds	\$2,288.08	\$13,000.00	-\$10,711.92	(82.4)%
6-5400	Buildings & Other				
6-5410	Alarm Monitoring	\$750.00	\$2,500.00	-\$1,750.00	(70.0)%
6-5420	Painting Contract	\$0.00	\$20,000.00	-\$20,000.00	(100.0)%
6-5430	Repairs & Maintenance - Prop	\$476.00	\$8,500.00	-\$8,024.00	(94.4)%
6-5435	Repairs & Maintenance General	\$895.51	\$2,000.00	-\$1,104.49	(55.2)%
6-5440	Vandalism	\$0.00	\$1,025.00	-\$1,025.00	(100.0)%
	Total Buildings & Other	\$2,121.51	\$34,025.00	-\$31,903.49	(93.8)%
	Total Property Expenses	\$15,419.20	\$113,445.00	-\$98,025.80	(86.4)%
6-9000	Depreciation - Building				
6-9100	Depre - Building	\$806.54	\$4,939.28	-\$4,132.74	(83.7)%
6-9200	Depre - School Equip	\$1,389.96	\$9,000.00	-\$7,610.04	(84.6)%
6-9300	Depre - School Furniture	\$1,208.84	\$5,129.30	-\$3,920.46	(76.4)%
6-9400	Depre - Other Equipment	\$2,069.06	\$9,104.19	-\$7,035.13	(77.3)%
6-9500	Depre - Office Furniture	\$172.34	\$1,034.08	-\$861.74	(83.3)%
6-9600	Depre - Computer Equipment	\$1,746.38	\$8,343.60	-\$6,597.22	(79.1)%
6-9700	Depre - Library Resources	\$643.52	\$3,858.70	-\$3,215.18	(83.3)%
6-9800	Depre - Leased Assets	\$2,833.34	\$18,000.00	-\$15,166.66	(84.3)%
	Total Depreciation - Building	\$10,869.98	\$59,409.15	-\$48,539.17	(81.7)%
	Total Expenses	\$103,468.28	\$761,824.59	-\$658,356.31	(86.4)%
	Operating Profit	\$68,402.80	-\$24,780.67	\$93,183.47	376.0%
	Total Other Expenses	\$0.00	\$0.00	\$0.00	NA
	Net Profit/(Loss)	\$68,402.80	-\$24,780.67	\$93,183.47	376.0%

# Minutes

## Of the Property, Health & Safety Sub-Committee Meeting held on Monday 25<sup>th</sup> March at 5:00pm

**Present:** Bruce, Dane & Freya

**Apologies:** Dale

**Confirmation of previous minutes:** Thursday 16<sup>th</sup> November 2023

***Motion:*** Move that the minutes from the property sub-committee meeting held on Thursday 16<sup>th</sup> November 2023 to be correct

**Freya Hogarth/Bruce Puklowski**

**Matters arising from minutes:** 16<sup>th</sup> November 2023

- Bruce has been in touch with Wormald regarding the bills. He has sprayed all sensors with Miss Muffet's revenge and since then we haven't had any callouts from sensor.
- Water leak remission – TDC turned this application down. Bruce is following this up.
- Building WOF is all up to date and on display as required.
- Boiler safety assessment has been completed. Pressure release valve has been replaced and this has now been signed off.
- Pathway from the Hall account came in less than half the amount quoted.
- Shade sale replaced through insurance claim. This required quite a few meetings until it was finally sorted. This has resolved tow issues – providing shade and stopping the water falling straight onto the deck when it rains.

### **Monthly Safety Reports**

- Bruce/Dane – Property Report
  - Only a few issues since the start of the year. We are monitoring the new deck along rooms 3-6 for being slippery. Log circle – log is being rolled by students but no major risk is deemed and students are enjoying this so we will leave it as is for now. Some teacher concerns about room 12 & 13 in the mornings. We continue to monitor this but hasn't been a problem.
- Dale – Health & Safety Report
  - Nothing of significant concern

### **Swimming Pool**

- Continues to run well. Closing on 7 April with no closing party. Bruce is making a list of things that need to be attended to over the holidays.

- Planned upgrade to the chlorinator over winter
- Bruce to follow up on pool chemical handling certificate

### **Items of General Business**

- **Accessible Playground** – Full design concept received from Creo. Accessible Playground working group met on 12 March, and decided to seek a quote/s based on this full scope of work (3 play spaces), seek other quotes based on this design, develop a funding strategy and start to submit funding applications etc. Once we know how much we are likely to get via funders / fundraising, we can dial in the design a bit more, consult more widely and figure out exactly what we want and what we are able to afford).
- **NIK update** – At this stage we are expecting NIK will begin their installations in April. Carl believes the NIK project has been put off to the end of the year and that seems to fit with what other principals have said to Freya. Freya will email to check what is happening.
- **5YA & AMS** – Toilet block & hall toilet – Carl is working on this and will be done over the April holiday period. The electrical upgrade will happen around the same time. This includes increasing the electrical supply to the school. We are expecting to only have \$40K left in our 5YA after these works are completed.
- **Painting contract** – We will put off painting until Christmas time. Bruce will use some of the money from the \$20K budgeted this year to do a whole school wash and gutter clear. The painting company is going to come up with a new colour scheme and we will then paint base boards and panels under the windows so that most of the school still fits in with the new colour scheme.
- **Signage update** – Sign on the end of Room 15 needs upgrading. Bruce and Freya will look further into the design and cost of this and report back.
- **Staff toilets** – Freya has discussed this project with Carl and will seek some concepts and cost indication from Onus.
- **Tree damage** – Bruce has contacted an arborist regarding a tree that has a large branch hanging by a small piece. The arborist will be coming in the next few days to remove this.

**Meeting finished: 5:43pm.**

## **Staff Report March 2024**

### **Highlights in student learning this month:**

#### **Piwakawaka Team**

Piwakawaka have been exploring the life cycles of frogs and butterflies. They have also created some beautiful art displays around this learning.

They really enjoyed swimming this term but are pleased it's now finished as the students have been very tired. Everyone enjoyed their Easter break.

#### **Kereru Team**

#### **Tui Team**

Highlights include an increase in teacher aide time - has been a huge help in supporting the smooth running of the classroom and enabling more differentiated learning where it is needed.

We had a visit from the Nelson Museum Educator to tell her versions of local pūrākau. Hut building in the school reserve area for our team 'reward day'.

#### **Toroa Team**

Highlights from this month included Marahau camp, learning about creatures in the local area, including Faulkner's Bush and Waiiti and then doing a comparison against what we found in the estuary on camp and habitats.

#### **Karearea Team**

"In Rooms 7 and 8 we've just finished camp. This term we've been looking into ecosystems around our community. We started by looking into our school ecosystem and what creatures/insects are present. We then compared this to the ecosystem at Faulkner's Bush (making the decision that Faulkner's Bush ecosystem was healthier because there were more creatures around due to less foot traffic).

We then learned about ecosystems in estuaries and investigated the ecosystems in Kaiteriteri and Mārahau, comparing the different types of creatures we found here and looking to see if they are healthy ecosystems.

On camp, the Waka Ama experience was very popular (with both tamariki and students) and the team at Waka Ama Abel Tasman went out of their way to make sure all our whānau could come on board. We learned about pūrākau from our area (how Nelson Bays and Kaiteriteri was popular stopping grounds for early voyagers as they traveled between the islands) and tikanga about waka ama."

#### **Kotare**

A highlight of this term has been our week-long camp at Tōtaranui and all the student-owned preparation that went into it being a success.

Our year 7s;

- planned their menu, including portions and pricing, and precooked/froze all four main meals
- Mac and cheese and chicken fried rice were highlights.
- made warm beanies to learn about properties of outdoor-suitable fabrics and learn basic sewing skills that will lead on to them creating individualised outdoor items.
- fundraised \$600+ via a carwash and raffle

-planning gear needed and organising school equipment

On camp the programme included a hike to Awaroa, estuary and beach studies, Māori fishing technology and Polynesian navigation workshops from Marine biologist Richard de Hamel and lots of social/emotional learning via team building activities, time away together and facing challenge - many had not been away from family for five days and four nights before. All students achieved our informal class moto in their own way at some point during camp... feel the fear and do it anyway.

#### Other Highlights

- The whole school enjoyed the "**Celebrate Science**" morning. Isobel puts a huge amount of work into organising this event. This year it was run slightly differently in that the New Entrant classes celebrated science with their teachers in their own classrooms.
- The whole School also enjoyed the "Strike Performance". (drummers)
- There were a number of large sporting events - a whole school Triathlon, The Wakefield School Swimming Sports for years 4 - 7 (plus capable year 3 students) and we hosted the Waimea South Cluster Swimming Sports, for years 4 - 6 (and capable year 3's)
- Unfortunately the Year 7 students missed out on the NISSA Summer Tournament this year as they were at camp..
- Isobel took a small group of year 4 students to Whenua Iti for the Tasman Mission event which encourages students to take leadership in looking after the environment. This fitted with the learning that Tui team had been focused on this term.
- Staff first Aid Course - refresher and full