



8.39pm Preparing our students for the possibilities of tomorrow.
Kei te whakatakataka a matou akonga mo nga ahei a tona wa.

Lake Rerewhakaaitu School Board

30 October 2024 Meeting Minutes

ZOOM: <https://us02web.zoom.us/j/7145463433?pwd=aFVjYVAzdDVSZnkyVmIzUkt5TXRJQT09>

Opened 7.02 pm

1. Administration

Present Bianca Sterkenburg, Catherine Farrell, Mathew Armer, Natalie Gow and Rick Whalley.

Apologies Daniel Schutt

Late MaryAnn Martin 7.30pm

In Attendance Carla Williams

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

Administration

Query regarding if teacher positions advertised in gazette, yes all teaching positions have been advertised in the gazette. Positions filled for 2025.

Confirmation of minutes for September 2024.

- o **Moved:** Bianca
- o **Seconded:** Natalie
- o **Carried** All in favour

Inwards Correspondence

- Emails
 - o NZEI formal notification of paid union meetings
 - o Team MOE - Water testing. Plumber has recently changed filters and UV filtration. Rick has spoken with Selena from the Ministry Property team, once all work is completed they will organise to inspect and run a flush through the system.
 - o **Moved:** Mathew
 - o **Seconded:** Catherine
 - o **Carried** All in favour

Strategic decisions

Review of Strategic Plan. Prior to our next meeting, the board is to look over the current strategic plan, as this is our last year from our 3 year strategic plan. Check over to see if tweaks are needed. Are our Priorities etc the same? New plan to be approved at next meeting.

School Records Retention and Disposals

Motion to approve disposal of old unrequired documents, eg. financial records, in accordance with the School records retention and disposals schedule up to 2024/25.

- o **Moved:** Mathew
- o **Seconded:** Catherine
- o **Carried** All in favour

D.S

Monitoring

Approval of Operational policy 9 Concerns and complaints. No changes required.

Discussion held re timeline of acknowledgement for complaints. This has been updated via Procedures.

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

Principals report

Rick read and discussed his Principals report. See report.

Discussion held on attendance and update of current student numbers.

MaryAnn joined via phone @ 7.30pm.

Draft budget at next meeting. Funding for 2025 similar to 2024.

Govt funding resources available for Numeracy, schools had two weeks to make an informed decision. Prime had been used previously by Natalie. We had a Prime presentation from Scholastic and this will transfer easily with our teachers, due to our structures in place with progression books. Decision made to adopt the Prime programme.

Curriculum and targets will be done by week 6, and will report at our next meeting. Target students are all making accelerated progress. Query on how our students are moving onto their next schooling, if they align in placements as we have = we moderate at meetings to keep consistent testing. Does the Kahui Ako as a whole do this moderation to aid consistency in testing? - No, Rick believes it should and has put this forward, to no avail.

Kotui Ako VLN Primary 6 month contract renewed for 2025.

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

Property report

School

5YA - The Ministry now advises that we can not use 5YA to paint roofs, only replacement. Inspections have been made and conditions are acceptable for painting. Discussed option to pay via school funds Programmed, can top up the current payment plan over 3 years.

Motion to accept the Programmed Maintenance variation contract of \$15,750+GST to paint the roofing with a deferred payment method over 3 years incorporated with our current payment plan.

- **Moved:** Mathew
- **Second:** MaryAnn
- **Carried** All in favour

Finance -September 2024 report

Rick tabled the Bank Staffing Reports, SUE Reports for pay periods 13,14 & 15.

Rick tabled the Creditors, Credit Card schedule, Financial reports for September 2024

Mathew moved the Creditors accounts for payment for September 2024 as true and correct,

- **Seconded:** Bianca
- **Carried.** All in favour

Mathew moved the Credit Card Payments for September 2024 as true and correct,

- **Seconded:** Bianca
- **Carried.** All in favour

Mathew moved the acceptance of the September 2024 Financial reports as a true and correct record of the financial position of the school.

- **Seconded:** Bianca
- **Carried.** All in favour

Strategic discussions

Succession planning - Board Elections September 2025. Board to start thinking of how we want to run the next elections, how we want to move forward as a board. Prior to the election, members are transparent on whether they will be stepping down or interested in continuing or the Presiding member position - possibly learning from current, inviting other parents prior to elections to come to our meetings and see what a board is all about.

Identify Items for next agenda

- Statement of Variance
- Annual Plan draft
- Review Strategic Aims
- Governance policy 5. Presiding Member role description policy
- Formal review report Principal performance -Discussion held re no appraisals, how do we show Principal performance effectively? Can we as a board continue with the appraisals? Rick preferred old methods of appraisals, keeping Principals honest. Current model of doing at Principal meetings, where they sign each other's growth cycle isn't productive. Appraisers will come in, review and discuss with the Principal, and talk with other staff to provide a report back. Principal PGC/Appraiser - connect with Appraiser who Principal respects to aid growth eg. Mentor. Principal Appraisal can be added to our budget for next year. Rick will bring to the next board meeting an outline of Professional Growth Cycle review.

Special Items

- Exit interviews - Suggestion to add these going forward, make common practice. Structure questions for reflective practice, do they line up with our school values, look for patterns. From a teacher perspective - offer as an option, not all teachers will want to do them. Use it as a learning platform, not as a target. Move that we offer Jasmine an exit interview. Work together as a board to formulate questions. What do you think would be good for the board to know eg. What is the purpose for these questions? Board members to interview.
- Council communication via school - Is there any issue to put council information into the school newsletter to inform the community for the contact numbers to help in reporting any concerns or issues. Yes, council publications are suitable, as long as there are no independent political agendas.

End of minuted meeting at 8.39pm

Next meeting to be held in the LRS Staffroom 7.00 pm 4 December 2024

Signed:  _____ Presiding Member Date: 25/2/25.

Next Meeting Date: 4 Dec



Principals Report. Date: October 2024

Roll: 60 **Boys:** 34 **Girls:** 26 **Maori:** 33% **European/NZ:** 65% **Filipino:** 2%

Targets: Tables showing students progress against the curriculum for Term 3 2024

Reading Term 3 2024

Year Level	Less than expected Progress	Normal Progress	Accelerated progress
2	0	75	25
3	0	58	42
4	0	66	34
5	0	83	17
6	0	83	17
7	0	100	0
8	50	50	0

Writing Term 3 2024

Year Level	Less than expected Progress	Normal Progress	Accelerated progress
2	0	100	0
3	0	12	88
4	0	88	12

5	0	60	40
6	16	34	50
7	0	100	0
8	0	50	50

Maths Term 3 2024

Year Level	Less than expected Progress	Normal Progress	Accelerated progress
2	0	100	0
3	0	100	0
4	10	50	40
5	20	60	20
6	0	100	0
7	0	100	0
8	0	50	50

Attendance:

Averaging Attendance 88.2%

60% attending 90% of the time

	Regular	Irregular	Moderate	Chronic
All	60	22	7	12
Female	69	23		8
Male	53	21	12	15
Pākehā	72	23	3	3
Māori	40	20	15	25
Other				100

Staffing for 2025;

	PAY PERIOD 23 22/01/2025 - 04/02/2025		PAY PERIOD 24 - 22 05/02/2025 - 20/01/2026	
	FTTE	UNITS	FTTE	UNITS
Total	3.95	2	3.92	2
Staffing Roll	59		59	
> Entitlement Staffing	3.70	2	3.70	2
> Additional Staffing	0.22	--	0.22	--
> Kahui Ako (Col)	0.03	--	-	--

- Increase for the pay period
- Decrease for the pay period
- # Units, MMA and SMA values are not added towards the Total Staffing Entitlement

Our Staff for next year are

- Rakau - Natalie Gow
- Mahuri - Kylie Goddard
- Tupu - - Vicki Arnott
- Relief teacher - Lynnda Bullock
- Administration and Finance - Carla Williams
- Teacher Aides - Rora Arnott and Sarah Scott
- Cleaner - Donna Northcott
- Grounds - TBA

Budget 2025:

Operational Grant \$180586.82. (See attached for breakdown)
 Need to look at this before next meeting

Numeracy

Government strategy for structured maths:

A structured approach to maths is defined by a clearly sequenced year-by-year curriculum, a progressive and cumulative approach to the acquisition of mathematics and statistics concepts, procedures, and processes, and teaching guidance on effective practice. This is established through teaching the updated mathematics and statistics learning area.

A structured approach to maths supports students' conceptual understanding and procedural fluency. This means that students can accurately and efficiently use maths as a foundation for new learning, solve problems in new situations, reason, and make connections between concepts.

The key dates are:

- 15th October - Approved providers listed online, with details of the resources being offered
- 21st October - Schools can begin ordering resources
- 4th November - Orders placed by this date will be delivered to schools and kura before the start of Term 1 next year (schools can continue to order resources after this date, but there will be a delay with their delivery)

The four options are:

1. Prime
2. Numicon
3. No Problem
4. Oxford

Last Wednesday we had Sandie for Scholastic come to talk to us about Prime and have decided to go with Prime. (See attached)

Sustainable Partnerships Achieved by:	Emerging Phase 1	Ways to achieve this goal	June 2023 Oct 2024
Strengthen collaborative partnerships between school, whanau/family, iwi, and the wider community	Re-Establish Parents /whanau and the wider community involvement and engagement at Lake Rerewhakaaitu school.	<ul style="list-style-type: none">• Holding open days• Working with local iwi and clubs• Pet Day• PTA organised events	<ul style="list-style-type: none">• Holding open days• Working with local iwi and clubs• PTA organised events

Implement a localised curriculum through strengthening whānau engagement in learning and goal setting	Local curriculum document implemented and being used	<ul style="list-style-type: none"> See curriculum report See Schoolwide Curriculum Document 	<ul style="list-style-type: none"> Staff collaboratively planning topic studies and activities based on the LRS local curriculum Schoolwide Curriculum Document updates Govt Structured Literacy and Numeracy training and decisions
Strengthen iwi connections through the iwi education plan	Developing relationships and links with Ngāti Rangitīhi	<ul style="list-style-type: none"> develop relationships with local hapū: school lunches, environmental projects 	<ul style="list-style-type: none"> Continuing to develop relationships with local hapū: school lunches, environmental projects Possum trapping and tree planting in partnership with Doc and Onuku
Shared responsibility and reciprocal process between school and other agencies and organisations	Agencies used based on relevant assessment of student needs	<ul style="list-style-type: none"> use outside agencies through the LSC and RTLB services to support students and teachers Pest control in Gully in partnership with Onuku < DOC and LRS students 	<ul style="list-style-type: none"> continuing to use outside agencies through the LSC and RTLB services to support students and teachers Pest control in the gully in partnership with Onuku, DOC and LRS students
Continue to network with Te Kahui ako o Reporoa and other schools in the Rotorua / Murupara areas.	Build professional relationships and resources across school	<ul style="list-style-type: none"> Attending KA meetings and keeping up with relevant documents Teacher only days PLD- Assessment for Learning 	<ul style="list-style-type: none"> Attending KA meetings and keeping up with relevant documents Teacher only days PLD- Assessment for Learning Attend and organise cluster events

9 Concerns and complaints policy

Outcome statement

All complaints, concerns and incidents are attended to promptly, respectfully and professionally and seek to bring effective resolution to all parties concerned.

Scoping

In order to maintain a safe and comfortable environment for all students, staff and visitors, an accessible procedure for handling complaints and grievances will be implemented and maintained to provide an open and fair way of resolving issues and will comply with all relevant legislation.

Delegations

The board delegates to the principal full responsibility of ensuring processes are in place and operating effectively and adequately. In the event of a complaint or grievance concerning the principal, responsibility lies with the board.

Expectations and Limitations

In complying with the policy, the principal shall not fail to:

- implement and maintain robust procedures to meet the policy requirements
- ensure that the process for complaints or grievances is clearly communicated
- report to the board as follows:.
 - o When receiving a complaint, the board must ensure that the complainant has previously followed the school's concerns and complaints procedure and that the complaint has been escalated to board level correctly.
 - o Should the board receive a complaint regarding the principal or determine that any policy violation may have occurred, the board in the first instance will consider whether this may be dealt with in an informal manner (as per the employment agreement provisions that apply to the principal).
 - o Where the board considers the degree and seriousness of the concern or any violation sufficient to warrant initiating a disciplinary or competency process, the board shall seek the support and advice in the first instance from an NZSTA adviser to ensure due process is followed.

Procedures/supporting documentation

Parent/whānau concerns and complaints procedure

Staff concerns and complaints procedure

Monitoring

The principal shall maintain a register of complaints and resolutions and report to the board at least quarterly per annum outlining numbers of complaints, resolution success figures and any areas of concern for board deliberation.

Legislative compliance

Reviewed: October 2022

Next review: October 2024



Pourato

Lake Rerewhakaaitu School

1787 Full Primary (Year 1-8) State

Operational Funding

Funding position

Indicative (13/09/2024)▼

Component	QUARTER 1 13/09/2024	QUARTER 2 13/09/2024	QUARTER 3 13/09/2024	QUARTER 4 13/09/2024	ESTIMATED ANNUAL ENTITLEMENT
As at 13/09/2024					
Attachments Funding (Tech)	\$54.80	\$54.80	\$54.80	\$54.80	\$219.20
Base Funding	\$6,771.55	\$6,771.55	\$6,771.55	\$6,771.55	\$27,086.20
Equity Funding	\$6,220.52	\$6,220.52	\$6,220.52	\$6,220.52	\$24,882.08
Heat Light and Water	\$4,173.23	\$4,173.23	\$4,173.23	\$4,173.23	\$16,692.92
ICT Funding	\$2,063.10	\$2,063.10	\$2,063.10	\$2,063.10	\$8,252.40
Kāhui Ako Maintenance Allowance	\$1,000.00				\$1,000.00
KiwiSport Funding (Year 1 - 8)	\$229.36	\$229.36	\$229.36	\$229.36	\$917.44
Per Pupil Funding (Year 1 - 6)	\$11,878.49	\$11,878.49	\$11,878.49	\$11,878.49	\$47,513.96
Per Pupil Funding (Year 7 - 8)	\$1,786.30	\$1,786.30	\$1,786.30	\$1,786.30	\$7,145.20
Property Maintenance Grant	\$3,156.00	\$3,156.00	\$3,156.00	\$3,156.00	\$12,624.00
Relief Teacher Funding	\$5,047.02	\$5,047.02	\$5,047.02	\$5,047.02	\$20,188.08
Risk Management Levy	-\$192.34	-\$192.34	-\$192.34	-\$192.34	-\$769.36
Schools Donations Scheme	\$8,992.50				\$8,992.50
Support for Inclusion Funding	\$1,403.91	\$1,403.91	\$1,403.91	\$1,403.91	\$5,615.64
Vandalism Funding	\$56.64	\$56.64	\$56.64	\$56.64	\$226.56
Entitlement (GST Excl)	\$52,641.08	\$42,648.58	\$42,648.58	\$42,648.58	\$180,586.82

