



June 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 Mackenzie
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 Motions and amendments once proposed and accepted may not be withdrawn without the consent of the meeting.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 Wednesday 26 June 2024, 5.30pm

Venue: Staffroom

1. Strategic Focus and Special Presentation

- Matai Tui report on curriculum and student achievement
- Inclusive education and MOE learning support PLD presentation

2. Welcome and apologies

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

3. Administration

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

DATE	FROM	CONTENT	TO

4. Reports

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

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

5. Items from the Board Annual Calendar for June

- Present/approve annual accounts and auditor's report
- Report: Annual consultation with Maori community

6. General Business

- Appointing a deputy presiding member
- Team Feedback on use of board funded time
- Hautu Review

7. In-Committee Meeting

- Nil

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

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

9. Closure

**MINUTES OF THE WAKEFIELD SCHOOL BOARD OF TRUSTEES MEETING
In the Staffroom at 5.30pm Thursday 23rd May 2024**

PRESENT: Dale MacDonald, Brad Pyers, Dane Boswell, Freya Hogarth, Laura McRobert, Sonia Emerson, Elizabeth Chandler, Dave Mackenzie & Hillary McDonald

APOLOGIES: Kathy Ameen

STRATEGIC FOCUS AND SPECIAL PRESENTATION:

- Nil

DECLARATION OF INTEREST: (See Standing Orders)

- Liz Chandler – Wakefield Playcentre Supervisor
- Brad Pyers - Wife is a teacher aide, mother is a teacher aide, step dad previously was the principal of Wakefield School

ADDITIONAL GENERAL BUSINESS ITEMS:

- Meeting dates
- Teacher Aide Time

CONFIRMATION OF PREVIOUS MINUTES:

Motion: Move that the minutes from the Board meeting held on 4th April 2024 to be correct

Sonia Emerson/Dane Boswell

MATTERS ARISING FROM MINUTES DATED: 20th February 2024

- Nil

CORRESPONDENCE: INWARD

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

Motion: The board agrees to approve the maternity leave request for Emily Cahill to the end of 2025 as outlined in her letter

Liz Chandler/Dave Mackenzie

Motion: At this stage the board can not offer Emily a part time position; this will be revisited in term 3 of 2025

Dave Mackenzie/Hillary Mcdonald

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.

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.

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.

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.

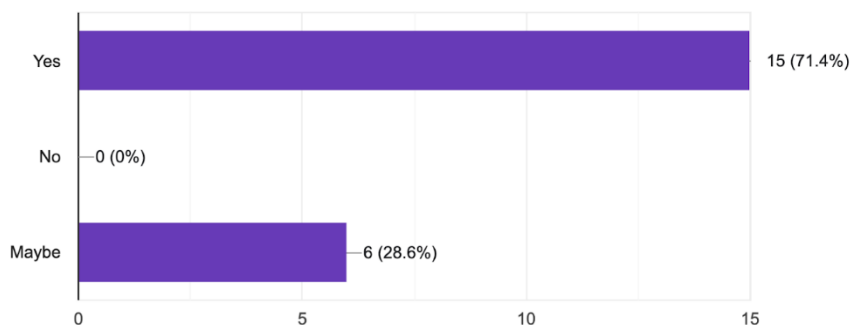
Goal 3: Our communication and partnerships between home and school are strong.

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.

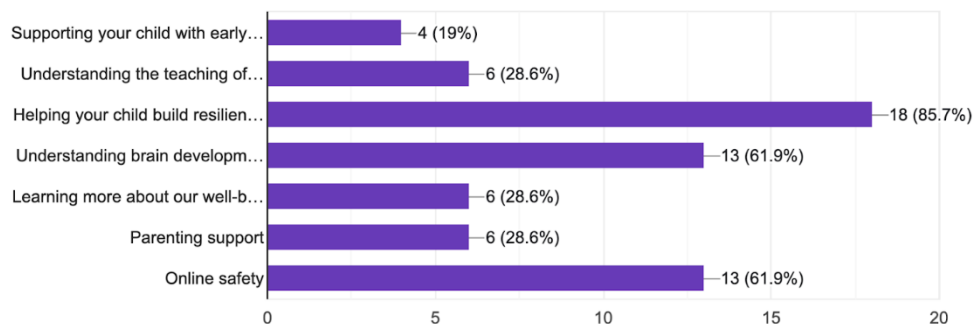
Would you attend parent education workshops if the topic was relevant to you?

21 responses



Which parent education topics interest you ?

21 responses



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.

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.

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

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.

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.

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.

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

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.

As a whole staff our PLD focus continues to be around the following priorities:

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.

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.

Financial Report:

As per Board Report:

- Audit

Laura is still working through the last of the audit information, there was a large number of queries which Freya has heard from other Principals has been the same with many other schools.

- 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

- Olivia's keeping in touch hours

This was discussed with the board as a way to reimburse Olivia for the time she spends helping while on Maternity Leave to help with the transition and audit queries.

Motion: The board agrees to approve keeping in touch hours for Olivia as discussed
Hillary McDonald/Sonia Emerson

Property Report:

As per Board Report:

- **Playground**
The playground plans are looking great, the process now is seeking various quotes and then look into raising funds.
- **Painting Contract**
We have had Carus in this week to provide a painting quote to compare pricing.
- **Student Kitchen**
Pete from Onus came and met with the property committee to go over the issues with the student kitchen, since then some additional work has been done to complete this.

Staff Report:

As per Board Report:

- The staff report was taken as read.
- **School t-shirts**
We have now received the new school t-shirts which are for sale from the school office. We have had great feedback on these so far.

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

Dane Boswell/Dave Mackenzie

ITEMS FROM THE BOARD ANNUAL CALENDAR FOR MAY

- **Present/approve annual accounts and auditor's report**
This has not been completed yet so will be moved to the next meeting
- **EEO Annual report**
Freya has advised she will circulate this
- **Discuss/approve reviewed policies**
The policies were reviewed prior to the meeting via SchoolDocs with those who attended. Everyone has the SchoolDocs link and can review at their convenience.
- **Review school travel plan (biennially - odd numbered years)**
Although a travel plan is not a requirement Liz is going to review the previous plan and see what needs to be removed or added.
- **Annual consultation with Maori community**
The Board reviewed Freya's plan for annual consultation, the board was happy with Freya's proposed questions with the addition of Dave's suggestion being the first question asking how they would like to be engaged with.

MATTERS OF GENERAL BUSINESS:

- **Welcome to Hillary MacDonald, Elizabeth Chandler & Dave McKenzie**
We welcomed and thanked Hillary, Liz and Dave for joining the board, it is exciting to have such a large board.
- **Delegations**

- Dave has been added as a member to the Health, Safety & Property committee
 - Hillary McDonald – Healthy & Safety Representative
 - Liz Chandler – Personnel Representative
- **Te Whakarōputanga Kaitiaki Kura / NZ School Boards Association - Professional Development update**
Dale advised that Te Whakarōputanga Kaitiaki Kura / NZ School Boards Association have in person and online courses available to all board members which both Freya and herself have attended. Dale and Sonia are also booked in on an upcoming course.
 - **Rural Resilience Expo - Emergency Plan update and communication**
Dale and Freya both attended the Rural Resilience Expo in April. We now have a current emergency plan in place, which we plan to communicate with the school community.
 - **Nelson Tasman Kindergartens - Submission for Wakefield Kindergarten**
Craig Vercoe spoke to Dale and Freya regarding the lease of the old Scout Hall for a kindergarten due to large waiting lists at local preschools. They were asked to put in a submission of support however the board had no strong feelings either way so have decided not to put in a submission.

ADDITIONAL ITEMS OF GENERAL BUSINESS:

- **Meeting dates**
The next board meeting has been moved to 26th June due to the Matariki public holiday, we will also revisit future meeting dates at the next meeting.
The 2024 meeting dates document has been added to the Board Drive.
- **Teacher Aide time**
The teachers are very appreciative of additional teacher aide time. The board approve to continue this until the end of week 2, term 3. The decision will be made if this is to continue beyond that at the next board meeting.
Sonia Emerson/Dave Mackenzie

ITEMS FROM THE BOARD ANNUAL CALENDAR FOR JUNE ARE:

- Report: Annual consultation with Maori community
- Present/approve annual accounts and auditor's report
- **Matai Tui report on curriculum and student achievement**

IN-COMMITTEE:

- Nil

MEETING EXTENSION:

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

CLOSURE:

There being no further business the meeting closed at 08.20pm

I confirm these minutes to be a true record of the meeting held on Thursday 23rd May and the resolutions agreed at that meeting.

Signed:.....
(Chairperson)

Date:.....



Principal’s Report to the Board Meeting to be held on Wednesday 26 June 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

Since our last board meeting I have made contact with 14 parents who had raised concerns relating to student behaviour with me in term 1 or term 2. 13/14 Of these parents reported that they had seen an improvement in behaviour and were no longer concerned. One parent reported still having concerns and I am continuing to work through their concerns with the parent.

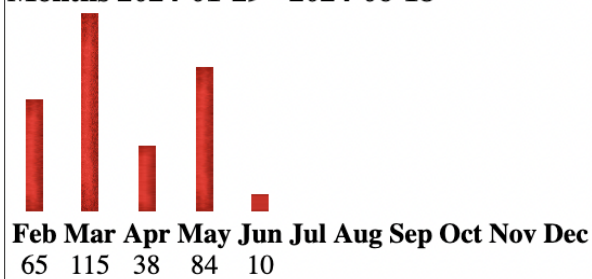
Stand Downs

There have been no stand downs since our last board meeting

2024 Behaviour Incidents

While we continue to see improved behaviour across the school, we acknowledge that there is still a lot of work to be done to achieve the positive school culture we desire.

Months 2024-01-29 - 2024-06-18



2023 Behaviour Incidents

Despite there still being high numbers of incidents recorded, the frequency of severe behaviour has significantly reduced from term 1 to term 2 as shown in the table below. The colour coding shows the

following; green - reduced, orange - increased, yellow - same or no significant change.

Type of Behaviour	# of Term 1 incidents	# of Term 2 incidents	% Difference
Defiance	20	25	125%
Vandalism	5	1	20%
Disruption	26	18	69%
Inappropriate Sexual Behaviour	6	0	0%
Serious Physical Violence/Endangerment	5	3	60%
Verbal Abuse	53	18	34%
Off Task	6	5	83%
Fighting	10	8	80%
Bullying	4	8	200%
Threatening Language	21	16	76%
Stealing	4	0	0%
Dishonesty	1	0	0%
Self-harm	2	0	0%
Aggression	20	20	100%
Kicking	25	8	32%
Pushing	11	16	145%
Hitting	25	13	52%
Punching	10	8	80%
Scratching	4	0	0%
Leaving Class (without permission)	14	14	100%
Leaving School (without permission)	2	0	0%
Not returning after a break	0	6	600%
Swearing with Intent	24	12	50%
Unwanted Touch	6	6	100%
Other physical harm	17	4	24%
Bystander	2	0	0%
Excluding	2	0	0%
Peer Pressure	5	0	0%

<p>Priority 2:</p>	<p>Have high aspirations for every learner/ākonga, and support these by partnering with their whānau and communities to design and deliver education that responds to their needs, and sustains their identities, languages and cultures</p> <hr/> <p>Goal 1: We deliver an excellent Year 7 & 8 programme <i>Initiative 1: Develop & resource year 7&8 learning spaces</i> I have requested an urgent meeting with Pete from Onus to discuss the planned classroom upgrades to Rooms 3-6.</p> <p><i>Initiative 2: Implement and refine Year 7 curriculum</i> We recently held two open days for parents of year 6 students. The invite was also extended to the parents of year 6 students at Brightwater, Hope and Ranzau Schools. The second open day was well attended by our community. We will also offer an information evening for parents who were unable to attend the open day (and any other parents).</p> <p>Goal 2: We use our wellbeing focus to ensure all our learners are flourishing. <i>Initiative 2: Develop and embed consistent school wide practices that support wellbeing.</i> This week we had a staff workshop presented by Kathryn Berkett, Psychologist and Neurosequential Model of Therapeutics practitioner. Kathryn shared with our staff the neuroscience behind challenging behaviour and how we can support children at school to grow their resilience and reduce how often and for how long children escalate.</p> <p>We also had 25 parents attend a parent workshop on understanding why there is increased challenging behaviour in our schools and how parents can support their children to grow resilience.</p> <p>Goal 3: Our communication and partnerships between home and school are strong. <i>Initiative 1: Refine the community connector role to align with new opportunities.</i> Mary and Anna hosted a new parents feedback meeting and once again received positive and constructive feedback about their experiences as new families at Wakefield School.</p> <p><i>Initiative 2: Review & improve home & school communication.</i> Nothing to report at this time.</p> <p>Goal 4: We are ready to implement the refreshed curriculum that reflects our village and rural school experience. <i>Initiative 1: Continue to upskill staff on the changes to the refreshed curriculum and phase in the curriculum changes.</i> Our staff participated in a “Sciences of Learning” workshop at Brightwater School with Janine Higgins, Curriculum Lead at the</p>
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	<p>MOE. This was well received by our staff and affirmed many of their excellent practices.</p> <p>The MOE has advised us that the revised English curriculum for years 0-6 will be released in term 3. The curriculum and common practice model have now been incorporated into one document following the Ministerial Advisory Group review.</p> <p>I also met with Janine Higgins to discuss the MOE structured literacy requirements from the start of 2025. My biggest takeaway from this meeting was our school is already meeting most of the requirements for the teaching of structured literacy.</p> <p><i>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.</i></p> <p>Nothing further to report at this time</p>
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Objective 2: Barrier-free access – Great education opportunities and outcomes are within reach for every learner	
Priority 3:	Reduce barriers to education for all, including for Māori and Pacific learners/ākonga, disabled learners/ākonga and those with learning support needs
	<p>I have begun gathering feedback from the families of our Māori students. 13/24 families responded to the survey regarding the most effective way to engage with them. Of these survey responses the two most preferred options were a face to face meeting for families and an online chat group. The online chat has been set up and interested families have been invited. A families’ meeting will soon be scheduled.</p> <p>Attendance This term we have made two referrals to the attendance service for students with chronic non-attendance.</p> <p>Term 1 Attendance data</p> <p>Term 2 Attendance data to Tuesday 18 June</p>

Term 2	Regularly attending		Irregular absence		Moderately absent		Chronically absent	
	Number	%	Number	%	Number	%	Number	%
All	<u>171</u>	69	<u>47</u>	19	<u>27</u>	11	<u>4</u>	2
Female	<u>86</u>	71	<u>19</u>	16	<u>14</u>	12	<u>2</u>	2
Male	<u>85</u>	66	<u>28</u>	22	<u>13</u>	10	<u>2</u>	2
Pākehā	<u>157</u>	69	<u>44</u>	19	<u>24</u>	10	<u>4</u>	2
Other	<u>5</u>	71	<u>1</u>	14	<u>1</u>	14		
Māori	<u>9</u>	69	<u>2</u>	15	<u>2</u>	15		
Y1	<u>20</u>	63	<u>10</u>	31	<u>2</u>	6		
Y2	<u>25</u>	81	<u>2</u>	6	<u>4</u>	13		
Y3	<u>24</u>	63	<u>8</u>	21	<u>6</u>	16		
Y4	<u>22</u>	71	<u>3</u>	10	<u>5</u>	16	<u>1</u>	3
Y5	<u>31</u>	74	<u>6</u>	14	<u>5</u>	12		
Y6	<u>30</u>	65	<u>10</u>	22	<u>3</u>	7	<u>3</u>	7
Y7	<u>12</u>	60	<u>6</u>	30	<u>2</u>	10		

Our attendance has decreased from term 1 and absence caused by illness has had a significant impact on term 2 attendance. The term 1 Attendance Matters report is attached (see appendices).

Priority 4:

Ensure every learner/ākonga gains sound foundation skills, including language, literacy and numeracy

Our teachers are currently carrying out assessments of their students' progress in reading, writing and mathematics. The data from this will be reported to the board early in term 3.

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

Priority 5:

Meaningfully incorporate te reo Māori and tikanga Māori into the everyday life of the place of learning

Our visits to Whakatū Marae this week were a fabulous success. Almost all our students attended the marae visit with only two families requesting that their tamariki did not attend. The behaviour and participation of our students was outstanding. I would like to acknowledge the huge effort Isobel put into the organisation and communication of the two marae visits. The visits not only were a wonderful learning experience for our tamariki, it was also a great learning opportunity for our teachers and support staff too. We were very lucky to have Matua Mike Hippolite explain some of the Ngāti Kuia history and pūrakau captured in the whakairo and tukutuku inside the whareniui.

Priority 6:

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

This term we have continued our focus on ensuring all our staff understand neuroscience to help us support our students. Kathryn Berkett shared the science behind stress responses and how to support our tamariki to grow resilience, reducing how often and how

	<p>long they escalate in response to stress. She explained resilience as a person’s ability to return to a state of calm following a state of stress response”. Along with most of our staff, Kathryn’s workshop was attended by many other teachers and teacher aides from our Kāhui Ako. We have also purchased a number of books for staff professional reading in relation to neuroscience</p> <p>We have drafted an evaluation of leadership development opportunities. This will be complete by the end of the term break and will be shared with the board.</p> <p>Our teachers have continued to work on their professional growth cycles in pairs, completing in class observations and feedback conversations.</p> <p>Our final professional learning staff meeting for the term will be an opportunity for teachers to reflect on and share things they have experienced success with this term in response to the professional learning we have participated in during the year so far.</p>
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Objective 4: Future of learning and work – Learning that is relevant to the lives of New Zealanders today and throughout their lives	
Priority 7:	Collaborate with industries and employers to ensure learners/ ākonga have the skills, knowledge and pathways to succeed in work
	Nothing to report at this time.



Freya Hogarth
Principal

Minutes

Of the Finance Sub-Committee Meeting held on Monday 17th June 2024 at 9.00am

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

Apologies:

Confirmation Of Previous Minutes:

Motion: Move that the minutes from the finance committee meeting held on Wednesday 15th May 2024

Sonia Emerson/Freya Hogarth

Matters Arising from Minutes: Wednesday 15th May 2024

- Nil

Additional items of Business

- Nil

Finance

- **Banking Staffing**

The figure is large and increasing with staff sickness and leave, this will be reviewed after the end of term 2 and see where things are sitting and how to best move forward. We are still hoping to get additional funding for a couple of staff members who have taken extended leave which will alleviate some of the overspend.

- **Carus Painting quote**

We have received the painting quote from Carus, it is spread over 5 years and works out to be only slightly more expensive. The decision will go to the property committee however the finance committee believe it is much the same and are in favour of staying with the current contractor.

- **Audit update**

All of the audit queries have been answered and are with the auditor, they have come back with some minor follow up questions and we expect this to be completed and back from the auditor soon.

- **Kathy's back day**

Laura has spoken to Olivia about Kathy's back pay and Olivia has said she will try and set some time aside in the next few weeks to get this calculated. Laura has offered to help if needed.

GST

- A GST return was completed **28th May 2024**, with a payment due of **\$14,300.93**

Supplier Payments

- The Finance sub-committee ratify the payment made on **21st May** as per the approved Bank Preview Payment report for the amount of **\$26,596.62**

Credit Card Payment

- The Finance sub-committee ratify the payment made on **22nd May** as per the approved credit card statement for the amount of **\$1,959.46**

CLOSURE

There being no further business the meeting closed at 9.50am.

NOTE:

Review of bank reconciliations – the bank statements and reconciliations will be viewed and signed off by the Treasurer, Sonia Emerson, following each finance meeting.

Credit Card Expenditure – the credit card expenditure will be viewed and signed off by the Chairperson 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.

Balance Sheet [Budget Analysis]

May 2024

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
1-0000	Assets				
1-1000	Current Assets				
1-1100	Bank Accounts				
1-1130	ASB Trust Cheque	\$52,345.60	\$72,058.82	-\$19,713.22	(27.4)%
1-1140	ASB Saver Account	\$324.11	\$313.00	\$11.11	3.5%
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	\$263,876.57	\$167,511.43	\$96,365.14	57.5%
1-1300	Other Current Assets				
1-1310	Accounts Receivable	\$21,279.23	\$5,523.65	\$15,755.58	285.2%
1-1320	Uniforms on Hand	\$7,000.00	\$0.00	\$7,000.00	NA
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	\$56,998.97	\$120,009.76	-\$63,010.79	(52.5)%
	Total Current Assets	\$320,875.54	\$287,557.78	\$33,317.76	11.6%
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 Depn	-\$87,059.96	-\$76,506.29	-\$10,553.67	(13.8)%
	Total Buildings	\$154,903.57	\$165,457.24	-\$10,553.67	(6.4)%
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 Depn	-\$34,565.12	-\$23,192.44	-\$11,372.68	(49.0)%
	Total School Equipment	\$16,529.01	\$36,576.98	-\$20,047.97	(54.8)%
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 Depn	-\$58,858.00	-\$49,955.88	-\$8,902.12	(17.8)%
	Total School Furniture	\$38,400.07	\$33,491.19	\$4,908.88	14.7%
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 Depn	-\$73,675.13	-\$122,993.14	\$49,318.01	40.1%
	Total Office Equipment	\$29,812.00	\$42,301.98	-\$12,489.98	(29.5)%
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 Depn	-\$6,289.03	-\$4,320.70	-\$1,968.33	(45.6)%
	Total Office Furniture	\$947.36	\$2,915.69	-\$1,968.33	(67.5)%
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 Depn	-\$32,775.33	-\$23,837.98	-\$8,937.35	(37.5)%
	Total Computer Equipment	\$31,770.69	\$42,639.68	-\$10,868.99	(25.5)%
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 Depn	-\$95,707.77	-\$86,896.52	-\$8,811.25	(10.1)%
	Total Library Resources	\$25,701.67	\$30,813.48	-\$5,111.81	(16.6)%
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 Depn	-\$131,222.65	-\$115,304.00	-\$15,918.65	(13.8)%

Balance Sheet [Budget Analysis]

May 2024

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		Selected Period	Budgeted	\$ Difference	% Difference
	Total Leased Assets	-\$1,690.96	\$7,784.14	-\$9,475.10	(121.7)%
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	\$2,617.95	\$6,699.96	-\$4,082.01	(60.9)%
1-2860	ICT Asset Purchases	\$119.69	\$40,000.00	-\$39,880.31	(99.7)%
1-2870	Library Asset Purchases	\$998.24	\$13,699.88	-\$12,701.64	(92.7)%
1-2880	Furniture Asset Purchases	\$204.80	\$38,999.84	-\$38,795.04	(99.5)%
	Total Fixed Asset Purchases	\$26,053.64	\$142,599.20	-\$116,545.56	(81.7)%
	Total Fixed Assets	\$322,427.05	\$504,579.58	-\$182,152.53	(36.1)%
1-3000	Other Non Current Assets				
1-3970	SIP	-\$7,003.34	-\$8,153.34	\$1,150.00	14.1%
	Total Other Non Current Assets	-\$7,003.34	-\$22,805.10	\$15,801.76	69.3%
	Total Assets	\$636,299.25	\$769,332.26	-\$133,033.01	(17.3)%
2-0000	Liabilities				
2-1000	Current Liabilities				
2-1200	GST Liabilities				
2-1210	GST Collected	\$1,254,742.98	\$1,033,923.33	\$220,819.65	21.4%
2-1230	GST Paid	-\$762,452.32	-\$614,969.02	-\$147,483.30	(24.0)%
2-1250	GST Payments & Refunds	-\$492,320.09	-\$404,798.75	-\$87,521.34	(21.6)%
	Total GST Liabilities	-\$29.43	\$14,155.56	-\$14,184.99	(100.2)%
2-1300	Other Current Liabilities				
2-1310	Accounts Payable	\$712.84	\$25,244.58	-\$24,531.74	(97.2)%
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	\$116.00	\$0.00	\$116.00	NA
2-1320	Grants Received in Advance	\$126,665.65	\$0.00	\$126,665.65	NA
2-1325	Sundry Accruals	\$78,531.56	\$171,851.26	-\$93,319.70	(54.3)%
2-1350	Provision for Cyclical Maint	\$11,337.00	\$37,892.00	-\$26,555.00	(70.1)%
	Total Other Current Liabilities	\$217,292.59	\$241,540.87	-\$24,248.28	(10.0)%
	Total Current Liabilities	\$217,263.16	\$255,696.43	-\$38,433.27	(15.0)%
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 & SYA	\$2,303.27	\$0.00	\$2,303.27	NA
	Total Term Liabilities	\$60,607.46	\$35,994.77	\$24,612.69	68.4%
	Total Liabilities	\$277,870.62	\$291,691.20	-\$13,820.58	(4.7)%
	Net Assets	\$358,428.63	\$477,641.06	-\$119,212.43	(25.0)%
3-0000	Equity				
3-8000	Retained Earnings	\$380,608.17	\$340,741.47	\$39,866.70	11.7%
3-9000	Current Years Surplus/Deficit	-\$22,179.54	\$0.00	-\$22,179.54	NA
	Total Equity	\$358,428.63	\$340,741.47	\$17,687.16	5.2%

Profit & Loss [Budget Analysis]

January 2024 To May 2024

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		Selected Period	Budgeted	\$ Difference	% Difference
4-0000	Income				
4-1000	Ministry of Education Grants				
4-1100	MoE Operational Grants	\$154,288.11	\$168,746.20	-\$14,458.09	(8.6)%
4-1200	MoE Special Education Grants	\$4,826.08	\$1,000.00	\$3,826.08	382.6%
4-1400	Additional Relief Teach Grant	\$0.00	\$23,007.35	-\$23,007.35	(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	\$11,900.00	\$1,666.65	\$10,233.35	614.0%
4-1950	MOE Curriculum Donation Scheme	\$0.00	\$1,875.00	-\$1,875.00	(100.0)%
	Total Ministry of Education Grants	\$257,516.81	\$305,860.20	-\$48,343.39	(15.8)%
4-2000	Other Grants				
4-2100	RTLB Grants	\$1,043.48	\$1,875.00	-\$831.52	(44.3)%
4-2200	Other Grants	\$1,600.00	\$1,666.65	-\$66.65	(4.0)%
4-2500	ACC Funding	\$0.00	\$7,500.00	-\$7,500.00	(100.0)%
	Total Other Grants	\$2,643.48	\$11,041.65	-\$8,398.17	(76.1)%
4-3000	Locally Raised Funds				
4-3150	Other donations	\$2,223.82	\$0.00	\$2,223.82	NA
4-3200	School Donation	\$300.00	\$0.00	\$300.00	NA
4-3300	Stationery Income	\$594.14	\$700.00	-\$105.86	(15.1)%
4-3500	Hall Hire Income	\$3,755.43	\$3,000.00	\$755.43	25.2%
4-3502	Sponsorship	\$0.00	\$1,000.00	-\$1,000.00	(100.0)%
4-3600	Uniform Income	\$352.17	\$2,500.00	-\$2,147.83	(85.9)%
4-3700	PTA Donations	\$517.39	\$35,000.00	-\$34,482.61	(98.5)%
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	\$9,717.30	\$49,450.00	-\$39,732.70	(80.3)%
4-6200	Activites & Fees				
4-6210	Totara Activities	\$14,689.47	\$10,000.00	\$4,689.47	46.9%
4-6230	Matai Activities	\$0.00	\$10,000.00	-\$10,000.00	(100.0)%
4-6270	Sports Subs	\$1,649.13	\$0.00	\$1,649.13	NA
	Total Activites & Fees	\$16,338.60	\$20,000.00	-\$3,661.40	(18.3)%
4-9000	Investment Income				
4-9100	Interest Received- Cheque Acc	\$2,800.18	\$3,000.00	-\$199.82	(6.7)%
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	\$4,102.38	\$6,600.00	-\$2,497.62	(37.8)%
	Total Income	\$290,318.57	\$392,951.85	-\$102,633.28	(26.1)%
Gross Profit		\$290,318.57	\$392,951.85	-\$102,633.28	(26.1)%
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	\$819.00	\$3,000.00	-\$2,181.00	(72.7)%
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	\$1,338.39	\$600.00	\$738.39	123.1%

Profit & Loss [Budget Analysis]

January 2024 To May 2024

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		Selected Period	Budgeted	\$ Difference	% Difference
6-1265	Matai Art Budget	\$51.44	\$0.00	\$51.44	NA
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)%
6-1290	Reading Recovery	\$0.00	\$200.00	-\$200.00	(100.0)%
6-1300	Learning Support	\$923.41	\$2,500.00	-\$1,576.59	(63.1)%
6-1310	Other Curriculum Areas	\$0.00	\$400.00	-\$400.00	(100.0)%
6-1320	Science	-\$316.28	\$500.00	-\$816.28	(163.3)%
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	\$4,260.04	\$13,850.00	-\$9,589.96	(69.2)%
	Total Learning Resources	\$4,826.35	\$14,650.00	-\$9,823.65	(67.1)%
6-1400	Classroom Consumables				
6-1412	Room 12	\$50.00	\$0.00	\$50.00	NA
6-1450	Awards & Discipline	\$0.00	\$300.00	-\$300.00	(100.0)%
6-1451	Matai Piwakawaka	\$349.20	\$750.00	-\$400.80	(53.4)%
6-1452	Matai Kereru	\$115.66	\$500.00	-\$384.34	(76.9)%
6-1453	Matai Tui	\$33.14	\$500.00	-\$466.86	(93.4)%
6-1456	Totara Karearea	\$303.01	\$1,000.00	-\$696.99	(69.7)%
6-1457	Totara Kotare	\$1,650.84	\$250.00	\$1,400.84	560.3%
	Total Classroom Consumables	\$2,501.85	\$3,300.00	-\$798.15	(24.2)%
6-2000	Activities & Fees				
6-2100	Totara Activities	\$9,504.32	\$10,000.00	-\$495.68	(5.0)%
6-2200	Arrow Activities	\$0.00	\$10,000.00	-\$10,000.00	(100.0)%
6-2300	Matai Activities	\$17.00	\$0.00	\$17.00	NA
6-2400	Curriculum Expenses Donation Scheme	\$2,140.21	\$38,920.44	-\$36,780.23	(94.5)%
6-2700	Sports Subs	\$1,977.39	\$0.00	\$1,977.39	NA
6-2810	Fundraising Other	\$501.73	\$2,500.00	-\$1,998.27	(79.9)%
	Total Activities & Fees	\$14,140.65	\$61,420.44	-\$47,279.79	(77.0)%
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	Adminstration Staff	\$63,822.86	\$99,000.00	-\$35,177.14	(35.5)%
6-3120	Caretaking Staff	\$25,018.02	\$62,000.00	-\$36,981.98	(59.6)%
6-3130	Library Staff	\$22,624.77	\$42,000.00	-\$19,375.23	(46.1)%
6-3140	Support Staff	\$70,953.42	\$190,000.00	-\$119,046.58	(62.7)%
6-3145	Itinerant Music Teachers	\$1,332.00	\$5,000.00	-\$3,668.00	(73.4)%
6-3150	Relief Teachers	-\$2,460.00	\$24,000.00	-\$26,460.00	(110.3)%
6-3155	Teacher Salaries Op Grant	\$7,387.87	\$0.00	\$7,387.87	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	\$110.50	\$500.00	-\$389.50	(77.9)%
6-3500	Professional Development	\$3,176.84	\$7,000.00	-\$3,823.16	(54.6)%
6-3650	COL Costs	\$1,800.00	\$1,000.00	\$800.00	80.0%
6-3700	Principals Professional Coaching & We	\$3,196.24	\$0.00	\$3,196.24	NA
	Total Personnel Expenses	\$196,962.52	\$432,500.00	-\$235,537.48	(54.5)%
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	\$1,596.43	\$2,500.00	-\$903.57	(36.1)%

Profit & Loss [Budget Analysis]

January 2024 To May 2024

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		Selected Period	Budgeted	\$ Difference	% Difference
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
	Total Board of Trustees Expenses	\$3,610.56	\$8,650.00	-\$5,039.44	(58.3)%
6-4200	Information Technology				
6-4210	Teacher Laptop Lease	\$1,760.62	\$4,000.00	-\$2,239.38	(56.0)%
6-4220	ICT Consumables & Repairs	\$414.51	\$2,000.00	-\$1,585.49	(79.3)%
6-4230	ICT Technical Support	\$1,130.77	\$1,500.00	-\$369.23	(24.6)%
	Total Information Technology	\$3,305.90	\$7,500.00	-\$4,194.10	(55.9)%
6-4300	Admin Office Expenses				
6-4305	Office Stationery Supplies	\$128.88	\$900.00	-\$771.12	(85.7)%
6-4310	Telephone	\$1,460.52	\$3,200.00	-\$1,739.48	(54.4)%
6-4320	Internet & Email Costs	\$0.00	\$900.00	-\$900.00	(100.0)%
6-4330	Postage & Freight	\$2.87	\$500.00	-\$497.13	(99.4)%
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	\$5,333.59	\$13,000.00	-\$7,666.41	(59.0)%
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	\$11,343.67	\$30,350.00	-\$19,006.33	(62.6)%
6-4400	General Expenses				
6-4410	Accounting Fees	\$434.00	\$4,000.00	-\$3,566.00	(89.2)%
6-4420	Audit Fees	\$1,000.00	\$5,500.00	-\$4,500.00	(81.8)%
6-4425	Kindo Fees	\$73.64	\$300.00	-\$226.36	(75.5)%
6-4430	Bank Charges	\$13.04	\$50.00	-\$36.96	(73.9)%
6-4440	Eftpos Hire & Merchant Fees	\$359.67	\$1,000.00	-\$640.33	(64.0)%
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	\$913.58	\$2,000.00	-\$1,086.42	(54.3)%
6-4600	Subscriptions	\$1,044.58	\$3,600.00	-\$2,555.42	(71.0)%
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	\$8,349.13	\$30,600.00	-\$22,250.87	(72.7)%
	Total Administration Expenses	\$26,609.26	\$77,100.00	-\$50,490.74	(65.5)%
6-5000	Property Expenses				
6-5100	Caretaking & Cleaning				
6-5110	Caretaking Materials	\$735.87	\$2,500.00	-\$1,764.13	(70.6)%
6-5115	Cleaning Supplies	\$1,697.36	\$5,000.00	-\$3,302.64	(66.1)%
6-5120	Cleaning Contract	\$8,829.42	\$22,000.00	-\$13,170.58	(59.9)%
6-5125	Hygiene Services	\$0.00	\$720.00	-\$720.00	(100.0)%
6-5130	Caretaking Equipment & Repairs	\$110.03	\$1,200.00	-\$1,089.97	(90.8)%
6-5140	Rubbish Removal	\$433.40	\$2,000.00	-\$1,566.60	(78.3)%

Profit & Loss [Budget Analysis]

January 2024 To May 2024

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
	Total Caretaking & Cleaning	\$11,806.08	\$33,420.00	-\$21,613.92	(64.7)%
6-5200	Power, Heat & Water Rates				
6-5210	Electricity	\$7,936.70	\$18,000.00	-\$10,063.30	(55.9)%
6-5220	Diesel	\$6,974.70	\$10,000.00	-\$3,025.30	(30.3)%
6-5230	Water Rates	\$2,184.53	\$5,000.00	-\$2,815.47	(56.3)%
	Total Power, Heat & Water Rates	\$17,095.93	\$33,000.00	-\$15,904.07	(48.2)%
6-5300	Grounds				
6-5310	Mowing Contract	\$431.96	\$2,500.00	-\$2,068.04	(82.7)%
6-5320	Trees and Shrubs	\$300.00	\$500.00	-\$200.00	(40.0)%
6-5330	Property Rates	\$4,144.20	\$10,000.00	-\$5,855.80	(58.6)%
	Total Grounds	\$4,876.16	\$13,000.00	-\$8,123.84	(62.5)%
6-5400	Buildings & Other				
6-5410	Alarm Monitoring	\$900.00	\$2,500.00	-\$1,600.00	(64.0)%
6-5420	Painting Contract	\$0.00	\$20,000.00	-\$20,000.00	(100.0)%
6-5430	Repairs & Maintenance - Prop	\$3,237.33	\$8,500.00	-\$5,262.67	(61.9)%
6-5435	Repairs & Maintenance General	\$2,319.24	\$2,000.00	\$319.24	16.0%
6-5440	Vandalism	\$0.00	\$1,025.00	-\$1,025.00	(100.0)%
	Total Buildings & Other	\$6,456.57	\$34,025.00	-\$27,568.43	(81.0)%
	Total Property Expenses	\$40,234.74	\$113,445.00	-\$73,210.26	(64.5)%
6-9000	Depreciation - Building				
6-9100	Depre - Building	\$2,016.35	\$4,939.28	-\$2,922.93	(59.2)%
6-9200	Depre - School Equip	\$3,474.90	\$9,000.00	-\$5,525.10	(61.4)%
6-9300	Depre - School Furniture	\$3,022.10	\$5,129.30	-\$2,107.20	(41.1)%
6-9400	Depre - Other Equipment	\$5,172.65	\$9,104.19	-\$3,931.54	(43.2)%
6-9500	Depre - Office Furniture	\$430.85	\$1,034.08	-\$603.23	(58.3)%
6-9600	Depre - Computer Equipment	\$4,365.95	\$8,343.60	-\$3,977.65	(47.7)%
6-9700	Depre - Library Resources	\$1,608.80	\$3,858.70	-\$2,249.90	(58.3)%
6-9800	Depre - Leased Assets	\$7,083.35	\$18,000.00	-\$10,916.65	(60.6)%
	Total Depreciation - Building	\$27,174.95	\$59,409.15	-\$32,234.20	(54.3)%
	Total Expenses	\$312,498.11	\$761,824.59	-\$449,326.48	(59.0)%
	Operating Profit	-\$22,179.54	-\$368,872.74	\$346,693.20	94.0%
	Total Other Expenses	\$0.00	\$0.00	\$0.00	NA
	Net Profit/(Loss)	-\$22,179.54	-\$368,872.74	\$346,693.20	94.0%

Minutes

Of the Property, Health & Safety Sub-Committee Meeting held on Monday 17th June at 5:00pm

Present: Dane, Bruce, Hillary & Freya

Apologies: Dave & Dale

Confirmation of previous minutes: Wednesday 15th May 2024

Motion: Move that the minutes from the property sub-committee meeting held on Wednesday 15th May 2024 to be correct

Freya Hogarth/Bruce Puklowski

Matters arising from minutes: Wednesday 15th May 2024

- Nil

Monthly Safety Reports

- **Bruce – Property Report**
Nothing additional to report.
- **Dale – Health & Safety Report**
Haven't yet done a reverse lockdown. Need to carry out our next fire drill by 26 June according to fire service now required 3 monthly. Freya will check legal requirements with NSBA. Slide needs repairing/replacing but a new slide is \$3000. Bruce will look into repair options and discuss with Dale before any decision to replace the slide or not. Bruce to check the shackles on the playground.

Items of General Business

- **Abestos removal update**
Freya to make sure all staff are aware that there is no access to Rooms 9-13 in the school holidays due to asbestos removal. Bruce also share the community message we are required to send out.
- **Paint contract options**
Bruce has reviewed both quotes. There is not a lot of difference between the two options. Short version Programmed \$25 691 per annum + CPI (average of 4.5 over the last 4 years). Carus doesn't use CPI but starts with higher figure (\$66 310 first year and drops in cost each year down to \$8 260 in last year averaging \$35 000 per year).
- **Lighting in classrooms**
We had a major fault in one of the classrooms where the lights were tripping a fuse. We have been holding off replacing light fittings but we've needed to replace a few in various classrooms as the NIK project has been moving

too slow. The cause of the fault ended up being mouse damage. The cost ended up being \$1,400.

- **School entrance/hall/office signage**

Discussed refreshing the sign on the end of Room 15 to make the first impression of Wakefield School a positive one. This will cost around \$500-\$600. We will also look at pricing some other signage to ensure it is clear how to find the office, library, NE, Hall.

- **Year 7/8 building plan and timeframe**

Freya to push Pete @ Onus to speed up the process to get Room 5&6 upgrade.

Meeting finished: 5:49pm.

Highlights in student learning this month:

Piwakawaka Team

- Piwakawaka have been continuing our work on relationships, being kind, fair and safe both in the classroom and outside on the playground.
- The last few weeks with the build up to our Marae visit, we have started exploring te ao Māori, what this means as New Zealanders and how it is important for us to know where we come from. We talk about the tikanga of our classrooms and school, say a karakia before each kai time, do the days of the week in te reo and use as many common te reo words as possible. We are just starting to learn how to introduce ourselves in te reo which will eventually develop into a short pepeha. The tamariki love kapa haka with Chris Ross and already know the lyrics to several waiata. This is ongoing learning that we will continue throughout the year.

Kereru Team

- It has been a crazy term for Kererū Team, some students' behaviours have been challenging with 4-5 students from each class, being out of class or struggling to engage.
- An RTLB whole team referral has begun over recent weeks and is at its developing stages.
- Learning focus over the term has been about our brains and feelings, and friendships. Last few weeks have been the marae focus and looking into Kupe and Te Wheke Pūrakau. Next week will be Matariki focus and continued class learning with reading, writing and maths.

Tui Team

- Our focus in Tui has been on preparing for our visit to the marae. We have been learning and practising the waiata to sing and also have been learning the tikanga of a pōwhiri and a marae. We have introduced some local stories eg 'Kupe and the wheke' that were also mentioned on our marae visit. The visit to the marae was a really important cultural experience for our children, as hardly any of them have ever been to a marae before. We felt it was a positive enriching experience that we should provide regularly throughout their time at Wakefield school.
- We continue to have a regular focus on reading, writing and maths practice. Our children are also enjoying their daily practice on TTRS, the touch typing and phonics programme we are using. We are grateful for the funding we received from the PTC to be able to fund this programme for the Tui team.

Our tamariki enjoyed the cross country and a few travelled to the inter-school cross country and enjoyed the experience.

We are beginning to prepare for Matariki next term

Karearea 1 & 2

- We have been working on weaving flax as part of our Matariki preparations. Students are creating flowers, fish, stars, bookmarks and mats. With our flax flower sticks we made rakau, sanding and measuring them to 1 metre lengths.
- Writing - we have been focusing on poetic writing, using similes, metaphors, synonyms and adjectives. The students are enjoying playing with words and creating independently.
- Maths - We are focusing on our times tables, decimals, fractions and place values.
- We enjoyed training for cross country and the visit to Whakatu Marae was a highlight of the term. We had practiced our waiata and tikanga associated with Marae etiquette.

Karearea 7 & 8

- This term we've been working on developing plans for Lizard Lounges to put in place around the school. The goal is to have students create a presentation with information about Lizards, why we need to protect them and develop a design for their lounges. We are hoping to have them building these lounges in Week 10 and the beginning of Term 3. This ties in well with the Year 7's technology they are doing with building fences to protect where our lizard lounges will be.
- We hope to extend this project to include traps and have teams of students checking the traps regularly.
- Next week for Matariki, along with learning about the stars we want to give back to our environment and plan to do some planting around the school to give back to our environment and tie into Te Taiao (the Environmental part of Te Whare Matuaranga).

Kotare

Our Kōtare students have been very busy during the last month. We have been constantly tailoring the programme to get the best out of this year's cohort.

- We have introduced Dragon math workbooks which allow both teacher led and independent student learning. These have been a real hit and have provided an excellent framework for the Year 7 math curriculum. Literacy has been wrapped around all of our topics and tech, with many opportunities to teach appropriate reading and writing skills within meaningful contexts.
- We spent a great day at Whenua Iti as part of our William Pike Challenge which includes spending time completing activities outside of the classroom. We focussed on the environment around us and looked at identifying native plants, seed collection and local bush.

- Our current tech focus has been hard materials and design. This followed on from food tech and sewing in term 1. We have built on the Bird Cafe area that the Year 5 and 6 created last year. We measured, planned and wrote a materials list of what was needed then priced it out. Once we realised how much it was going to cost we wrote and filmed tv style ads to see if any local businesses could help with sponsorship. Luckily HTL Group (Alice and Jason Douglas) supplied a heap of timber free of charge. The building of the fence is well underway and built by the students. Thanks HTL Group!
- Another focus has been science and we were lucky enough to have Will Stovall an Environment Climate Change educator come and deliver a 9 week programme. It has prompted great discussion and lots for our future leaders to look to act upon.

We as teachers are really pleased with how the group of students are developing and look forward to the rest of the year.



Other Highlights

- Marae visits - As the numbers were so large, the school was split into two groups and each group spent a day at the Whakatu Marae. This required some preparation and all teams made an effort to learn the waiata and tikanga of the marae. The children responded really positively to the experience and it was rewarding to see how they instinctively seemed to understand the solemnity of the occasion, conducting themselves in a quiet and respectful manner. Isobel deserves recognition for her well thought out organisation of the event. This was a huge undertaking and did an incredible job.
- The senior kapa haka group has been practising for their Matariki performance . There will be poi, which the girls have just started learning to use, haka, which

Bradley has been working tirelessly on with the boys and Denise has been teaching us all actions to go with our Matariki waiata. So a nearly new line up of kapa haka for you all to enjoy.

- There has been a focus on cross country this term with the build up to our school cross country. As well as this event our top runners competed at the Waimea Cluster and Regional Primary schools events. We also entered a team in the Intermediate year 7 girl's 4x1Km relay race at Isel park which was unfortunately canceled because of bad weather. We were however, able to enter a team of eight runners in the intermediate cross country championship event at Rabbit Island.
- A group of 30 students took part in the Waimea/Richmond cluster Rippa Rugby Tournament.
- PLD - All staff had the opportunity to attend the Kathryn Berkett workshop as part of Kahui Ako connect week.
- **Kāhui Ako Connect Week** 17 - 21st June
- TOD 31st May - Curriculum Refresh
- John Parson Cyber Safety - PLD for staff and student workshops.

Community Outreach

Mary has had a particularly busy term organising workshops for parents.

- Transition to schools meeting for new families
- Kathryn Berkett - Neuroscience and resilience workshop for families. - 17th June
- John Parson Cyber safety workshop for families 24th June



Board Report on Team use of Board Funded Teacher Aide Time June 2024

For part of term 1 and all of term 2 the board has funded \$1000 per week of additional TA time to support our teachers. This was approximately an hour of TA time per day for each team.

Piwakawaka

Our additional TA time was used to

- support a NE student who needed additional support and did not receive MOE or RTLB funding, encouraging him with his learning and developing his social skills with the other children. She also provided effective support to the other children during their interactions with him. She also supported all students during Discovery time.
- support the group of younger children room 11 children, for part of the time while they were in Rooms 12 and 13 for part of some mornings during learning stations.
- engage with small groups during maths and reading
- sharing maths games and readers, and supporting individuals with their letter formation and learning their red word cards.

Kererū

Kererū TA Board funded time has been used primarily for supporting dysregulated students to re-engage in the classroom and also to support small reading and writing groups where possible.

The extra support has been extremely valuable and we would have struggled without it.

Tui

We have used it for:

- individualised reading support
- personalised spelling programme
- small group learning support
- behaviour support- when the teacher needed to support children to resolve an issue

The two TAs we have are particularly skilled in diverting the children in the classroom setting, when they observe issues that have potential to escalate. They do this whilst getting on with the other tasks!

Karearea 1 & 2

Our TA's support our Level 1 learners with daily reading by listening, high frequency words, spelling/vocab and Core 5 (a computer reading programme). Within the class they support tamariki with dyslexia helping them in reading/writing/maths, reading questions and logging onto computers and at times writing for them when it becomes a struggle. Sometimes they prepare equipment and resources that the tamariki are needing to use during the week that the TAs are using.

Karearea 7 & 8

Kārearea 7 and 8 have utilised our additional TA time by providing a larger number of students with one-to-one support with their reading; specifically focusing on decoding and comprehension of texts. By having this extra support we have been able to target a greater number of students that have not only included both our struggling readers and also those needing a boost to make it to the next curriculum level. These are usually the students who miss out on this support so it has been incredibly beneficial for their learning as well.