



Preparing our students for the possibilities of tomorrow.  
*Kei te whakatakataka a matou akonga mo nga ahei a tona wa.*

## Lake Rerewhakaaitu School Board

### 25 February 2025 Meeting Minutes

**ZOOM:** <https://us02web.zoom.us/j/7145463433?pwd=aFVjYVAzdDVSZnkyVmIZUkt5TXRJOT09>

Opened 7.15pm

#### 1. Administration

Present Bianca Sterkenburg, Catherine Farrell, Daniel Schutt, Natalie Gow and Rick Whalley

Apologies Mathew Armer

Absent MaryAnn Martin

In Attendance Carla Williams

Declaration of Interests DOIs held in a separate document that is linked to the Agenda

#### Administration

Election of Presiding Member - This is the triennial election year, therefore we can either continue with current Presiding Member or nominations can be held. Discussion held re using this opportunity to build experience within our board, allows for trial, support and growth in positions, which gives board members more experience.

Rick called for nominations of Presiding Member.

Catherine nominated Bianca, Daniel seconded.

Rick called for any other nominations - Nil

Due to no other members being nominated Bianca Sterkenburg is duly elected Presiding Member. All in favour. Thanks to Daniel for his wonderful job, and growing within the role. This builds more experience within our board.

#### Matters arising from Previous Minutes.

- Pool heater pump has been installed. Furnace has been turned back on and is heating the pool well.
- The timber edging for the playground has arrived.
- Principal PGC has begun - see more details within the Principal report.

Confirmation of minutes for December 2024, as true and correct

- **Moved:** Dan
- **Seconded:** Natalie
- **Carried** All in favour

#### Inwards Correspondence

- Emails:
  - MOE Water testing - see Principal report for details of procedures followed.
  - DVS#25 filters - Dan spoke and has booked in.
  - Playcentre playground - Mathew was organising with Jo Rogers.
- VLN/Kotui Ako:
  - MOE Contract renewed for 6 months - tabled.
  - VLN Board of Trustees - Pay recommendation letter - tabled
  - **Moved:** Dan
  - **Seconded:** Bianca
  - **Carried** All in favour

#### Strategic decisions

Approval of 2025 Budget. Discussion held. Continuing a healthy financial position with available funds.

- **Moved:** Catherine
- **Seconded:** Dan
- **Carried** All in favour

**Motion:** To approve Policy Governance Policy 8. Principal performance management policy, with the alterations as per; Change "Board chair" to "Presiding Member"

- **Moved:** Bianca
- **Second:** Natalie
- **Carried** All in favour

Principal Professional Growth Cycle (PGC) update

Currently in progress - PGC Meetings begun with Graeme McFadyen - Education Consultant. Principal Job Description to be signed. Rick will share Presiding Member contact details with Graeme, so that communication can begin.

#### Principals report

Rick read and discussed his Principals report. See report.

We have one Year 8 student enrolled in the VLN rural group which meets online each week. Natalie shared some feedback from the student- very positive, excited, this has been very important for him to collaborate and learn with peers within his age group. There is a Rural Camp held biannually, with this being the year camp will be held. Camp will be in Wellington, May 12 - 17th. Rachel Whalley (e-Principal - employed through LRS) will chaperone our student. Rick will provide details in due course for costs and RAMS.

**Motion:** to approve for our Year 8 student to go to the VLN Rural kids camp in Wellington, 12-17th May 2025.

- **Second:** Dan
- **Carried** All in favour

Explanation and discussion of the new curriculum phases, change of books, planning and assessments - multiple changes in the way that teaching and learning is presented to the children. PRIME books - examples shown on how these work. Our Progression booklets are now modified to recognise the new curriculum with NAPs & LAPs (Numeracy & Literacy), these booklets highlight gaps. Testing students - where are they, where should they be, what do we need to do to get them there. There is a new Reporting system for parents. Rick showed examples of these. Reporting against the Phases as: Pre, Middle, End. Target students - realigned teaching, Teacher Aides supporting teachers with one on one work.

- **Moved:** Rick
- **Second:** Dan
- **Carried** All in favour

#### Property report

##### School

Water results- discussed earlier with the Principals report.

Cyclical Maintenance / 5YA currently working through with the MOE Property team, will report in due course. Aim to have Heat pumps etc by the start of Term 2.

##### School Houses

House inspections due. Daniel requested for others to take up School houses' roles. Catherine, happy to help - will require some guidance. Bianca will share paperwork etc, and guide. NB- 48 hours notice for inspections required.

#25 DVS filter service - Daniel has booked this in - they will get in touch directly with the tenant.

#5 Drain and window - yet to be sorted. Get in touch with a professional to fix if the board is unable.

- **Moved:** Bianca
- **Second:** Dan
- **Carried** All in favour

#### Finances - November and December (draft) 2024 report

Rick tables the Bank Staffing Reports, SUE Reports for pay periods 19, 20, 21, 22, 23 & 24

Rick tabled the Creditors, Credit Card schedule, Financial reports for November & December 2024

Bianca moves the Creditors accounts for payment for November and December (draft) 2024 as true and correct,

- o **Seconded:** Daniel
- o **Carried.** All in favour

Bianca moves the Credit Card Payments for November and December (draft) 2024 as true and correct,

- o **Seconded:** Natalie
- o **Carried.** All in favour

Bianca moves the acceptance of the November and December (draft) Financial reports as a true and correct record of the financial position of the school.

- o **Seconded:** Catherine
- o **Carried.** All in favour

Identify Items for next agenda

- Learner Centred
- Special education needs
- Approve Principal Professional Growth Cycle
- Technology
- Accounts to auditor
- Rental Review
- 5YA - Cyclical Maintenance
- Board plan for attending training - Bring calendar for workflow of PD - Identify your needs as a board member

Discussion held which days suit for meetings - Wednesdays

End of minuted meeting at 8.39 pm

Next meeting to be held in the LRS Staffroom                      7.00 pm                      26th March 2024

Signed: B. Bennett                      Presiding Member                      Date: 2/04/2025

Next Meeting Dates: 26 Mar, 07 May, 18 Jun, 23 Jul, 10 Sep, 15 Oct, 03 Dec



# Principal Report February 2025

Roll: 57    Boys: 33    Girls: 24    Maori: 40%    European/NZ 58%    Filipino:2%

We had positive test for ecoli during the holidays. See time line of events

## Ecoli timeline report

- Received email 29/01/2025 from Water Treatment Plant Rotorua indicating e coli in drinking water.
  - 2000 hrs read report online
- 30/01/2025
  - 0917 hrs contacted residents at 5 Ash Pit road and informed them of the report and instructed them to boil their drinking water until further notice.
  - 0937 hrs contacted Dylan Frost / Coordinator - Water Services (Contractor) MOE. to inform him that I was away from School and in an area that had limited service and internet connection. He informed me of the process to follow. Received email with PDF about treatment of water tanks. He was also going to the people at Hinekorako now that I would send the information once I was back in range.
  - 1140 hrs contacted resident of 25 Ash Pit road and informed them of the report and instructed them to boil their drinking water until further notice. They also placed signs around school informing people to not drink the water and informed school staff.
  - 1651 hrs informed Board Presiding member
- 31/01/2025
  - 1000 hrs contacted ASAP plumbing to replace uv and cartridges. Have ordered a new UV system.
- 01/02/2025
  - 0858 hrs contracted Aquavac- Water Cleaning Company to clean our 30000 lt water tank.
  - 1917 hrs informed residents that water would be turned off while treatment water blasting was occurring the next day and the need to continue boiling drinking water

- 02/02/2025
  - 0800 hrs Aquavac drained and water blasted tank using Geo Sil 150 biodegradable sanitizer included to fresh water feed to water blaster.
  - 1600 hrs added 6lts of Pour n' Go water tank treatment to the water tank.
- 03/02/2025
  - 0800 hrs flushed pipes at school and houses.
  - 0900 hrs sanitised tap outlets.
  - 1100 hrs sent 1st water samples to Rotorua Environmental Laboratory for testing
  - contacted
  - 1406 hrs contacted ASAP plumbing. New UV unit has arrived and will be installed on Wednesday. Old unit is still in use.
  - [Tammy Valler](#) of Taumata Arowai notified through email of this investigation and response.
- 05/02/2025
  - 0800 hrs New UV and filter system installed
  - 1230 hrs test results uploaded to Argest
- Water tests were carried out on 03/04 and 05 of February. All test came back clear, Taumata Arowai notified
- Boil water notification lifted 07/02/2025
- The new curriculum refresh is being implemented this year and I have a Presentation report that I will show at the meeting full report.
- The budget is attached to the meeting agenda for approval at this meeting.
- I have started the PGC process with Graeme.
- Annual Plan and targets, see below.

## 8. Principal performance management policy

### Outcome statement

A fair and transparent performance management process recognises the professionalism of the principal and the accountabilities of the board.

### Scoping

An annual performance agreement will be established between the board and principal and be in place at the beginning of each school year.

The principal's performance against this agreement will be reviewed throughout the year, and a final report will be prepared and presented to the board at the end of the school year.

The prime focus of the agreement will be that every student at the school is able to attain their highest possible standard in educational achievement.

A budget for professional expenses and for professional development will be established annually in accordance with the principal's professional development plan contained in their performance agreement and be included in the budget. Spending within budget is with the approval of the board. Any overseas trips for professional development must be approved by the board of trustees at least one term in advance of the event.

Professional development expenses may include but are not confined to continuing education, books and periodicals, mentoring and attendance at professional conferences.

### Delegations

The PM (or personnel committee of the board) will ensure an annual performance review is carried out in accordance with this policy.

### Expectations and limitations

- The review process will occur annually, providing a written record of how the principal has performed as per the terms of the performance agreement and identifying professional development needs.
- The principal's performance will be formally reviewed on an annual basis by duly delegated members of the board and, optionally at the board's choice, an independent consultant who specialises in education.
- Those delegated or contracted to perform the review process shall have written formalised instructions specifying the responsibilities of the role.
- There will be three interim reviews, one each term preceding the annual formal review, between the principal and Presiding Member or delegate(s) to discuss progress.
- The principal will be reviewed on the criteria set out in the performance agreement – performance objectives, professional standards, learning and development objectives and fulfilment of additional duties that require concurrence payment.
- If the principal and the board disagree on the performance objectives, the board, after considering the principal's input, will amend the disputed objectives or confirm the unchanged objectives. The board's decision will be final.
- The Presiding Member delegate(s) and consultant may gather information from staff, parents or any other relevant members of the larger school community who can provide feedback on how the principal has performed. Evidence may include surveys, self-review, teaching observation (if relevant), interviews, focus groups or documentary evidence.
- The principal and delegate(s) will meet for a formal interview to discuss whether the performance agreement has been satisfied, with the principal given the opportunity to discuss and comment on each criterion before a rating is given. The results will then be drafted into a report by the delegate(s) and sent to the principal. The