



May 2024

Our Vision

Our Children will be Confident Lifelong Learners

Circulation:

Brad Pyers
Dane Boswell
Dale MacDonald
Freya Hogarth
Kathy Ameen
Sonia Emerson
Hillary McDonald
David McKenzie
Elizabeth Chandler
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 Motions and amendments once proposed and accepted may not be withdrawn without the consent of the meeting.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 23rd May 2024, 5.30pm
Venue: Staffroom

5.00pm – 5.30pm Review of school policies (optional)

1. Strategic Focus and Special Presentation

- Nil

2. Welcome and apologies

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

3. Administration

- Confirmation of Minutes (March 2024)
- Matters Arising from Minutes
- Correspondence (Copy of Inward/Outward Mail Tabled)

DATE	FROM	CONTENT	TO
26/04/2024	Emily Cahill	Maternity Leave request	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 May

- Present/approve annual accounts and auditor's report
- EEO Annual report
- Discuss/approve reviewed policies
- Review school travel plan (biennially - odd numbered years)
- Annual consultation with Maori community

6. General Business

- Welcome to Hillary MacDonald, Elizabeth Chandler & Dave McKenzie

- Delegations
- Te Whakarōputanga Kaitiaki Kura / NZ School Boards Association - Professional Development update
- Rural Resilience Expo - Emergency Plan update and communication
- Nelson Tasman Kindergartens - Submission for Wakefield Kindergarten

7. In-Committee Meeting

- Nil

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

- Report: Annual consultation with Maori community
- **Matai Tui report on curriculum and student achievement**

9. Closure

**MINUTES OF THE WAKEFIELD SCHOOL BOARD OF TRUSTEES MEETING
In the Staffroom at 5.30pm Thursday 4th April 2024**

PRESENT: Dale McDonald, Dane Boswell, Freya Hogarth, Kathy Ameen, Laura McRobert, Sonia Emerson & Chris Hollands

APOLOGIES: Brad Pyers

STRATEGIC FOCUS AND SPECIAL PRESENTATION:

- Totara Karearea 7 & 8 report on curriculum and student achievement.

DECLARATION OF INTEREST: (See Standing Orders)

- Nil

ADDITIONAL GENERAL BUSINESS ITEMS:

- Teacher Aide Time

CONFIRMATION OF PREVIOUS MINUTES:

Motion: Move that the minutes from the Board meeting held on 20th February 2024 to be correct

Dale MacDonald/Sonia Emerson

MATTERS ARISING FROM MINUTES DATED: 20th February 2024

- Nil

CORRESPONDENCE: INWARD

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

Motion: The board agrees to approve the hire of the hall for both Wakefield Volunteer Fire Brigade & Waimea Area Quilt Show and pass on the NZSBA membership.

Dale MacDonald/Sonia Emerson

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.

Stand Downs

Three students have been stood down for a total of 5 days this term. One student has had 3 days of stand downs. A child can only have 5 stand downs a term before they must be suspended for review by the board.

The stand downs were as follows:

Child A 1x two days, 1 x one day

Child B 1 x one day

Child C 1 x one day

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

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

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

Our student kitchen and maker spaces have been well utilised this term as students worked on cooking and sewing projects for camp. Our school has been offered some second hand tools from the Technology Centre in Marlborough including a drill press, a scroll saw and a 3D printer.

Initiative 2: Implement and refine Year 7 curriculum

Nothing to report at this time.

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

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

Our senior leadership team spent a day with Kathryn Berkett discussing how we might use her to support our wellbeing curriculum implementation and grow our collective knowledge. She has agreed to develop some online training modules to be used with all staff (and as a future part of our induction programme). We will be gathering data focused on our most frequently dysregulated or disassociated learners using two measures; how often are they dysregulated or disassociated? And, for how long? We will also be implementing some school wide teaching and learning for all tamariki about the "red and green brain" and recognising what they feel in their body when they are in their "red brain". We will also be running a parent workshop with Kathryn during the year.

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 has been working on a community survey to gather information on topics of interest for parent workshops during the year. This will go out before the end of term.

Initiative 2: Review & improve home & school communication.

Our google sites website is almost ready to go live. Kathy Jessop has put a lot of time into getting this ready for us.

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.

The term 2 teacher only day will be set at our Kāhui Ako principal's hui on 4 April. I will be able to confirm the date for this at our meeting.

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.

Regular newsletter items have begun sharing information with our community about the changes that have been made to the NZ curriculum (although these are under review with the new government) and small bites of information about our Wellbeing Curriculum.

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

Attendance

Currently our regular attendance is very good with 83% of all students attending regularly. Our Māori student attendance is excellent with 92% attending regularly.

All of the children with chronic absences have been justifiably absent.

5/11 of the children with moderate absences have been unjustifiably absent.

11/26 of the children with irregular absences have been unjustifiably absent.

We are working to implement some consistent processes around thresholds for contacting families when repeated unjustified absences occur.

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

Anecdotal reports from teachers are that where they have started a second year with the same student they feel they are making noticeable progress this term especially when compared to students who are new to their classes.

Objective 3: Quality teaching and leadership – Quality teaching and leadership make the difference for learners and their whanau

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

Almost all classes have engaged in learning about the pūrākau that are told in the carvings on our waharoa this term. Teachers are also continuing to embed karakia, waiata and te reo into their classroom routines.

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

All staff participated in the First Aid training on Monday 11 March.

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.

The principal assures the board that the school complies with key legislative and regulatory requirements, that relevant policies and procedures are up to date.

Financial Report:

As per Board Report:

- The financial report was taken as read.

Property Report:

As per Board Report:

- **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.
- **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.

Staff Report:

As per Board Report:

Kathy discussed the staff report, taken as read. Kathy mentioned that although this term has been a short 9 weeks it has been very busy. Cluster swimming sports was a highlight with great child engagement.

Motion: Move the adoption of these reports.

Dale MacDonald/Dane Boswell

ITEMS FROM THE BOARD ANNUAL CALENDAR FOR MARCH

- **Table 1st March roll return**
The roll at 1st of March was 243 students
- **Report on professional growth cycle activities, including advice and guidance programmes for beginning teachers**

Teacher observations were planned for this term but due to the busyness this has been pushed back

- **Report fire drill and safety officer's roles and responsibilities**
The fire drill took place and was completed in under 10 minutes
- **Report review of H&S policies**
- **Principal's professional growth cycle goals reported**
Freya shared her updated professional and hauora goals with the board via email
- **Draft annual accounts presented**
These will be circulated to board members following the meeting
- **Policies for review as per School Docs cycle**
A discussion was had around being more proactive with policy reviews, it was demonstrated how simple this is to do via SchoolDocs

MATTERS OF GENERAL BUSINESS:

- **Code of Conduct for Board Members**
The Board members read through the code of conduct which automatically applies to all members. It outlines the minimum standards of conduct that individual board members are required to meet.
- **Process for review of policies**
As per items from the annual calendar
- **Rural Resilience Expo – 21 April**
The expo is to bring attention to management as individuals and a community for the region in regards to fires, earthquakes etc. Dale has been asked for the school to have a presence there to share emergency plans, educate the community etc.
- **Update on NZSTA training opportunities attended and learnings from these**
Dale has attended various NZSTA trainings and has had some great learnings which were shared with the board. It was discussed that we could include some training at future board meetings with different speakers etc.
- **Board appointment process update**
Dale & Freya met with the interested parties and had a great response, one person decided to withdraw at this time due to being unable to make the time commitment

- **Board co-opting process update**
The Board supported the selection and co-opting option

Motion: *The board agrees to Select Hilary McDonald and co-opt Dave McKenzie and Liz Chandler*

Sonia Emerson/Kathy Ameen

MEETING EXTENSION:

Motion: Dale McDonald moved to extend the meeting at 07.59pm.

Dale McDonald/Sonia Emerson

ADDITIONAL ITEMS OF GENERAL BUSINESS:

- **Teacher Aide time**
Due to the late start board funding is to continue into term 2 and be discussed at the next board meeting

ITEMS FROM THE BOARD ANNUAL CALENDAR FOR MAY ARE:

- 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

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 08.04pm to discuss two items.

Moved that the meeting go Out of Committee at 08.40pm.

Dale MacDonald/Sonia Emerson

CLOSURE:

There being no further business the meeting closed at 08.40pm

I confirm these minutes to be a true record of the meeting held on Thursday 4th April and the resolutions agreed at that meeting.

Signed:.....
(Chairperson)

Date:.....



Principal’s Report to the Board Meeting to be held on 23 May 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

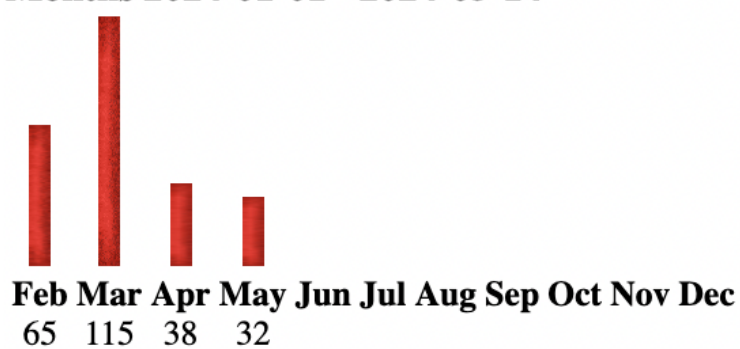
There has been a small number of students engaging in bullying behaviour in our Tōtara syndicate this term. This behaviour has included threats being made on social media, individual students repeatedly targeting another student and an isolated situation where a group of students targeted an individual student. Our response has included engaging with the parents and caregivers of students who have been a victim or a perpetrator of these sorts of behaviour; an explanation of what bullying is and what students can do about it at a Tōtara syndicate assembly; ongoing support and check ins for the students who have experienced bullying (including those who have engaged in bullying behaviour) and communication with our wider community about our bullying prevention and response.

Stand Downs

One child has been stood down for one day this term.

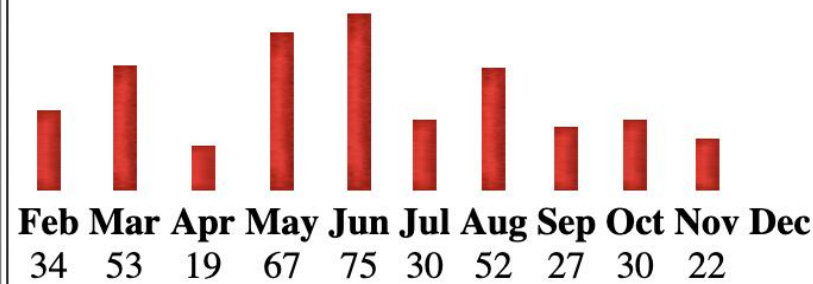
2024 Behaviour Incidents

Months 2024-01-01 - 2024-05-14



2023 Behaviour Incidents

Months 2023-02-01 - 2023-11-15



Since the beginning of term 2 we have seen significant improvements in the behaviour of our students. This has been especially noticeable with our most frequently escalated students being calmer and engaging more successfully with learning.

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

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

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

We have not begun discussions about the development of our Room 3-6 learning spaces as we are still waiting for the final wash up from Onus for our other projects so we know what fund we will have. At this stage we know that the funds will be extremely limited compared with our initial expectations.

Initiative 2: Implement and refine Year 7 curriculum

This term we will be gathering student and parent feedback to check on how well we are meeting expectations for providing a high quality year 7 programme.

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

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

We have further refined our school wide "positive school culture" plan (see appendix) to ensure we have consistent expectations for students. This has been communicated with our staff, students and families.

Six staff members attended a MOE funded workshop with Dr. Ross Greene titled "Moving from Power and Control to Collaboration and Problem Solving: *collaborative and proactive solutions*". This approach fits with our Wellbeing Curriculum and neuroscience informed strategies and research show that when this approach is implemented student behaviour improves. You can learn more about [this approach here](#).

We are also looking forward to a whole staff workshop and a community workshop with Kathryn Berkett in week 9.

The MOE has also invited us to participate in a pilot project focused on meeting the increased social and emotional needs of students.

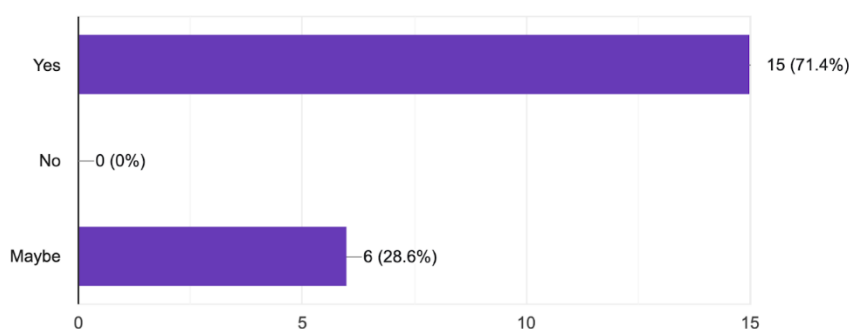
The recent Life Education learning has fitted well with our wellbeing curriculum implementation.

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

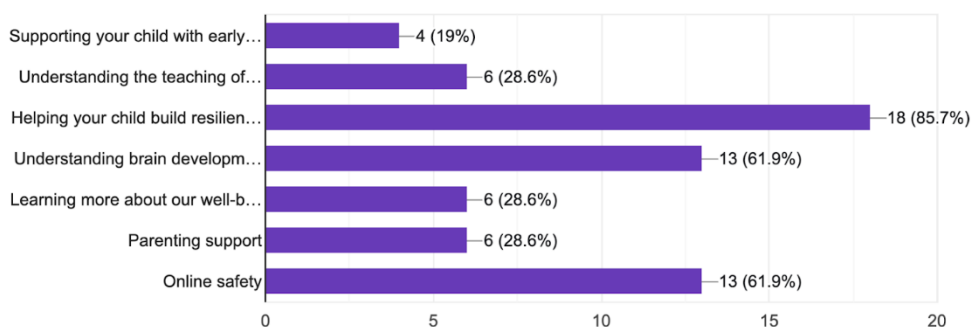
Initiative 1: Refine the community connector role to align with new opportunities.

A survey was shared with our community regarding parent interests for community workshops. We had 21 responses to this survey with the following results.

Would you attend parent education workshops if the topic was relevant to you?
21 responses



Which parent education topics interest you ?
21 responses



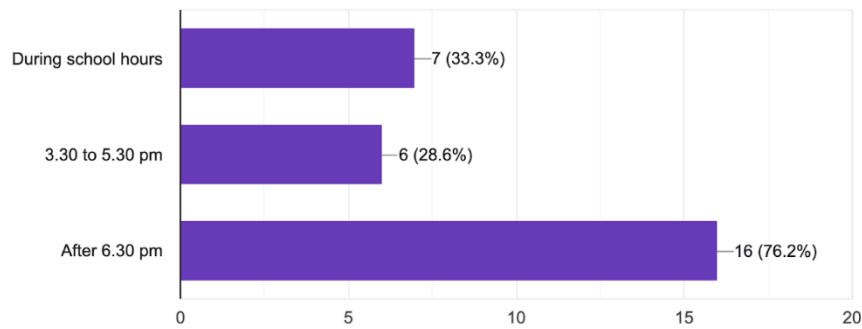
Other topics of interest:

Cultural competence

Bullying/ managing situations involving other children being negative towards your own
Online safety and promoting good family communication around screens, phones and online behaviour is super current and important. - the earlier families can have these skills the better armed the young people are for secondary school and later.

Which of the following times work best for you to attend parent education workshops? We may be able to provide childcare.

21 responses



Initiative 2: Review & improve home & 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.

Our term 2 teacher only day will focus on growing our teachers' understanding of the "science of learning". This is the research the government is using to inform their further re-write of the already published english and mathematics curriculum. We recognise that there are many good things for teachers to know and use from this research and there are also other good pedagogies that teachers should be using that are not included in the "science of learning".

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.

Regular updates have been included in the school newsletter about the changes to the curriculum. This will continue to be a regular feature of the newsletter throughout the year.

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

We continue to work with our staff, students and community to address wellbeing and inclusion issues that have the potential to become barriers to learning. This includes ensuring students with additional learning needs are provided with bespoke support that meets their needs. This year having both our deputy principals share the SENCO role has helped us to more efficiently manage the SENCO workload.

The additional TA time funded by the board in term 1 was greatly appreciated by our staff. This has been shared out so that each team has five hours per week of TA time to support their team in the way that is most beneficial for the teachers. As there was a small delay being able to action the support, we have continued the support into the first weeks of term 2.

Attendance

We are working to establish some attendance indicators to alert our teachers and leadership team to when specific actions need to be taken to follow up on attendance concerns.

This includes:

- Positive messages for our community about the importance of attending school.
- Specific benchmarked actions following repeated unjustified absences or patterns of justified absences before these students become chronically absent.
- The focus of our approach is working with families to identify and reduce any barriers for children who are not attending school regularly.

Term 1 Attendance

Term 1	Regularly attending		Irregular absence		Moderately absent		Chronically absent	
	Number	%	Number	%	Number	%	Number	%
All	179	74	50	21	7	3	5	2
Female	89	76	22	19	3	3	3	3
Male	90	73	28	23	4	3	2	2
Pākehā	163	74	46	21	7	3	5	2
Other	5	71	2	29				
Māori	11	85	2	15				
Y1	21	66	9	28	2	6		
Y2	26	87	3	10			1	3
Y3	28	74	8	21	1	3	1	3
Y4	23	74	6	19	2	6		
Y5	34	81	8	19				
Y6	34	74	10	22			2	4
Y7	12	60	5	25	2	10	1	5

Term 2 Attendance to Tuesday 14 May

Term 2	Regularly attending		Irregular absence		Moderately absent		Chronically absent	
	Number	%	Number	%	Number	%	Number	%
All	<u>201</u>	81	<u>22</u>	9	<u>9</u>	4	<u>15</u>	6
Female	<u>98</u>	82	<u>8</u>	7	<u>6</u>	5	<u>8</u>	7
Male	<u>103</u>	81	<u>14</u>	11	<u>3</u>	2	<u>7</u>	6
Pākehā	<u>183</u>	81	<u>21</u>	9	<u>8</u>	4	<u>15</u>	7
Other	<u>7</u>	100						
Māori	<u>11</u>	85	<u>1</u>	8	<u>1</u>	8		
Y1	<u>24</u>	75	<u>5</u>	16			<u>3</u>	9
Y2	<u>26</u>	84	<u>3</u>	10	<u>1</u>	3	<u>1</u>	3
Y3	<u>28</u>	74	<u>2</u>	5	<u>2</u>	5	<u>6</u>	16
Y4	<u>26</u>	84	<u>3</u>	10	<u>1</u>	3	<u>1</u>	3
Y5	<u>34</u>	81	<u>5</u>	12	<u>2</u>	5	<u>1</u>	2
Y6	<u>40</u>	87	<u>2</u>	4	<u>2</u>	4	<u>2</u>	4
Y7	<u>16</u>	80	<u>2</u>	10	<u>1</u>	5	<u>1</u>	5

Priority 4:	<p>Ensure every learner/ākonga gains sound foundation skills, including language, literacy and numeracy</p> <p>This term we are carrying out an internal evaluation of how well mathematics is being taught in our school. This will include identifying where excellent teaching and learning is happening and how we can strengthen the teaching and learning of mathematics. Our evaluation will include gathering staff, students and whānau voices as well as student progress and achievement data. The results of this evaluation will be shared with the board and community in term 3.</p>
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Objective 3: Quality teaching and leadership – Quality teaching and leadership make the difference for learners and their whānau	
Priority 5:	<p>Meaningfully incorporate te reo Māori and tikanga Māori into the everyday life of the place of learning</p> <p>This term our students will all visit Whakatū marae to experience a pōwhiri and learn about the local history and kawa of our marae. These visits are scheduled for week 7.</p>
Priority 6:	<p>Develop staff to strengthen teaching, leadership and learner support capability across the education workforce</p> <p>Almost all teachers have set professional goals and have begun working on their professional growth cycle for 2024. I have given a further reminder to those who haven't identified goals and invited these people to arrange a meeting with me if they prefer.</p> <p>As a whole staff our PLD focus continues to be around the following priorities:</p> <ol style="list-style-type: none"> 1. Developing our Y7-8 curriculum 2. Preparing teachers to implement the changes in the refreshed curriculum

	3. Ensuring all our staff understand the neuroscience that underpins our approach to supporting our children
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Objective 4: Future of learning and work – Learning that is relevant to the lives of New Zealanders today and throughout their lives

Priority 7:	Collaborate with industries and employers to ensure learners/ ākonga have the skills, knowledge and pathways to succeed in work
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	Nothing to report at this time.
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Freya Hogarth
Principal

Minutes

Of the Finance Sub-Committee Meeting held on Wednesday 15th May 2024 at 9.00am

Present: Dale MacDonald, Freya Hogarth, Laura McRobert & Sonia Emerson

Apologies:

Confirmation Of Previous Minutes:

Motion: Move that the minutes from the finance committee meeting held on Thursday 19th March 2024.

Sonia Emerson/Freya Hogarth

Matters Arising from Minutes: Thursday 19th March 2024

- **Kathy's back pay**
- **Teacher Aide Time**

Additional items of Business

- **Extended leave beyond 8 days**
- **Banking Staffing**

Finance

- **Auditor Requirements**
There was a large number of queries which Freya has heard from other Principals has been the same with many other schools. Laura has been working away at this with a portion of the information to go out to the auditor today and continue working on the remaining.
- **Olivia, keeping in touch hours**
The finance committee approved keeping in touch hours for Olivia to ensure she is paid for the support she provides while on leave. This will be setup in a couple of months and spread over her time off.
- **Extended leave beyond 8 days**
Due to staff sickness, we have already applied for Additional relief teacher funding for one teacher and will look to apply for another who has just returned after covid

- **Banking Staffing**

Due to an ongoing overspend with staff sickness etc. we have moved Heather to our Operational Grant rather than paying her through Banking Staffing

GST

- A GST return is due 28th May 2024, with an approx payment due of **\$14,300.93**

Supplier Payments

- The Finance sub-committee ratify the payment made on **20th March** as per the approved Bank Preview Payment report for the amount of **\$21,946.31**
- The Finance sub-committee ratify the payment made on **20th April** as per the approved Bank Preview Payment report for the amount of **\$44,665.27**

Credit Card Payment

- The Finance sub-committee ratify the payment made on **22nd March** as per the approved credit card statement for the amount of **\$922.18**
- The Finance sub-committee ratify the payment made on **22nd April** as per the approved credit card statement for the amount of **\$4.10CR.**

CLOSURE

There being no further business the meeting closed at 09.35am.

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 April 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	\$154,288.11	\$134,996.96	\$19,291.15	14.3%
4-1200	MoE Special Education Grants	\$5,000.00	\$1,000.00	\$4,000.00	400.0%
4-1400	Additional Relief Teach Grant	\$0.00	\$18,405.88	-\$18,405.88	(100.0)%
4-1700	COL	\$2,691.79	\$1,000.00	\$1,691.79	169.2%
4-1800	TAPEC Recalculation	\$83,280.68	\$108,565.00	-\$25,284.32	(23.3)%
4-1850	TAPEC PLD	\$530.15	\$0.00	\$530.15	NA
4-1900	Other MoE Grants	\$7,300.00	\$1,333.32	\$5,966.68	447.5%
4-1950	MOE Curriculum Donation Scheme	\$0.00	\$1,500.00	-\$1,500.00	(100.0)%
	Total Ministry of Education Grants	\$253,090.73	\$266,801.16	-\$13,710.43	(5.1)%
4-2000	Other Grants				
4-2100	RTLB Grants	\$782.61	\$1,500.00	-\$717.39	(47.8)%
4-2200	Other Grants	\$1,600.00	\$1,333.32	\$266.68	20.0%
4-2500	ACC Funding	\$0.00	\$7,500.00	-\$7,500.00	(100.0)%
	Total Other Grants	\$2,382.61	\$10,333.32	-\$7,950.71	(76.9)%
4-3000	Locally Raised Funds				
4-3200	School Donation	\$2,523.82	\$0.00	\$2,523.82	NA
4-3300	Stationery Income	\$496.59	\$700.00	-\$203.41	(29.1)%
4-3500	Hall Hire Income	\$3,146.74	\$3,000.00	\$146.74	4.9%
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	\$1,276.52	\$6,500.00	-\$5,223.48	(80.4)%
4-3720	Other Sundry Income	\$487.83	\$500.00	-\$12.17	(2.4)%
4-3730	Pay It Forward	\$210.00	\$250.00	-\$40.00	(16.0)%
	Total Locally Raised Funds	\$8,141.50	\$49,450.00	-\$41,308.50	(83.5)%
4-6200	Activites & Fees				
4-6210	Totara Activities	\$14,654.68	\$10,000.00	\$4,654.68	46.5%
4-6230	Matal Activities	\$0.00	\$10,000.00	-\$10,000.00	(100.0)%
4-6270	Sports Subs	\$575.22	\$0.00	\$575.22	NA
	Total Activites & Fees	\$15,229.90	\$20,000.00	-\$4,770.10	(23.9)%
4-9000	Investment Income				
4-9100	Interest Received- Cheque Acc	\$2,490.15	\$3,000.00	-\$509.85	(17.0)%
4-9200	Interest Received- Savings Acc	\$0.74	\$100.00	-\$99.26	(99.3)%
4-9300	Interest Received- Term Dep	\$1,301.46	\$3,500.00	-\$2,198.54	(62.8)%
	Total Investment Income	\$3,792.35	\$6,600.00	-\$2,807.65	(42.5)%
	Total Income	\$282,637.09	\$353,184.48	-\$70,547.39	(20.0)%
Gross Profit		\$282,637.09	\$353,184.48	-\$70,547.39	(20.0)%
6-0000	Expenses				
6-1000	Learning Resources				
6-1100	Library Expenses				
6-1120	Library Consumables	\$566.31	\$800.00	-\$233.69	(29.2)%
	Total Library Expenses	\$566.31	\$800.00	-\$233.69	(29.2)%
6-1200	Teaching Resources				
6-1210	Totara Syndicate	\$0.00	\$3,000.00	-\$3,000.00	(100.0)%
6-1230	Matal 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	\$1,217.39	\$600.00	\$617.39	102.9%
6-1270	Assessment	\$568.69	\$350.00	\$218.69	62.5%

Profit & Loss [Budget Analysis]

January 2024 To April 2024

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		Selected Period	Budgeted	\$ Difference	% Difference
6-1280	Physical Education	\$0.00	\$1,500.00	-\$1,500.00	(100.0)%
6-1290	Reading Recovery	\$0.00	\$200.00	-\$200.00	(100.0)%
6-1300	Learning Support	\$82.18	\$2,500.00	-\$2,417.82	(96.7)%
6-1310	Other Curriculum Areas	\$0.00	\$400.00	-\$400.00	(100.0)%
6-1320	Science	-\$327.57	\$500.00	-\$827.57	(165.5)%
6-1330	Enviro	\$69.74	\$500.00	-\$430.26	(86.1)%
6-1360	Arts	\$0.00	\$500.00	-\$500.00	(100.0)%
6-1370	Cultural	\$0.00	\$500.00	-\$500.00	(100.0)%
	Total Teaching Resources	\$2,670.86	\$13,850.00	-\$11,179.14	(80.7)%
	Total Learning Resources	\$3,237.17	\$14,650.00	-\$11,412.83	(77.9)%
6-1400	Classroom Consumables				
6-1450	Awards & Discipline	\$0.00	\$300.00	-\$300.00	(100.0)%
6-1451	Matai Piwakawaka	\$341.40	\$750.00	-\$408.60	(54.5)%
6-1452	Matai Kereru	\$115.66	\$500.00	-\$384.34	(76.9)%
6-1453	Matai Tui	\$26.30	\$500.00	-\$473.70	(94.7)%
6-1456	Totara Karearea	\$303.01	\$1,000.00	-\$696.99	(69.7)%
6-1457	Totara Kotare	\$1,389.97	\$250.00	\$1,139.97	456.0%
	Total Classroom Consumables	\$2,176.34	\$3,300.00	-\$1,123.66	(34.1)%
6-2000	Activities & Fees				
6-2100	Totara Activities	\$9,461.07	\$10,000.00	-\$538.93	(5.4)%
6-2200	Arrow Activities	\$0.00	\$10,000.00	-\$10,000.00	(100.0)%
6-2400	Curriculum Expenses Donation Scheme	\$2,077.27	\$38,920.44	-\$36,843.17	(94.7)%
6-2700	Sports Subs	\$338.26	\$0.00	\$338.26	NA
6-2810	Fundraising Other	\$446.95	\$2,500.00	-\$2,053.05	(82.1)%
	Total Activities & Fees	\$12,323.55	\$61,420.44	-\$49,096.89	(79.9)%
6-2900	Other Expenses				
6-2950	Principals Discretionary Fund	\$47.79	\$0.00	\$47.79	NA
	Total Other Expenses	\$47.79	\$0.00	\$47.79	NA
6-3000	Personnel Expenses				
6-3110	Administration Staff	\$55,482.40	\$99,000.00	-\$43,517.60	(44.0)%
6-3120	Caretaking Staff	\$20,465.62	\$62,000.00	-\$41,534.38	(67.0)%
6-3130	Library Staff	\$19,059.83	\$42,000.00	-\$22,940.17	(54.6)%
6-3140	Support Staff	\$51,784.76	\$190,000.00	-\$138,215.24	(72.7)%
6-3145	Itinerant Music Teachers	\$333.00	\$5,000.00	-\$4,667.00	(93.3)%
6-3150	Relief Teachers	-\$2,483.51	\$24,000.00	-\$26,483.51	(110.3)%
6-3155	Teacher Salaries Op Grant	\$575.00	\$0.00	\$575.00	NA
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	\$93.50	\$500.00	-\$406.50	(81.3)%
6-3500	Professional Development	\$2,992.18	\$7,000.00	-\$4,007.82	(57.3)%
6-3650	COL Costs	\$0.00	\$1,000.00	-\$1,000.00	(100.0)%
6-3700	Principals Professional Coaching & We	\$3,196.24	\$0.00	\$3,196.24	NA
	Total Personnel Expenses	\$151,499.02	\$432,500.00	-\$281,000.98	(65.0)%
6-4000	Administration Expenses				
6-4100	Board of Trustees Expenses				
6-4110	BOT Administration	\$0.00	\$300.00	-\$300.00	(100.0)%
6-4120	BOT Hospitality	\$1,457.19	\$2,500.00	-\$1,042.81	(41.7)%
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)%
6-4180	Legal Advice	\$2,014.13	\$0.00	\$2,014.13	NA

Profit & Loss [Budget Analysis]

January 2024 To April 2024

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		Selected Period	Budgeted	\$ Difference	% Difference
	Total Board of Trustees Expenses	\$3,471.32	\$8,650.00	-\$5,178.68	(59.9)%
6-4200	Information Technology				
6-4210	Teacher Laptop Lease	\$1,228.91	\$4,000.00	-\$2,771.09	(69.3)%
6-4220	ICT Consumables & Repairs	\$82.09	\$2,000.00	-\$1,917.91	(95.9)%
6-4230	ICT Technical Support	\$1,130.77	\$1,500.00	-\$369.23	(24.6)%
	Total Information Technology	\$2,441.77	\$7,500.00	-\$5,058.23	(67.4)%
6-4300	Admin Office Expenses				
6-4305	Office Stationery Supplies	\$128.88	\$900.00	-\$771.12	(85.7)%
6-4310	Telephone	\$1,172.45	\$3,200.00	-\$2,027.55	(63.4)%
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	\$3,946.56	\$13,000.00	-\$9,053.44	(69.6)%
6-4360	Photocopy Paper	\$650.81	\$2,000.00	-\$1,349.19	(67.5)%
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)%
	Total Admin Office Expenses	\$9,665.70	\$30,350.00	-\$20,684.30	(68.2)%
6-4400	General Expenses				
6-4410	Accounting Fees	\$347.20	\$4,000.00	-\$3,652.80	(91.3)%
6-4420	Audit Fees	\$1,000.00	\$5,500.00	-\$4,500.00	(81.8)%
6-4425	Kindo Fees	\$73.56	\$300.00	-\$226.44	(75.5)%
6-4430	Bank Charges	\$0.00	\$50.00	-\$50.00	(100.0)%
6-4440	Eftpos Hire & Merchant Fees	\$289.44	\$1,000.00	-\$710.56	(71.1)%
6-4450	First Aid	\$2,335.41	\$1,300.00	\$1,035.41	79.6%
6-4455	Laundry	\$155.21	\$650.00	-\$494.79	(76.1)%
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	\$760.18	\$2,000.00	-\$1,239.82	(62.0)%
6-4600	Subscriptions	\$953.74	\$3,600.00	-\$2,646.26	(73.5)%
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)%
	Total General Expenses	\$7,934.74	\$30,600.00	-\$22,665.26	(74.1)%
	Total Administration Expenses	\$23,513.53	\$77,100.00	-\$53,586.47	(69.5)%
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	\$1,598.83	\$5,000.00	-\$3,401.17	(68.0)%
6-5120	Cleaning Contract	\$7,085.75	\$22,000.00	-\$14,914.25	(67.8)%
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	\$315.20	\$2,000.00	-\$1,684.80	(84.2)%
	Total Caretaking & Cleaning	\$9,728.26	\$33,420.00	-\$23,691.74	(70.9)%
6-5200	Power, Heat & Water Rates				
6-5210	Electricity	\$7,059.64	\$18,000.00	-\$10,940.36	(60.8)%
6-5220	Diesel	\$0.00	\$10,000.00	-\$10,000.00	(100.0)%

Profit & Loss [Budget Analysis]

January 2024 To April 2024

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		Selected Period	Budgeted	\$ Difference	% Difference
6-5230	Water Rates	\$2,184.53	\$5,000.00	-\$2,815.47	(56.3)%
	Total Power, Heat & Water Rates	\$9,244.17	\$33,000.00	-\$23,755.83	(72.0)%
6-5300	Grounds				
6-5310	Mowing Contract	\$215.98	\$2,500.00	-\$2,284.02	(91.4)%
6-5320	Trees and Shrubs	\$300.00	\$500.00	-\$200.00	(40.0)%
6-5330	Property Rates	\$2,072.10	\$10,000.00	-\$7,927.90	(79.3)%
	Total Grounds	\$2,588.08	\$13,000.00	-\$10,411.92	(80.1)%
6-5400	Buildings & Other				
6-5410	Alarm Monitoring	\$850.00	\$2,500.00	-\$1,650.00	(66.0)%
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	\$1,076.48	\$2,000.00	-\$923.52	(46.2)%
6-5440	Vandalism	\$0.00	\$1,025.00	-\$1,025.00	(100.0)%
	Total Buildings & Other	\$2,402.48	\$34,025.00	-\$31,622.52	(92.9)%
	Total Property Expenses	\$23,962.99	\$113,445.00	-\$89,482.01	(78.9)%
6-9000	Depreciation - Building				
6-9100	Depre - Building	\$1,613.08	\$4,939.28	-\$3,326.20	(67.3)%
6-9200	Depre - School Equip	\$2,779.92	\$9,000.00	-\$6,220.08	(69.1)%
6-9300	Depre - School Furniture	\$2,417.68	\$5,129.30	-\$2,711.62	(52.9)%
6-9400	Depre - Other Equipment	\$4,138.12	\$9,104.19	-\$4,966.07	(54.5)%
6-9500	Depre - Office Furniture	\$344.68	\$1,034.08	-\$689.40	(66.7)%
6-9600	Depre - Computer Equipment	\$3,492.76	\$8,343.60	-\$4,850.84	(58.1)%
6-9700	Depre - Library Resources	\$1,287.04	\$3,858.70	-\$2,571.66	(66.6)%
6-9800	Depre - Leased Assets	\$5,666.68	\$18,000.00	-\$12,333.32	(68.5)%
	Total Depreciation - Building	\$21,739.96	\$59,409.15	-\$37,669.19	(63.4)%
	Total Expenses	\$238,500.35	\$761,824.59	-\$523,324.24	(68.7)%
	Operating Profit	\$44,136.74	-\$408,640.11	\$452,776.85	110.8%
	Total Other Expenses	\$0.00	\$0.00	\$0.00	NA
	Net Profit/(Loss)	\$44,136.74	-\$408,640.11	\$452,776.85	110.8%

Balance Sheet [Budget Analysis]

April 2024

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		Selected Period	Budgeted	\$ Difference	% Difference
1-0000	Assets				
1-1000	Current Assets				
1-1100	Bank Accounts				
1-1130	ASB Trust Cheque	\$127,662.29	\$72,058.82	\$55,603.47	77.2%
1-1140	ASB Saver Account	\$323.37	\$313.00	\$10.37	3.3%
1-1181	Term Investment #75	\$54,410.69	\$51,522.60	\$2,888.09	5.6%
1-1185	Term Investment #79	\$102,907.95	\$30,264.18	\$72,643.77	240.0%
1-1186	Term Investment #80	\$53,888.22	\$50,755.61	\$3,132.61	6.2%
	Total Bank Accounts	\$339,192.52	\$167,511.43	\$171,681.09	102.5%
1-1300	Other Current Assets				
1-1310	Accounts Receivable	\$22,302.98	\$5,523.65	\$16,779.33	303.8%
1-1330	Stationery on Hand	\$648.70	\$1,079.60	-\$430.90	(39.9)%
1-1340	Prepayments	\$1,325.00	\$0.00	\$1,325.00	NA
1-1360	P.T.A Clearing	\$23,435.04	-\$20,826.58	\$44,261.62	212.5%
1-1380	Swimming Pool Society	\$3,311.00	\$3,566.16	-\$255.16	(7.2)%
	Total Other Current Assets	\$51,022.72	\$120,009.76	-\$68,987.04	(57.5)%
	Total Current Assets	\$390,215.24	\$287,557.78	\$102,657.46	35.7%
1-2000	Fixed Assets				
1-2100	Buildings				
1-2110	Buildings at Cost	\$241,963.53	\$241,963.53	\$0.00	0.0%
1-2120	Buildings Accum Deprn	-\$86,656.69	-\$76,506.29	-\$10,150.40	(13.3)%
	Total Buildings	\$155,306.84	\$165,457.24	-\$10,150.40	(6.1)%
1-2200	School Equipment				
1-2210	School Equipment at Cost	\$51,094.13	\$59,769.42	-\$8,675.29	(14.5)%
1-2220	School Equipment Accum Deprn	-\$33,870.14	-\$23,192.44	-\$10,677.70	(46.0)%
	Total School Equipment	\$17,223.99	\$36,576.98	-\$19,352.99	(52.9)%
1-2300	School Furniture				
1-2310	School Furniture at Cost	\$97,258.07	\$83,447.07	\$13,811.00	16.6%
1-2320	School Furniture Accum Deprn	-\$58,253.58	-\$49,955.88	-\$8,297.70	(16.6)%
	Total School Furniture	\$39,004.49	\$33,491.19	\$5,513.30	16.5%
1-2400	Office Equipment				
1-2410	Other Equipment at Cost	\$103,487.13	\$165,295.12	-\$61,807.99	(37.4)%
1-2420	Other Equipment Accum Deprn	-\$72,640.60	-\$122,993.14	\$50,352.54	40.9%
	Total Office Equipment	\$30,846.53	\$42,301.98	-\$11,455.45	(27.1)%
1-2500	Office Furniture				
1-2510	Office Furniture at Cost	\$7,236.39	\$7,236.39	\$0.00	0.0%
1-2520	Office Furniture Accum Deprn	-\$6,202.86	-\$4,320.70	-\$1,882.16	(43.6)%
	Total Office Furniture	\$1,033.53	\$2,915.69	-\$1,882.16	(64.6)%
1-2600	Computer Equipment				
1-2610	Computer Equipment at Cost	\$64,546.02	\$66,477.66	-\$1,931.64	(2.9)%
1-2620	Computer Equipment Accum Deprn	-\$31,902.14	-\$23,837.98	-\$8,064.16	(33.8)%
	Total Computer Equipment	\$32,643.88	\$42,639.68	-\$9,995.80	(23.4)%
1-2700	Library Resources				
1-2710	Library Resources at Cost	\$121,409.44	\$117,710.00	\$3,699.44	3.1%
1-2720	Library Resources Accum Deprn	-\$95,386.01	-\$86,896.52	-\$8,489.49	(9.8)%
	Total Library Resources	\$26,023.43	\$30,813.48	-\$4,790.05	(15.5)%
1-2750	Leased Assets				
1-2760	Leased Assets at Cost	\$129,531.69	\$123,088.14	\$6,443.55	5.2%
1-2770	Leased Assets Accum Deprn	-\$129,805.98	-\$115,304.00	-\$14,501.98	(12.6)%
	Total Leased Assets	-\$274.29	\$7,784.14	-\$8,058.43	(103.5)%

Balance Sheet [Budget Analysis]

April 2024

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		Selected Period	Budgeted	\$ Difference	% Difference
1-2800	Fixed Asset Purchases				
1-2810	Fixed Asset Purchases General	\$20,285.10	\$0.00	\$20,285.10	NA
1-2820	Literacy Asset Purchases	-\$61.91	\$9,999.92	-\$10,061.83	(100.6)%
1-2830	Numeracy Asset Purchases	\$1,889.77	\$9,999.84	-\$8,110.07	(81.1)%
1-2840	Sports & PE Asset Purchases	\$1,064.56	\$6,699.96	-\$5,635.40	(84.1)%
1-2860	ICT Asset Purchases	\$55.00	\$40,000.00	-\$39,945.00	(99.9)%
1-2870	Library Asset Purchases	\$593.00	\$13,699.88	-\$13,106.88	(95.7)%
1-2880	Furniture Asset Purchases	\$204.80	\$38,999.84	-\$38,795.04	(99.5)%
	Total Fixed Asset Purchases	\$24,030.32	\$142,599.20	-\$118,568.88	(83.1)%
	Total Fixed Assets	\$325,838.72	\$504,579.58	-\$178,740.86	(35.4)%
1-3000	Other Non Current Assets				
1-3950	5YA Funding	-\$14,651.76	-\$14,651.76	\$0.00	0.0%
1-3970	SIP	-\$7,003.34	-\$8,153.34	\$1,150.00	14.1%
	Total Other Non Current Assets	-\$21,655.10	-\$22,805.10	\$1,150.00	5.0%
	Total Assets	\$694,398.86	\$769,332.26	-\$74,933.40	(9.7)%
2-0000	Liabilities				
2-1000	Current Liabilities				
2-1200	GST Liabilities				
2-1210	GST Collected	\$1,244,907.00	\$1,033,923.33	\$210,983.67	20.4%
2-1230	GST Paid	-\$742,968.46	-\$614,969.02	-\$127,999.44	(20.8)%
2-1250	GST Payments & Refunds	-\$492,320.09	-\$404,798.75	-\$87,521.34	(21.6)%
	Total GST Liabilities	\$9,618.45	\$14,155.56	-\$4,537.11	(32.1)%
2-1300	Other Current Liabilities				
2-1310	Accounts Payable	\$77,916.81	\$25,244.58	\$52,672.23	208.6%
2-1315	Credit Card	\$478.31	\$478.31	\$0.00	0.0%
2-1316	ASB Credit Card	-\$79.33	-\$79.33	\$0.00	0.0%
2-1317	ASB Credit Card	-\$469.44	\$575.05	-\$1,044.49	(181.6)%
2-1318	ASB Credit Card	\$1,727.64	\$0.00	\$1,727.64	NA
2-1320	Grants Received in Advance	\$126,665.65	\$0.00	\$126,665.65	NA
2-1325	Sundry Accruals	\$54,276.12	\$171,851.26	-\$117,575.14	(68.4)%
2-1350	Provision for Cyclical Maint	\$11,337.00	\$37,892.00	-\$26,555.00	(70.1)%
	Total Other Current Liabilities	\$271,852.76	\$241,540.87	\$30,311.89	12.5%
	Total Current Liabilities	\$281,471.21	\$255,696.43	\$25,774.78	10.1%
2-2000	Term Liabilities				
2-2200	Provision for Cyclical Maint	\$43,788.00	\$21,531.00	\$22,257.00	103.4%
2-2300	Finance Lease Liability	\$14,516.19	\$14,463.77	\$52.42	0.4%
2-2400	AMS & 5YA	-\$76,561.38	\$0.00	-\$76,561.38	NA
	Total Term Liabilities	-\$18,257.19	\$35,994.77	-\$54,251.96	(150.7)%
	Total Liabilities	\$263,214.02	\$291,691.20	-\$28,477.18	(9.8)%
Net Assets		\$431,184.84	\$477,641.06	-\$46,456.22	(9.7)%
3-0000	Equity				
3-8000	Retained Earnings	\$387,048.10	\$340,741.47	\$46,306.63	13.6%
3-9000	Current Years Surplus/Deficit	\$44,136.74	\$0.00	\$44,136.74	NA
	Total Equity	\$431,184.84	\$340,741.47	\$90,443.37	26.5%

Minutes

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

Present: Bruce & Freya

Apologies: Dale, Dane

Confirmation of previous minutes: Monday 25th March 2024

Motion: Move that the minutes from the property sub-committee meeting held on Monday 25th March 2024 to be correct

Freya Hogarth/Bruce Puklowski

Matters arising from minutes: Monday 25th March 2024

- 5YA – last part of the vinyl will be installed this Friday (in disabled toilet) and shower in the hall is working well and vinyl has solved the issues there.
- Tree damage – the dead branch has been removed and the danger has been recorded.

Monthly Safety Reports

- Bruce/Dane – Property Report
- Dale – Health & Safety Report - One ambulance call out when two children playing in a wool bale sack had an accident resulting in one child falling on top of another child. The injured child was fine and did not need any further medical attention.

Items of General Business

Accessible Playground – We have received a quote from Creo for the design and build of the 4 play spaces.

To apply for funding we will need a number of quotes.

Dale has met with Ben from Creo, and Ben noted that Creo is part of the Numat group and he can gain another together another proposal / costing from them.

Dale will contact the Playground Centre give them a brief and ask them for a quote also (they have visited the school previously and looked at the spaces, but haven't provided a proposal).

Then we will be in a position to apply for funding (primary funder in mind being the Community Trust)

The quote from Creo is as follows:

"We have costed up the various play areas from the provided concept, based on installing all 4 areas at once. Please note if you end up needing to install in stages, then additional costs would apply, as costs would be incurred each time we have to come and establish a new work site etc.

Please see breakdown below of the where we are sitting value wise"

Playground Area	Price (excl GST)
Junior	\$137,468.50
Senior 1	\$177,131.80
Senior 2	\$352,658.60
Adventure	\$86,672.90
Total D&B Value	\$753,931.80

- **Painting Contract** – We need to make a decision on colours for the painting contract. We will look at this with the property committee and Leanne Hough. **Would any other board member(s) like to be involved?**
- **Water Remission application** – Turned down initially but thanks to effort by Christine McKenzie and the pool being a charitable organisation the TDC is reimbursing us for the cost.
- **NIK update, Asbestos** – Asbestos removal is happening in the holidays. This will effect the A block (Rooms 9-13) and teachers will be asked to stay out of these spaces during the break. Bruce has returned the changes we have made that will affect the acoustic panel layout
- **Holiday Jobs** – All completed.
- **Swimming Pool** – Bruce is working on quotes for suggested maintenance work.

Meeting finished: 5:22pm.

Staff Report May 2024

Highlights in student learning this month:

Piwakawaka Team

- Piwakawaka have had a focus on kindness, friendships and relationships which ties in with Harold and The Life Education Bus programme.
- There was also an ANZAC focus. - They made biscuits, visited the memorial in Wakefield and shared family connections to ANZAC. This knowledge and their ANZAC art was then shared at Junior assembly.

Kereru Team

Focusing on:

- Enhancing routines around reading, writing and math along with building positive relationships and culture across our team
- We are doing this through a strong focus on our school values and the golden rules ' be safe, be fair be kind',
- Our students are also engaging in lots of learning about their bodies and brains - how to keep them healthy and what different parts of the brain do especially in terms of emotional regulation and learning. Tamariki are understanding that 'neurons that fire together wire together'.
- Like other teams, Cross Country, Matariki and other key events like Pink Shirt Day are also key features that are informing our programme.
- Each Wednesday we have a STEaM focus in the afternoon and Fridays build on learning from the week with a more creative lens with 'creation stations'. We are also introducing athletics on a Friday.

Our team is working well even though we have a wide range of challenges to contend with. This week we begin working with specialist teachers on a Kererū specific project to explore any other approaches to our programme in order to support the diversity within our cohort.

Tūi team

- This term, Tui team focusing on anti bullying, manaakitanga, developing social skills, compliments and creating a positive classroom environment. This has linked well with the Life Ed topic and Pink Shirt Day
- Our History focus has been on local history , specifically the Delaware Rescue. The children are excited about the upcoming Suter trip.
- We are trialing a touch typing program which many of the children are really enjoying as well as developing useful skills.
- Children are enjoying the input of our 2 student teachers every Tuesday and having an extra 'teacher' to interact with weekly is a highlight for many students
- A large number of our students went on the KapaHaka trip. This was for many of our students their first visit to another school.
- Excitement is building around cross country with lots of Children training hard

Unfortunately, teacher and student illness has had some impact this term!

Karearea Rm 1 & 2

- Room 1 +2 are working on figurative language and poetry- loving it. They are also focusing on decimals, fractions, percentages in math.
- Weaving and the tikanga around using harakeke is our art focus. We have enjoyed Life Ed and this is continuing in class too.

Karearea Rm 7 & 8

- Students have enjoyed doing the Life Ed bus. We have carried on with this by focusing on Integrity in both rooms.
- We are implementing activities for students to do that relate to Te Whare Mātauranga. Once all these cards have been introduced they will be able to 'dip' into their 'whare' to have breaks to meet their wellbeing needs.
- Room 8 is doing work with the propagation shed, Bek and I are talking about potentially doing a trip to Brightwater and visiting the gardens out there (still to be decided).
- Next week we will be looking into learning our Pepeha, Marae Tikanga and getting into developing a Lizard Lounge. For Writing, we're focusing on descriptive writing and moving into narrative writing at the end of the term.

Kotare

- William Pike Challenge is underway
- Soft materials 'design you own' challenge completed. Huge thanks to Anna Reidel who volunteered her time to support our students.
- Life Education focus was intermediate years specific and focused on 'substances; helpful, harmful and misused.'

Lots of exciting learning ahead...

- Climate Change Education funded by TBC with Dr Will Stovell. We have 6 classroom sessions with Will, which will lead in to student-led projects and opportunities to connect with other Y 7/8s from Mahana and Lower Moutere.
- Hard-tech / design focuses for this term's technology learning. Students will measure, plan, quote, and build a fence around the bird cafe area that reflects that area of our school.

Other Highlights

- PLD - The senior management (Freya, Emma and Leanne) and three of our TA's (Lesley, Sara and Denise) attended a lecture from Dr Ross Green on **Collaborative and Proactive Solutions**, at the Headingly Lane Function Centre.
- Chris Ross accompanied the Kapa Haka group to Broadgreen Intermediate where they
- The life education trust bus has been at school during week two. All classes had an opportunity to visit this.
- We sent two teams to the Nelson/Marlborough Kids Lit Quiz this year - one year 6/7 team and one year 5/6 team. They both did extremely well.
- Everyone is in training for the School Cross Country in June
- The new school shirts have finally arrived and can be purchased at the office at a cost of \$45.00.
- The whole staff met at the end of term two and then again at the beginning of week two to discuss student behavior and management.



Our 2024 plan for Growing a positive school culture

What is the biggest problem we are trying to solve?

At the end of term 1 our staff all met to discuss the difficulties with challenging student behaviour and attitudes. We all feel this is the most urgent situation that we need to address.

What will we be doing that will make a difference?

1. Be clear with staff, students and families about our expectations and strategies - we will communicate these so everyone knows what to expect.
2. **Publicly celebrate** all the positive attitudes and behaviours that we see (*e.g. in class & whole class praise, whole class/team rewards for collective achievement, above & beyond, milo with the principal, a system for celebrating positive playground behaviour, assemblies, positively engaging with students who are doing great things in the playground, other ideas to be discussed and decided on at Staff Hui on 6 May*).
3. Remind our students of our 3 expectations (**safe, kind, fair**) and keep these visible in classrooms.
4. Respond **consistently, calmly and privately** to the behaviour that we don't want.

Step 1 - remind the student of our expected behaviour using our [30 second redirection script](#)

Step 2 - give the student a second warning and a reminder to be a positive member of our school

Step 3 - the student will spend break time writing an [apology letter](#) (3 options) to the person/people affected by the inappropriate behaviour or completing [a think sheet](#). If necessary, the student can also be removed at this point and in most instances the student will go to the other team class (there are situations where this may need to be a different place). We will continue to use our support strategies to ensure the staff member has the time needed to respond with the student.

In term 2, we will collectively focus on stopping swearing.

When this is in a good place we will look at other disrespectful behaviours we want to explicitly address.

APPENDIX II – Wakefield School Travel Plan

7. ACTION PLAN

ISSUE	ACTION	TIMEFRAME	KEY PERSON
<p>Wakefield children lack cycle safety skills on and off the road.</p> <p><i>Note: there has been a decrease in the number of students who bike to school and decrease in numbers who said they would like to bike to school.</i></p>	<ul style="list-style-type: none"> • Krista to provide Marty Clark’s details to Peter for the Ride On programme. Marty Clark, Phone: (03) 923 2315 or 027 544 3959, Email: rideon@sporttasman.org.nz • Cycle skills programme (Ride On) to be offered to students. To be run during school hours and then look at running after school programme for students who are keen. • Marty Clark (details above) now does scooter training – this is a new initiative that has just started along with Nelson schools. It is proving popular as there are large numbers of children now scootering to school (this is also shown in the results in this Plan from the counts we did in 2013). • School feedback March 2014 - School to follow up in 2014 • Review May 2017 – Ride On cycle skills and scooter training running well at the school. 	<ul style="list-style-type: none"> • August 2013 • Term four 2013 	<p>Krista</p> <p>Peter</p> <p>Peter</p>
<p>Walking School Buses</p>	<p>To re-look into running regular walking school buses.</p> <ul style="list-style-type: none"> • Peter to talk to parent group about this idea and see what feedback is gained. • School feedback March 2014 - not yet done • Review May 2017 – difficult to run due to lack of parental buy-on. Not to pursue at this stage. 		<p>Peter / School</p>

ISSUE	ACTION	TIMEFRAME	KEY PERSON
<p>School Bus Bay –</p> <ul style="list-style-type: none"> Investigate the possibility of marking the bus bay so it must kept clear in the morning and afternoon for the school bus, but free for parking outside these hours. 	<p>To put this timed restriction, signage and possible enforcement in place a parking resolution would need to occur.</p> <ul style="list-style-type: none"> School to write a letter to Sarah Downs at TDC to request this sign. Parking resolutions to be reviewed early 2014. In the meantime the school can pay to put a sign in before this happens, but would be at their cost and not enforceable Or the school in the meantime can allow parking to occur at this location outside of the times needed for the school bus. <p>School feedback March 2014 – “We’ve been keeping an eye on it and the existing arrangements are not causing any problems so we’re happy to leave it as it is for now.”</p> <p>Review May 2017 – bus bay is still working well since the improvements have been made. No further improvements or changes needed.</p>		Peter

ISSUE	ACTION	TIMEFRAME	KEY PERSON
<p>School car park -</p> <ul style="list-style-type: none"> • this is not a safe place for children to cross • parents double parking • parents parking in the accessible car park • Cars park on the bus turn around 	<ul style="list-style-type: none"> • School to talk to TDC engineer in regard to their plans. • School to organise for Ministry of Education to write or email Jack Andrews @ TDC outlining their plans. <p>Possible plan -</p> <ul style="list-style-type: none"> • Line of bollards from new school entrance to the rock garden at the street front edge of the car park to prevent vehicles running onto the driveways leading to the boiler room and swimming pool – these areas are to be reserved for pedestrians. Some bollards will be collapsible to allow service vehicles to access boiler room etc. • Re-designate an area of the existing car park closest to the office as a drop-off zone. • Remark arrows at entrances of car park to clearly define one as entry and the one as exit, to enable a circular flow of traffic through the car park. • Shift disabled park. <p>• School feedback March 2014 – “All the changes listed above were enacted in late 2014 and have proved to be very popular and successful in improving pedestrian safety around the car park and school entrance, and in improving traffic flows at the start and end of the day.”</p> <ul style="list-style-type: none"> • Review May 2017 – changes still working well. No further improvements or changes needed. 		Peter
<p>Parking at the school - needs to be more parking outside the school for pick-ups</p>	<p>School to approach Ministry of Education investigate using school land to develop angle parking on Treeton Place to create pick-up zone.</p> <ul style="list-style-type: none"> • Put this on hold to see how the changes to the existing car park affect the situation. • School feedback March 2014 – “Not needed at this time” 		Peter

	<ul style="list-style-type: none"> Review 2017 – since changes to bus bay, car parking area and restricted parking, no further changes or improvements are needed in regard to parking. 		
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ISSUE	ACTION	TIMEFRAME	KEY PERSON
<p>The bank outside Wakefield School classroom 1 & 2 is collapsing onto the footpath</p>	<p>When debris falls onto the footpath the school is to ring or email the Council to report this - 03 543 8400 or www.tasman.govt.nz/contact-us/</p> <p>School feedback March 2014 - The bank continues to be a hazard. Last week I observed a child topple off a scooter into the roadway due to the narrowness of the footpath alongside the bank. Material from the bank is always a hazard on the footpath (although in the incident above the child's fall was simply caused by overbalancing while trying to scoot uphill). I consider there is a serious risk of injury or death to children who stray off the narrow path into the line of oncoming traffic. Vehicles are often picking up speed at this point because of the downhill slope. We need to discuss this with TDC.</p> <ul style="list-style-type: none"> Meeting between Peter and Steve Elkington 11 April 2014 Steve now looking into what it would cost to move the power pole – he sent email 15/4/14 Review May 2017 – this project is still being progressed and hoping funds will be made available from July 2017. There will need to be discussion with the school in regard to any improvements, due to kids on bikes using the path leading from the far end of the bank and the school's plans for planting etc for the upcoming celebrations. 	<p>Ongoing</p> <p>April 2014</p>	<p>School</p> <p>School / TDC</p>
<p>The footpath outside Wakefield School classroom 1 & 2 is narrow</p>	<p>It appears that this bank is on Ministry of Education land. School to write a letter to the council (addressed to Gary Clark, Transportation manager) outlining their concerns around this footpath and possible solutions.</p> <p>School feedback March 2014 – letter was written. I will also check with MOE property group re boundaries. How was it determined that the bank appears to be on MOE land? From the line of the</p>	<p>August 2013</p>	<p>Peter School</p>

	<p>boundaries either side of the bank this seems unlikely to me.</p> <ul style="list-style-type: none"> Meeting between Peter and Steve Elkington 11 April 2014 Steve now looking into what it would cost to move the power pole – he sent email 15/4/14 Review May 2017 – see notes above 	April 2014	School / TDC
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ISSUE	ACTION	TIMEFRAME	KEY PERSON
<p>Crossing points on SH6 -</p> <ul style="list-style-type: none"> More safe crossing points are needed The SH6 crossing island is on the wrong side of Arrow Street to be most effective for students The SH6 (Arrow Street) crossing island inadequate for the level of need – needs to be wider SH6 is unsafe to cross at Belfit Lane The Domain crossing island is inadequate, a pedestrian crossing would be safer 	<p>No funding for pedestrian improvements as of August 2013.</p> <ul style="list-style-type: none"> If the school feels that this continues to be an issue or becomes an issue in the future then this can be re-looked at. <p>School feedback March 2014 – “Recently we have had approaches from two parents to revisit the safety on SH6. It continues to be a major concern to some.”</p> <ul style="list-style-type: none"> Review May 2017 – at this stage there are no plans to install any further crossing points. NZTA have installed two driver speed feedback signs at both approaches to Wakefield to remind drivers of the 50km/hr speed limit. 		School to monitor

APPENDIX III – Proposed Annual Consultation with Māori Whānau



Proposed Annual Consultation with Māori Whānau

We propose that we use Niho Taniwhā as our consultation tool. Niho Taniwhā is a guide for teachers, school leaders and education providers on how to improve teaching and learning for ākonga Māori (Māori students). It aims to help educators make the greatest improvements to the overall quality of the education journey for ākonga Māori in the least amount of time. This guide is based on high quality research into how schools can achieve positive educational outcomes for Māori learners.

Proposed whānau questions (from Niho Taniwhā):

- What are you hoping for your child at school? Do you have any specific hopes, dreams, wants?
- What worries you about your child/children at school? Do you have any specific concerns?
- What would you like your child/children to learn about or do more of at school?
- What do you think your child's/children's teachers could do differently about HOW they teach?
- How can our school better connect with you as a parent?
- Do you have any other suggestions or ideas about making school better for your child/children?

Possible ways to gather our Māori students' whānau perspectives:

1. Offer a face to face meeting and discuss questions
2. Send out a survey and follow up with phone calls for parents who don't respond
3. Make phone calls and or direct approaches to whānau of Māori students and discuss the questions with them.
4. Something else?
5. Do we just want to hear from parents or is it useful to invite other whānau members to contribute to our information gathering?

Decisions for the board:

1. Are you happy with using the questions from Niho Taniwhā?
2. Are there any other questions you would like us to ask?
3. What do you think would be the best way to gather the perspectives of our Māori whānau?