



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

Lake Rerewhakaaitu School Board

20 February 2024 Meeting Minutes

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

Opened 7.09pm

1. Administration

Present Bianca Sterkenburg, Catherine Farrell, Mathew Armer, Natalie Gow and Rick Whalley. MaryAnn Martin via Zoom.

Apologies Daniel Schutt

In Attendance Carla Williams

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

Administration

Election of Presiding Member

Rick called for nominations of Presiding Member.

Natalie nominated Daniel Schutt, Catherine seconded.

Daniel Schutt had advised that he would accept the position of Presiding Member, if elected.

Rick called for any other nominations, nil.

Due to no other members being nominated Daniel Schutt is duly elected Presiding Member for 2024. All in favour.

Query - If the Presiding Member is absent who will preside over the meeting. Any member can preside.

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

Inwards Correspondence

Banking Mandate - Daniel has completed and previous Board authorisers / signatories removed.

5YA 2023/24 - 2027/28 MOE agreement has been received and signed by Mathew and the Ministry.

NZSTA workshops - Catherine signed up to the Board monitoring workshop on 6th March, others welcome to join.

Update on Council speed limit letter - currently on hold due to change of government.

Reach programme - Daniel attended. Explanation of how GATE (Gifted and talented) is classified.

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

Strategic decisions

Rick presented the Strategic and Annual Plan 2023-25. Will be submitted to the Ministry and uploaded to our website by 1st March.

Motion: to approve Strategic and Annual Plan 2023-25.

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

Motion: to Approve Budget 2024

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

Rick tabled the Annual Report 2023.

Motion: To approve Policy 1. Board Roles and Responsibilities, with the alterations as per below;

Remove "Charter" wording from the document.

Remove Section 3. Special character.

Replace "The Treaty of Waitangi" with "Te Tiriti o Waitangi"

- o **Moved:** Bianca
- o **Second:** MaryAnn
- o **Carried** All in favour

Addition to 2. Curriculum Delivery Policy required due to new legislation [Education \(School Boards\) Amendment Regulations 2023](#) in regards to No Cellphones at schools.

Motion: to add *Students must have a letter from home and permission from school before they bring any ICT equipment/device from home. This includes things like mobile phones, iPods, gaming equipment, cameras, and USB drives.* to 2. Curriculum Delivery Policy

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

Principals report

Rick read and discussed his Principals report. See report.

[Ministry requirement of 1 hour](#) for each Reading, Writing and Maths - Our school has had this practice for years. Presented School Wide Doc - shows allocated class time, breaks down what and when they are learning, while breaking that up into detailed sections eg. Maths= Number knowledge, strategy, geometry and measurement, statistics over each term. Two year cycle.

Caretakers position - two applicants. Will interview Wednesday. Bianca will attend the interviews and advise the outcome.

School has hit the ground running. Had to have a change around at the start of the year due to unexpected new students. 11 new entrants known coming in this year. LSC, RTLB and Vicki are actively working with students from the start of the school term. Teachers have good knowledge of children and where they are at.

Working Bee this Saturday 25th February. Tree trimming, cement around brickwork, putting up greenhouse, gardens. Lunch provided.

Motion: to approve the Principals report

- o **Moved:** Rick
- o **Second:** Bianca
- o **Carried** All in favour

Property report

5YA 2023/24 - 2027/28 MOE agreement, current budget \$87,962+GST, has been received and signed by Mathew. Initial fixed price quote received from WSP \$16,530+GST, Rick contacted WSP to review 10% PM fee on Roofing project and they reduced fee to \$4,342.80 (from initial quote of \$7,530) = total revised Quote \$13,342.80 +GST. Project Management Fee quote is 15% of funding, this is due to minimum \$3,000 fees on three of the projects. Discussion held re use of project management for work: roofing, electrical/plumbing, heating and bell system. If WSP engaged it would take a significant amount of the funding from our school. The Ministry advised that we can do ourselves, Salesforce training required - Rick and Carla to complete online. Rick will contact professionals to assess and quote for projects. Decision made to decline WSP quote and for Rick to manage the 5YA Projects.

Motion: to approve that we will Project Manage the current 5YA projects ourselves.

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

School Houses

Mathew to attend to leaking underneath #5 house.

No other known issues / concerns to date

Annual Rental review required. Property team to check market rates and bring to the next meeting for a decision.

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

Finances - November and December (Draft) 2024 reports

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

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

Rick tabled the Creditors, Credit Card schedule, Financial reports for November and December (Draft) 2024

Mathew moves the Creditors accounts for payment for November and December 2024 as true and correct,

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

Mathew moves the Credit Card Payments for November and December 2024 as true and correct,

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

Mathew moves the acceptance of the November and December (Draft) 2024 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
- Governance policies 2-3
 - o Trustee code of behaviour
 - o Remuneration and expenses policy
- Special education needs
- Accounts to auditor

Public Excluded Business. Time: 8.07pm

I move that the public be excluded from the following parts of the proceedings of this meeting, namely, agenda item: Student Issue PEB x2 confirmation of minutes

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.

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

The public part of the meeting resumed at 8.10pm

End of minuted meeting at 8.12pm

Next meeting to be held in the LRS Staffroom 7.00 pm 27 March 2024

Signed:  Presiding Member Date: 4/4/24

Next Meeting Date: 27 Mar, 8 May, 19 Jun, 31 Jul, 11 Sep, 23 Oct, 4 Dec



Principals Report. Date: Feb 2024

Roll: 50 (11 students registered for 2024 start) Boys: 60% Girls: 440% Maori: 38% European/NZ 62%

2024 TARGETS

Target 1

All priority learners who are achieving more than one year below expected curriculum levels at the start of the year will demonstrate accelerated progress by the end of 2024

Using ongoing data from progression booklet, in class formative assessments, LSC, RTLB and target teacher CAPs data we are continuing to track and identify students who require assistance in numeracy and literacy.

Specialised target teacher 0.6 Monday to Friday working:

- 1 Hour- reading x 4 groups
- 1 Hour- writing x 4 groups
- 1 Hour- numeracy x 4 groups

- Collaborative Action plans are developed with all students and interviews with parents/whanau are in progress
- Classroom teacher and target teacher working collaboratively to develop programmes that support the students accelerated learning
- RTLB/RTLit assisting with funding for teacher aides for specific programmes
- Hearing specialist supporting 4 children
- Use of progression booklets
- Schoolwide Document Teacher only days in January to discuss literacy and numeracy policy, procedure and programmes
- LSC is available Tuesdays to have interviews and discussion with teachers from 8-9am and 3-4 pm. 9-3 working in school
- LSC also Investigates programmes and PLD that can assist teachers and students with targets, PLD or programmes.
- LSC and RTLB assistance and discussions help with documentation for support
- RTLB meetings every week with the principal to discuss students that are registered with RTLB service.

Target 2

Next year will be looking at having 75% attendance 90% or above

Currently sitting at 74% at 90% (60% AT 100%)

We have started the year fully staffed.

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. ● Shared responsibility and reciprocal process between school and other agencies and organisations. 	
<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>	<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 	

		<ul style="list-style-type: none"> • 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			
<p>Priority 3:</p>	<p>Reduce barriers to education for all, including for Māori and Pacific learners/ākonga, disabled learners/ākonga and those with learning support needs</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, a curiosity and passion about the world around them, • 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. 	

		<ul style="list-style-type: none"> • Shared responsibility and reciprocal process between school and other agencies and organisations. 	
<p>Priority 4:</p>	<p>Ensure every learner/ākonga gains sound foundation skills, including language, literacy and numeracy</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, 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. 	
<p>OBJECTIVE 3: QUALITY TEACHING AND LEADERSHIP</p>			
<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. ● 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 	

