



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

Lake Rerewhakaaitu School Board

13th June 2023 Meeting Minutes

ZOOM: <https://us02web.zoom.us/j/7145463433?pwd=aFVjYVAzdDVSZnkyVmlZUkt5TXRJQT09>

Opened 7.01pm

1. Administration

Present Daniel Schutt, Bianca Sterkenburg, Catherine Dawson, Natalie Gow, Mathew Armer and Rick Whalley, MaryAnn Martin via Zoom

Apologies -

In Attendance Carla Williams

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

Administration

Confirmation of minutes for May 2023

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

Inwards Correspondence

NZEI Paid union meetings instead of strike action on 31 May 2023 email.

Strategic decisions Nil

Principals report

Rick read and discussed his Principals report. See report.

- Health and physical education - 2 year review. Health and PE Consultation forms went out to each family, received four responses - tabled (Available for Mary Ann to view at school). Health and PE statement will be presented at the next meeting, then published in the school newsletter.
- Parent reporting - Interviews will be done in the 2nd week of Term 3, booking system via Skool Loop.
- Roll return 1st July. Expected roll of 55 students = three full time teachers. Current extra specialist teacher due to special covid funding received.
- Target report - see report. 17/18 target students are making accelerated progress. Planning and Progression Booklets are aiding all students to gain progress. Vicki works closely with teachers and CAPs. Not all targets are academic. Different strategies and barriers. What can we influence and do for them? Know our children - good relationships. Achievable goals, see themselves as learners. Recognising where they are in their learning journey. Catherine and Daniel have noticed that good relationships are held among staff and students. Discussion held re Progression Booklets and how that works for teachers and students.
- Whole Curriculum raw data presented, final report will be presented at next meeting.
- Rick presented the Annual Report 2022.
- **Motion:** To accept the 10YPP draft.
 - o **Moved:** Mathew
 - o **Second:** MaryAnn
 - o **Carried** All in favour
- Planning a Pyjama Day / Sleepover on the 29th June as a celebration for the end of Term. Query of police vetting for any parents wishing to stay the night. Police vetting is not required as Teachers are vetted and will be onsite throughout. Discussed option to have unvetted parents leave by a set time and return in the morning for breakfast. All staff are police vetted and hold first aid certificates.
 - o **Moved:** Rick
 - o **Second:** Bianca
 - o **Carried** All in favour

Property report

School

Water leak coming from under the concrete, near the tap by the boiler room. Plumber found a copper pipe which had a small hole in it and repaired it.

Query of playground progress. PTA fundraising focus this year. Playground chip needs to be an approved chip, not a general woodchip etc. Enquire about costs involved for bases like the playcentre one also. Drainage will need to be investigated. Daniel offered help with cartage.

School Houses

House Inspections completed.

#25 Gary Dennison plans to start work Monday - weather dependent. Work is expected to take approximately 6 days, with one night of no water, and the tenant is okay with that. Daniel will check if the #25 school house water supply is isolated from the school supply - option to add isolation tap during the work, if necessary. Hot water cylinder work completed, power usage has reduced.

#5 Two cracked windows - tenant unsure of how it happened. There is some rot showing in the window frame. Gary Dennison has been contacted to check it out. Both fire chimneys swept - broken lounge fire brick will need to be replaced - Mathew will organise. Tenant happy with the new heat pump.

Tenancy service email received, continuation of #5 requests - now Healthy Homes information required. Carla will forward to the property team. Suggestion for Property team to set up templates for ease of future tenancy documentation.

DVS filter service email reminder received - Daniel organising these to be carried out.

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

Finances

Motion: To approve Term deposits to cover the following years (2024, 2025 & 2026) of the 5 year painting plan, with allowance for inflation costs. Set up as per below;

- Increase current 1030 Term deposit from \$12,847.63 to \$24,000.00.
- 2x New Term Deposits @ \$24,000.00 each

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

Rick tables the Bank Staffing Reports, SUE Reports for pay periods 04, 05 & 06

Rick tabled the Creditors, Credit Card schedule, Financial reports for April 2023

Mathew moves the Creditors accounts for payment for April 2023 as true and correct,

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

Mathew moves the Credit Card Payments for April 2023 as true and correct,

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

Mathew moves the acceptance of the April 2023 Financial reports as a true and correct record of the financial position of the school.

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

Strategic discussions

Motion: To adopt the Governance Policy 4: Conflict of interest, with the removal of the *Student trustee section*. Adding *Disclosure of Interest statement* to Procedures / Documentations.

- **Moved:** Mathew
- **Seconded:** Daniel
- **Carried** All in favour

Motion: To adopt the Governance Policy 6. Staff trustees role description policy, with the removal of all *student* to the trustees roles in the document and Policy title.

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

Teacher position readvertised, will close 30th June. Lynda is working mornings to cover the Mahuri class. We are very fortunate to have Lauren and Natalie working well together by splitting the whole school into House group rotations for Enquiry and PE each day. Children are settled.

Rick discussed with the Principals at the recent Kahui Ako Principals meeting on staffing issues. This is a countrywide issue. Wanting to work smart as a Kahui Ako with the suggestion of employing teachers to work across schools to cover Teacher release time. Teacher release time is increasing from 2 days / Term to 5 days / Term next year.

Query if our policies and RAMS are suitable for camp and activities. Yes. All policies are updated on our website - available for all to view.

Mary Ann and Mathew having some issues with accessing school emails. Rick and Carla can reset passwords, they can come into school to get help if needed.

Query whether Board members are police vetted = No, as per September 2022 Induction meeting - *Not required as not in unsupervised contact with students*. Decision made for Board members to be police vetted to allow for efficient option of police vetted parent helpers when required. Carla will email forms. Parents selected for Senior camp will be police vetted next term.

Mathew moves that we extend the meeting to 9.30pm

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

Identify Items for next agenda

Charter/strategic plan - Learner Centred
Policy - Operational Policy 7. Child Protection Policy
Student progress and achievement - Mid year report

Public Excluded Business. Time: 9.05pm

I move that the public be excluded from the following parts of the proceedings of this meeting, namely, agenda item: Student Issue PEB

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 9 of the Official Information Act 1982, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: to protect privacy of natural persons.

- **Moved** Rick
- **Seconded** Mathew
- **Carried** All in favour

The public part of the meeting resumed at 9.15pm

End of minuted meeting at 9.16pm

Next meeting to be held in the LRS Staffroom 7.00 pm 25th July 2023

Signed:  Presiding Member

Date: 25/7/23

Next Meeting Dates: 25 Jul, 5 Sep, 17 Oct & 28 Nov 2023



Principals Report. Date: June 2023

Roll: 52 **Boys:** 56.% **Girls:** 44% **Maori:** 38% **European/NZ** 62%

- Target Report presented at the meeting
- Health Consultation presented at the meeting
- Mid year Interviews are scheduled for Week 2 of Term 3. We will also be consulting with parents in Term 3 about how we report, what the reports should look like, and what information do parents need.
- The roll for the 1st July is predicted to be 55 students

NEW STAFF

Unfortunately we were not able to fill the position this round. We did offer two applicants the position. We have readvertised the position.

OBJECTIVE 1: LEARNERS AT THE CENTRE	In LRS we:	Actions
<p>Priority 1:</p> <p>Ensure places of learning are safe, inclusive and free from racism, discrimination and bullying</p>	<ul style="list-style-type: none"> • Students develop life long learning skills. • Developing collaborative teaching /learning practices • Presenting students with a variety of opportunities to develop a thirst for learning, a curiosity and passion about the world around them, • Maintain a positive school culture. • Celebrate our cultural diversity. • Developing a stronger sense of each individuals identity in meaningful and culturally appropriate ways • Implement a localised curriculum through strengthening whanau engagement in learning and goal setting. • Strengthen iwi connections through the iwi education plan. 	

			<ul style="list-style-type: none"> Shared responsibility and reciprocal process between school and other agencies and organisations. 	
Priority 2:	<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>	<ul style="list-style-type: none"> Develop student voice and agency Developing collaborative teaching /learning practices Enhance future focussed learning through the use of digital technologies. Presenting students with a variety of opportunities to develop a thirst for learning, a curiosity and passion about the world around them, Maintain a positive school culture. Celebrate our cultural diversity. Provide targeted, monitored programmes. Developing a stronger sense of each individuals identity in meaningful and culturally appropriate ways Strengthen collaborative partnerships between school, whanau/family, iwi, and the wider community Implement a localised curriculum through strengthening whanau engagement in learning and goal setting. Strengthen iwi connections through the iwi education plan. Continue to network with Te Kahui ako o Reporoa and other schools in the Rotorua / Murupara areas. 		
OBJECTIVE 2: BARRIER-FREE ACCESS				
Priority 3:	<p>Reduce barriers to education for all, including for Māori and Pacific learners/ākonga, disabled learners/ākonga and those with</p>	<ul style="list-style-type: none"> Develop student voice and agency Developing collaborative teaching /learning practices Presenting students with a variety of opportunities to develop a thirst for 		

	learning support needs	<p>learning, a curiosity and passion about the world around them,</p> <ul style="list-style-type: none"> ● Maintain a positive school culture. ● Celebrate our cultural diversity. ● Increase attendance and engagement. ● Provide targeted, monitored programmes. ● Developing a stronger sense of each individuals identity in meaningful and culturally appropriate ways ● Strengthen collaborative partnerships between school, whanau/family, iwi, and the wider community ● Implement a localised curriculum through strengthening whanau engagement in learning and goal setting. ● Strengthen iwi connections through the iwi education plan. ● Shared responsibility and reciprocal process between school and other agencies and organisations. 	
Priority 4:	Ensure every learner/ākonga gains sound foundation skills, including language, literacy and numeracy	<ul style="list-style-type: none"> ● Develop student voice and agency ● Developing collaborative teaching /learning practices ● Presenting students with a variety of opportunities to develop a thirst for learning, a curiosity and passion about the world around them, ● Celebrate our cultural diversity. ● Increase attendance and engagement. ● Developing a stronger sense of each individuals identity in meaningful and culturally appropriate ways ● Strengthen iwi connections through the iwi education plan. 	
OBJECTIVE 3: QUALITY TEACHING AND LEADERSHIP			

<p>Priority 5:</p>	<p>Meaningfully incorporate te reo Māori and tikanga Māori into the everyday life of the place of learning</p>	<ul style="list-style-type: none"> • Develop student voice and agency • Presenting students with a variety of opportunities to develop a thirst for learning, a curiosity and passion about the world around them, • Maintain a positive school culture. • Celebrate our cultural diversity. • Increase attendance and engagement. • Developing a stronger sense of each individuals identity in meaningful and culturally appropriate ways • Strengthen iwi connections through the iwi education plan. 	
<p>Priority 6:</p>	<p>Develop staff to strengthen teaching, leadership and learner support capability across the education workforce</p>	<ul style="list-style-type: none"> • Develop student voice and agency • Presenting students with a variety of opportunities to develop a thirst for learning, a curiosity and passion about the world around them, • Increase attendance and engagement. • Provide targeted, monitored programmes. • Developing a stronger sense of each individuals identity in meaningful and culturally appropriate ways • Shared responsibility and reciprocal process between school and other agencies and organisations. • Continue to network with Te Kahui ako o Reporoa and other schools in the Rotorua / Murupara areas. 	
<p>OBJECTIVE 4: FUTURE OF LEARNING AND WORK</p>			
<p>Priority 7:</p>	<p>Collaborate with industries and employers to ensure learners/ ākonga have the skills, knowledge and pathways to succeed in work</p>	<ul style="list-style-type: none"> • Students develop life long learning skills. 	

		<ul style="list-style-type: none"> Develop student voice and agency Enhance future focussed learning through the use of digital technologies. Presenting students with a variety of opportunities to develop a thirst for learning, a curiosity and passion about the world around them, Increase attendance and engagement. Provide targeted, monitored programmes. Developing a stronger sense of each individuals identity in meaningful and culturally appropriate ways 	
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LRS 2023 Annual Plan

		June 2023
Sustainable Partnerships Achieved by:	Emerging Phase 1	Ways to achieve this goal
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 PTA organised events
Implement a localised curriculum through strengthening whanau engagement in learning and goal setting	Local curriculum document implemented and being used	<ul style="list-style-type: none"> Staff collaboratively planning topic studies and activities based on the LRS local curriculum Schoolwide Curriculum Document updates
Strengthen iwi connections through the iwi education plan	Developing relationships and links with Ngati Rangitahi	<ul style="list-style-type: none"> Continuing to develop relationships with local hapu: school lunches, environmental projects Possum trapping and tree planting in partnership with DoC and Onuku

<p>Shared responsibility and reciprocal process between school and other agencies and organisations</p>	<p>Agencies used based on relevant assessment of student needs</p>	<ul style="list-style-type: none"> ● use outside agencies through the LSC and RTL B services to support students and teachers ● Pest control in the gully in partnership with Onuku, DOC and LRS students 	<ul style="list-style-type: none"> ● continuing to use outside agencies through the LSC and RTL B services to support students and teachers ● Pest control in the gully in partnership with Onuku, DOC and LRS students
<p>Continue to network with Te Kahui ako o Reporoa and other schools in the Rotorua / Murupara areas.</p>	<p>Build professional relationships and resources across school</p>	<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

#1787 - Lake Rerewhakaaitu School

10 Year Property Plan for 2023/24

Roger Allsopp
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WSP

Status: DRAFT
Generated: 03-May-2023 15:08:51
Template Version: 3.00

New Zealand Government

#1787 - Lake Rerewhakaaitu School

5YA Year 2023/24
Consultant Roger Allsopp
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Phone 1 027 221 4928
Phone 2

Status Draft
Company WSP
Address Ln 1 1105 Arawa street
Address Ln 2 Rotorua
Address Ln 3 3010

Executive Summary

Lake Rerewhakaaitu School is located on Ash Pit Road, in the Lake Rerewhakaaitu village, some 37kms south of Rotorua. The school serves the surrounding farming community as a full, decile 7 primary (Years 1-8). The land has been subject to a treaty settlement and there is currently no zone in play.

The School's roll in the past five years fluctuates between 66 to 75 and is currently sitting at the lower outlier of 66. The SPG calculation shows an actual TS of 5 with a net area of 574m² against an entitlement allowance of 3TS and a net space allowance of 444m².

The previous round re-configured the Gross usable space within existing footprint to better cater to the learning needs and curriculum demands with visual transparency in the teaching spaces in Block A and the DQLS treatment was completed.

The Principal has a solid knowledge for sound property maintenance, but as for many smaller rural school's they struggle with no formal caretaker and rely heavily on parent/community volunteers to undertake the basic maintenance requirements. Despite this the Board continues to effectively govern the School's building stock by planning for and attending to property needs via sound maintenance regimes and allocating projects within the Ministry's 5YA spending priorities.

The 5YA funds have been assigned to the life cycle & replacements to roofing, heating, electrical and plumbing work required.



Blocks

MOE Block Name	School's Block Name	Net Area	Gross Area	CM / BoT	T/S	Specialist	Permanent	CA Value
#1787/748 - LAKE REREWHAKAAITU PRIMARY		23,099m ²	23,142m ²		5			
#1 - Swimming Pool		0m ²	0m ²	0%	0	x	✓	
#A - Room 1 - 4		349m ²	404m ²	0%	4	x	✓	
#B - Room 5 Staffroom/Resource Room		143m ²	156m ²	0%	0	x	x	
#C - Library		69m ²	76m ²	0%	1	x	x	
#D - DENTAL CLINIC		13m ²	39m ²	0%	0	x	✓	
#E - Block E		52m ²	52m ²	0%	0	x	✓	
#F - Block F		3m ²	3m ²	0%	0	x	✓	
#G - Block G		26m ²	26m ²	0%	0	x	✓	
#H - Block H		2m ²	2m ²	0%	0	x	✓	
#I - Block I		8m ²	8m ²	0%	0	x	✓	
#K - Block K - Boiler House		22m ²	22m ²	0%	0	x	✓	



Project Summary

Funding Budget		Original	Remaining	Projects	Surplus / Deficit
5YA - 2013/14 - Capital		\$146,412.00	\$0.93	\$0.93	\$0.00
5YA - 2018/19 - Capital		\$144,520.00	\$0.00	\$0.00	\$0.00
5YA - 2023/24 - Capital		\$87,962.00	\$87,962.00	\$87,962.00	\$0.00
Accelerated Modernisation Scheme - 2018/19 - Capital		\$202,086.00	\$0.00	\$0.00	\$0.00
School Investment Package - 2019/20 - Capital		\$52,668.00	\$0.00	\$0.00	\$0.00
			\$87,962.93	\$87,962.93	\$0.00
BoT Contribution to Ministry-funded Project(s)					
Community/Other Contribution to Ministry-funded Project(s)					
					\$10,920.27
					\$0.00

Milestones

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	Total
1787-24-01	A,C,E,G,K: Roofing Replacements (P2)	\$43,428									\$43,428
1787-24-02	A,B,C,E,K: Electrical Replacements (P2)	\$3,366									\$3,366
1787-24-03	A, D;Plumbing replacement (P2)	\$3,049									\$3,049
1787-24-04	A, B, K, N, O, R, S; Heating Replacements (P2)	\$29,040									\$29,040
1787-24-05	Site: Supply and installation of Lockdown alarm system school wide (P2)	\$20,000									\$20,000
		\$98,883	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$98,883



Rationalisation Summary

Please refer to the Rationalisation Plan for more details.

MOE Block Name	School's Block Name	Existing		Date	Type	Rationalisation			Est. Cost	
		Net Area	Gross Area			Partial	T/S	Net Area		Gross Area
										\$0.00

Non-Ministry Projects

Title	MOE Block Name	Details	Estimated		Cost
			Start Year	End Year	
					\$0.00



Years 6-10 Projects

Title	Details	Estimated		Cost
		Start Year	End Year	
				\$0.00

Excluded Projects

Title		Details			
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Projected Rolls

July-2021	July-2022	July-2023	July-2024	July-2025	July-2026
67	63	66	67	68	68

Projected Teaching Spaces

Actual	Guide	July-2023	July-2024	July-2025	July-2026
5	3	5	5	5	5
Surplus / Deficit		2 surplus	0	0	0



#1787-24-01 - A,C,E,G,K: Roofing Replacements (P2)

School #1787 - Lake Rerewhakaaitu School

Project Type School (Prof. PM)

Details A,C,E,G,K: Roofing Replacements as informed by Specialist report (P2)
 ✓ Is Essential Infrastructure ✖ Is Fit for Purpose Learning Environments ✖ Is Discretionary

Funding Allocation

Funding Source	Original	Remaining For This Plan	Allocated In This Plan	Allocation To This Project
5YA - 2013/14 - Capital	\$146,412.00	\$0.93	\$0.93	\$0.93
5YA - 2018/19 - Capital	\$144,520.00	\$0.00	\$0.00	\$0.00
5YA - 2023/24 - Capital	\$87,962.00	\$87,962.00	\$87,962.00	\$43,427.07
Accelerated Modernisation Scheme - 2018/19 - Capital	\$202,086.00	\$0.00	\$0.00	\$0.00
School Investment Package - 2019/20 - Capital	\$52,668.00	\$0.00	\$0.00	\$0.00
Total MOE Allocation				\$43,428.00
Total MOE Funding Required				\$43,428.00
Total BOT Funding Required				\$0.00
Total Other Contribution Required				\$0.00
Total Funding Required				\$43,428.00

Milestones

Milestones	Project Allocation												
Initiation													
Construction	<table border="1"> <thead> <tr> <th>September 2023</th> <th>October 2023</th> <th>November 2023</th> </tr> </thead> <tbody> <tr> <td>Fees Release</td> <td>Construction</td> <td>Retention</td> </tr> <tr> <td>\$4,342.80</td> <td>\$34,742.40</td> <td>\$4,342.80</td> </tr> <tr> <td colspan="3">\$43,428.00</td> </tr> </tbody> </table>	September 2023	October 2023	November 2023	Fees Release	Construction	Retention	\$4,342.80	\$34,742.40	\$4,342.80	\$43,428.00		
September 2023	October 2023	November 2023											
Fees Release	Construction	Retention											
\$4,342.80	\$34,742.40	\$4,342.80											
\$43,428.00													
Practical Completion													

Scope of Work

Block A	Details	Description	Comment

#1787-24-01 - A,C,E,G,K: Roofing Replacements (P2)

Block	Work Description
Block A	Roofing replacements
Block C	Soffit
Block E	Roofing replacements
Block G	Cleaning, retaping and repaint
Block K	Re roofing

A: Replace rear gutter, install back trays, add bars to skydomes. Reroof shed.
C: Install a soffit
E: Replace roof as per Specialist report
G: Clean lichen off polypanel, retape laps and repaint
K: Re roofing as per Specialist Report

Blocks

Name	Room Details	T/S	CM / BOT	Net Area		Gross Area		Amount		
				Existing	New	Existing	New	MOE	BOT	Other
#A - Room 1 - 4	Block A	4	0%	348.69m ²	348.69	404.00	404.00	\$9,900.00	\$0.00	\$0.00
#C - Library	Library	1	0%	69.30m ²	69.30	76.00	76.00	\$528.00	\$0.00	\$0.00
#G - Block G	Block G	0	0%	26.00m ²	26.00	26.00	26.00	\$6,600.00	\$0.00	\$0.00
#E - Block E	Block E	0	0%	52.00m ²	52.00	52.00	52.00	\$13,200.00	\$0.00	\$0.00
#K - Block K - Boiler House	Boiler room	0	0%	22.00m ²	22.00	22.00	22.00	\$13,200.00	\$0.00	\$0.00
								\$43,428.00	\$0.00	\$0.00

Condition Assessment

Records that will be addressed	Value
A: Replace rear gutter, install back trays, add bars to sky domes. Reroof shed.	\$7,500.00
C: Install a soffit	\$400.00
E: Re roof	\$10,000.00
G: Clean lichen off poly panel, retape laps and repaint	\$5,000.00
K: Re roof	\$10,000.00
	\$32,900.00



#1787-24-01 - A,C,E,G,K: Roofing Replacements (P2)

Designing Quality Learning Spaces (DQLS)/Block Comfort

DQLS Aspect	Response
Ventilation and air quality issues	N/A
Lighting levels or glare	N/A
Noise levels or acoustics	N/A
Heat / Cold (thermal comfort)	N/A

Functionality

This project addresses the following identified functionality issues.

SEPE Reference
Site and its structures provide protection from the elements e.g. shelter from the wind, rain and sun



#1787-24-02 - A,B,C,E,K; Electrical Replacements (P2)

School #1787 - Lake Rerewhakaaitu School

Project Type School (Prof. PM)

Details A,B,C,E,K; Electrical Replacements as identified in Specialists reports (P2)

✓ Is Essential Infrastructure

✗ Is Fit for Purpose Learning Environments

✗ Is Discretionary

Funding Allocation

Funding Source	Original	Remaining For This Plan	Allocated In This Plan	Allocation To This Project
SYA - 2013/14 - Capital	\$146,412.00	\$0.93	\$0.93	\$0.00
SYA - 2018/19 - Capital	\$144,520.00	\$0.00	\$0.00	\$0.00
SYA - 2023/24 - Capital	\$87,962.00	\$87,962.00	\$87,962.00	\$3,366.00
Accelerated Modernisation Scheme - 2018/19 - Capital	\$202,086.00	\$0.00	\$0.00	\$0.00
School Investment Package - 2019/20 - Capital	\$52,668.00	\$0.00	\$0.00	\$0.00
Total MOE Allocation				\$3,366.00
Total MOE Funding Required				\$3,366.00
Total BOT Funding Required				\$0.00
Total Other Contribution Required				\$0.00
Total Funding Required				\$3,366.00

Milestones

Milestones		Project Allocation
Initiation	September 2023	Fees Release \$0.00
Construction	October 2023	Construction \$3,029.40
Practical Completion	November 2023	Retention \$336.60
		\$3,366.00

Scope of Work

Details	Description	Comment
Block A		
Block A	New RCBO's	A: DB1 - Install 10 new RCBO's



#1787-24-02 - A,B,C,E,K; Electrical Replacements (P2)

Block B	New RCBO's	Install 6x new RCBO's
Block C	New 20A RCBO's	Install 2x new 20A RCBO's

Blocks

Name	Room Details	T/S	CM / BOT	Net Area		Gross Area		Amount			
				Existing	New	Existing	New	MOE	BOT	Other	
#A - Room 1 - 4		4	0%	348.69m ²	348.69	404.00	404.00	\$1,782.00	\$0.00	\$0.00	
#B - Room 5 Staffroom/Resource Room	Block B	0	0%	143.00m ²	143.00	156.00	156.00	\$1,056.00	\$0.00	\$0.00	
#C - Library	Block C	1	0%	69.30m ²	69.30	76.00	76.00	\$528.00	\$0.00	\$0.00	
									\$3,366.00	\$0.00	\$0.00

Condition Assessment

Records that will be addressed	Value
A: DB1 - Install 10 new RCBO's	\$1,350.00
B: Install 6x new RCBO's	\$800.00
C: Install 2x new 20A RCBO's	\$400.00
	\$2,550.00

Designing Quality Learning Spaces (DQLS)/Block Comfort

DQLS Aspect	Response
Ventilation and air quality issues	N/A
Lighting levels or glare	N/A
Noise levels or acoustics	N/A
Heat / Cold (thermal comfort)	N/A

#1787-24-02 - A,B,C,E,K; Electrical Replacements (P2)

Functionality

This project addresses the following identified functionality issues.

	SEPE Reference
Site supports keeping people and property safe and secure, during school hours and after hours	





#1787-24-03 - A, D; Plumbing replacement (P2)

School #1787 - Lake Rerewhakaaitu School

Project Type School (Prof. PM)

Details A, D; Plumbing replacement to radiators, faucets and downpipes (P2)
 ✓ Is Essential Infrastructure ✖ Is Fit for Purpose Learning Environments ✖ Is Discretionary

Funding Allocation

Funding Source	Original	Remaining For This Plan	Allocated In This Plan	Allocation To This Project
5YA - 2013/14 - Capital	\$146,412.00	\$0.93	\$0.93	\$0.00
5YA - 2018/19 - Capital	\$144,520.00	\$0.00	\$0.00	\$0.00
5YA - 2023/24 - Capital	\$87,962.00	\$87,962.00	\$87,962.00	\$3,049.20
Accelerated Modernisation Scheme - 2018/19 - Capital	\$202,086.00	\$0.00	\$0.00	\$0.00
School Investment Package - 2019/20 - Capital	\$52,668.00	\$0.00	\$0.00	\$0.00
Total MOE Allocation				\$3,049.20
Total MOE Funding Required				\$3,049.20
Total BOT Funding Required				\$0.00
Total Other Contribution Required				\$0.00
Total Funding Required				\$3,049.20

Milestones

Milestones		Project Allocation	
Initiation	September 2023	Fees Release	\$0.00
Construction	October 2023	Construction	\$2,744.28
Practical Completion	November 2023	Retention	\$304.92
			\$3,049.20

Scope of Work

Block A	Details	Description	Comment



#1787-24-03 - A, D; Plumbing replacement (P2)

Block A	Radiators disconnect and replace DP	A: Terminate piping to radiators and replace rotten downpipe
Block D	Repair faucet	D: Repair dripping faucet and leaking flexi hose

Blocks

Name	Room Details	T/S	CM / BOT	Net Area		Gross Area		Amount		
				Existing	New	Existing	New	MOE	BOT	Other
#A - Room 1 - 4	Block A	4	0%	348.69m ²	348.69	404.00	404.00	\$2,336.40	\$0.00	\$0.00
#D - DENTAL CLINIC	Block D	0	0%	13.49m ²	13.49	39.00	39.00	\$712.80	\$0.00	\$0.00
								\$3,049.20	\$0.00	\$0.00

Condition Assessment

Records that will be addressed	Value
A: Terminate piping to radiators and replace rotten downpipe.	\$1,770.00
D: Repair dripping faucet and leaking flexi hose	\$540.00
	\$2,310.00

Designing Quality Learning Spaces (DQLS)/Block Comfort

DQLS Aspect	Response
Ventilation and air quality issues	N/A
Lighting levels or glare	N/A
Noise levels or acoustics	N/A
Heat / Cold (thermal comfort)	N/A

Functionality

This project addresses the following identified functionality issues.



#1787-24-03 - A, D;Plumbing replacement (P2)

SEPE Reference

The availability and type of health and hygiene facilities meet the needs of students and staff e.g. sick bay/health centre, number and location of toilets, showers



#1787-24-04 - A, B, K, N, O, R, S; Heating Replacements (P2)

School #1787 - Lake Rerewhakaaitu School

Project Type School (Prof. PM)

Details A, B, K, N, O, R, S: Replacement and service of heat pump units around the school as indicated by the Specialist report

✓ Is Essential Infrastructure

✗ Is Fit for Purpose Learning Environments

✗ Is Discretionary

Funding Allocation

Funding Source	Original	Remaining For This Plan	Allocated In This Plan	Allocation To This Project
SYA - 2013/14 - Capital	\$146,412.00	\$0.93	\$0.93	\$0.00
SYA - 2018/19 - Capital	\$144,520.00	\$0.00	\$0.00	\$0.00
SYA - 2023/24 - Capital	\$87,962.00	\$87,962.00	\$87,962.00	\$29,040.00
Accelerated Modernisation Scheme - 2018/19 - Capital	\$202,086.00	\$0.00	\$0.00	\$0.00
School Investment Package - 2019/20 - Capital	\$52,668.00	\$0.00	\$0.00	\$0.00
Total MOE Allocation				\$29,040.00
Total MOE Funding Required				\$29,040.00
Total BOT Funding Required				\$0.00
Total Other Contribution Required				\$0.00
Total Funding Required				\$29,040.00

Milestones

Milestones		Project Allocation
Initiation	September 2023	Fees Release \$2,904.00
Construction	October 2023	Construction \$23,232.00
Practical Completion	November 2023	Retention \$2,904.00
		\$29,040.00

Scope of Work

Details	Description	Comment
Block A		



#1787-24-04 - A, B, K, N, O, R, S; Heating Replacements (P2)

Block A	New heat pumps	A: New 8kW heat pump in office/reception and 4x 9kW heat pump per room 1-4
Block B		
Block B	Servicing heat pumps	B: Service heat pumps in staff room and Room 5
Block C		
Block C	Install heat pump	Install new 7kW heat pump to MP room

Blocks

Name	Room Details	T/S	CM / BOT	Net Area		Gross Area		Amount		
				Existing	New	Existing	New	MOE	BOT	Other
#A - Room 1 - 4	Block A offices and rooms 1-4	4	0%	348.69m ²	348.69	404.00	404.00	\$23,100.00	\$0.00	\$0.00
#B - Room 5 Staffroom/Resource Room	Staff room and room 5	0	0%	143.00m ²	143.00	156.00	156.00	\$1,320.00	\$0.00	\$0.00
#C - Library	Library	1	0%	69.30m ²	69.30	76.00	76.00	\$4,620.00	\$0.00	\$0.00
								\$29,040.00	\$0.00	\$0.00

Condition Assessment

Records that will be addressed	Value
A: Install new 8kW heat pump in office/reception and 4x 9kW heat pump per room 1-4	\$17,500.00
B: Service heat pumps to staff room and Room 5	\$1,000.00
C: New 7kW heat pump to MP room	\$3,500.00
	\$22,000.00



#1787-24-04 - A, B, K, N, O, R, S; Heating Replacements (P2)

Designing Quality Learning Spaces (DQLS)/Block Comfort

DQLS Aspect	Response
Ventilation and air quality issues	Yes
Lighting levels or glare	No
Noise levels or acoustics	No
Heat / Cold (thermal comfort)	Yes

Functionality

This project addresses the following identified functionality issues.

SEPE Reference
The availability and type of health and hygiene facilities meet the needs of students and staff e.g. sick bay/health centre, number and location of toilets, showers
Site supports overnight stays e.g. space for large group activities, adequate bathrooms separated from the kitchen, halls have sprinklers, kitchens have a fire wall



#1787-24-05 - Site: Supply and installation of Lockdown alarm system school wide (P2)

School #1787 - Lake Rerewhakaaitu School

Project Type School (Prof. PM)

Details Site: Supply and installation of a Lockdown alarm system for school wide use in case of a security situation occurring (P2).

✓ Is Essential Infrastructure ✗ Is Fit for Purpose Learning Environments ✗ Is Discretionary

Funding Allocation

Funding Source	Original	Remaining For This Plan	Allocated In This Plan	Allocation To This Project
5YA - 2013/14 - Capital	\$146,412.00	\$0.93	\$0.93	\$0.00
5YA - 2018/19 - Capital	\$144,520.00	\$0.00	\$0.00	\$0.00
5YA - 2023/24 - Capital	\$87,962.00	\$87,962.00	\$87,962.00	\$9,079.73
Accelerated Modernisation Scheme - 2018/19 - Capital	\$202,086.00	\$0.00	\$0.00	\$0.00
School Investment Package - 2019/20 - Capital	\$52,668.00	\$0.00	\$0.00	\$0.00
Total MOE Allocation				\$9,079.73
Total MOE Funding Required				\$9,079.73
Total BOT Funding Required				\$10,920.27
Total Other Contribution Required				\$0.00
Total Funding Required				\$20,000.00

Milestones

Milestones	Project Allocation
Initiation	
Construction	\$0.00
Practical Completion	\$18,000.00
	\$2,000.00
	\$20,000.00

Scope of Work

Details	Description	Comment
Block 1787/748		

#1787-24-05 - Site: Supply and installation of Lockdown alarm system school wide (P2)

Blocks

Name	Room Details	T/S	CM / BOT	Net Area		Gross Area		Amount		
				Existing	New	Existing	New	MOE	BOT	Other
#1787/748 - LAKE REWEHAKAAITU PRIMARY		5	100%	0m ²	23099.00	23142.00	23142.00	\$9,079.73	\$10,920.27	\$0.00
								\$9,079.73	\$10,920.27	\$0.00

Condition Assessment

Records that will be addressed	Value
Supply and installation of Lockdown alarm system	\$18,181.82
	\$18,181.82

Designing Quality Learning Spaces (DQLS)/Block Comfort

DQLS Aspect	Response
Ventilation and air quality issues	N/A
Lighting levels or glare	N/A
Noise levels or acoustics	N/A
Heat / Cold (thermal comfort)	N/A

Functionality

This project addresses the following identified functionality issues.

SEPE Reference
Site supports keeping people and property safe and secure, during school hours and after hours

4. Conflict of interest policy

Outcome statement

The board effectively manages actual, potential and perceived conflicts of interest ensuring the integrity of board decisions and reputation of board members.

Scoping

The board shall create a register of all board members detailing any interests, relationships or holdings that could potentially result in a conflict of interest. This register shall be updated whenever a board member's circumstances change or a new member joins the board. It should be reviewed at the start of each school year and following trustee elections.

Board members who have a conflict of interest shall be excluded from relevant board meetings (or relevant parts of board meetings).

Expectations and limitations

All staff and board members will effectively manage conflicts of interest between the interests of the school on one hand and personal, professional and business interests on the other. This includes managing potential and actual conflicts of interest as well as perceptions of conflicts of interest.

Any trustee who has a pecuniary interest or any other interest that may influence them in carrying out their duties and responsibilities as a trustee must be excluded from any meeting while the board discusses, considers, considers anything relating to or decides on the matter.

Any trustee who is a member of the board's staff must be excluded from any meeting while the board discusses, considers, considers anything relating to or decides on any matter relating to their own employment or a complaint received against them.

In the course of board meetings, board members will disclose any interests in a transaction or decision where their family and/or partner, employer or close associate will receive a benefit or gain. After disclosure, the person making the disclosure will be asked to leave the meeting for the discussion and will not be permitted to vote on the question.

Procedures/supporting documentation

Disclosure of interest statements

Monitoring

BOT agenda

Legislative compliance

Reviewed: Jun 2023

Next review: Jun 2025

6. Staff trustee role description policy

Outcome statement

The staff representative brings a staff perspective to board discussion and decision making.

Scoping

As a trustee, the staff representative is elected by their peers to serve the interests of the school at governance level. They have equal voice, vote, standing and accountability to any other board member.

Expectations and limitations

Staff representative accountability measures	Standard
1. To work within the board's charter/strategic plan.	1.1 The charter/strategic plan is obviously considered in board decisions.
2. To abide by the board's governance and operational policies.	2.1 The staff trustee has a copy of the governance manual and is familiar with all board policies.
3. The staff trustee is first and foremost a trustee and must act in the best interests of the students at the school at all times.	3.1 The staff trustee is not a staff advocate. 3.2 The staff trustee does not bring staff concerns to the board.
4. The staff trustee is bound by the trustee code of behaviour.	4.1 The staff trustee acts within the code of behaviour.
5. It is not necessary for the staff trustee to prepare a verbal or written report for the board unless specifically requested to by the board.	5.1 No regular reports are received unless a request has been made by the board on a specific topic.

Procedures/supporting documentation

Annual Plan

Annual Budget

Charter

Governance and Operational Policies

Process and Procedures doc

Schoolwide Doc

Trustee Register

Trustee code of behaviour

Monitoring

BOT Work Plan

Legislative compliance

Review schedule: Jun 2023

Next Review: Jun 2025

