



Nurture the seed and it will thrive - Poipoia te kākano kia puāwai
Board of Trustees Meeting Agenda
21 September 2022
7.00pm Korāunui School Staffroom



	Reference	Led by	Time Approx.
1. <u>Karakia Timatanga</u>			
2. <u>Administration</u>		Chairperson	
2.1 Present			
2.2 Apologies			
2.3 Declaration of interests			
2.4 Confirmation of previous meeting's minutes		Dave	
2.5 Correspondence received			
3. <u>Strategic Decisions</u>	Strategic Plan	Dave Chairperson	
3.1: Charter, priorities for the year & Strategic Goal Development			
4. <u>Strategic Discussions</u>	Self-review	Spencer Dave	
4.1: School docs			
4.2: COVID response update			
5. <u>Monitoring</u>		Dave Spencer Craig	
5.1: Principal's Report			
5.2: August Financial Report			
5.3: Property Report			
5.4: Health and Safety Report			
6. <u>Public excluded agenda items</u>		Dave	
6.1: Student engagement			
6.2: Staffing and personnel			
7. <u>Other items (Board set up and operations)</u>		Chairperson	
7.1: Bios and Contact details			
8. <u>Identify agenda items for next meeting</u>		Chairperson	
9. <u>Karakia whakamutunga</u>			
Note 1: Correspondence is listed on the back of the agenda			

List of correspondence

Tawhai School: Letter regarding enrolment zone 23 August

Ministry of Education updates: regular updates 9, 16, 23, 30 August, 6, 12, 13 September

NZSTA emails regular updates: 15, 16, 21, 31 August, 2, 6, 14 September

Ministry of Education: Going Concern Letter 12 August

Karakia Timatanga

Tuia ki runga
Tuia ki raro
Tuia ki waho
Tuia ki roto
Tuia ki te here tangata
Ka rongo te po
Ka rongo te ao
Haumi e, Hui e, Taiki e!

Unite above
Unite below
Unite without
Unite within
United as one
Listen to the night
Listen to the world
Now we can come together as one!

Karakia Whakamutunga

Unuhia, unuhia
Unuhia ki te uru tapu nui
Kia wātea, kia māmā, te ngākau, te
tinana, te wairua i te ara takatā
Koia rā e Rongo, whakairia ake ki runga
Kia tina! TINA! Hui e! TĀIKI E!

Draw on, draw on,
Draw on the supreme sacredness
To clear, to free the heart, the body and
the spirit of mankind
Rongo, suspended high above us (i.e.
in 'heaven')
Draw together! Affirm!

MINUTES meeting of the Koraunui School Board on 17 August 2022

Meeting opening

1.1 Karakia Timatanga

Meeting opened at 1905

Agenda

2. Administration
3. Strategic decisions
4. Strategic discussions
5. Monitoring
6. Public excluded items
7. Other items

2: Administration

2.1 Present

Spencer Hiess [SH], parent representative

Dave Lamont [DL], Principal

Craig Gilmour [CG], staff representative

Amber Pacheco [AP], parent representative

Chris Blazkow [CB], parent representative

Renee Madsen [RM], parent representative

Kris Dando [KD], parent representative

2.2 Apologies

Nil

2.3 Welcome to the new board and first-time members.

Congratulations and thanks for offer of service extended to all members and discussions around support and training that is available to new and returning members.

2.4 Declaration of interests

No declarations.

2.5 Election of Presiding Member

The election process was run by Craig Gilmour.

There was one nomination of Spencer Hiess for Presiding Member in 2022.

It is moved that Spencer Hiess is elected Chair of the Koraunui School Board for 2022.

SH to update NZSTA (New Zealand School Trustees Association) with details.

2.6 Confirmation of previous meeting's minutes

Minutes of the previous meetings were reviewed with no changes.

Motion: That the minutes from the June 2022 meeting are approved as accurate.

Proposed: SH Seconded: DL

2.7 Correspondence

The correspondence received was discussed. Decision to require masks for Yr. 4+ from online discussions confirmed. This was to cover first 4 weeks of term then be reassessed in line with MoE (Ministry of Education) guidance.

Motion: That Koraunui School continues to require mask usage aligned with MoE and MoH guidance

Moved: SH Seconded: All

3.0 Strategic decisions

3.1: Reporting and planning - Strategic plan will be replacing the Charter.

Discussion with new board members around the current plan for the remainder of 2022 and early 2023 including developing the new Strategic Plan.

The Board will engage in planning for how to engage with community and what information we would like to gather.

4.0 Strategic discussions

4.1: School docs.

Discussion around School Docs and the review schedule.

SH to email out login and review schedule details to all BoT members

ALL to review School Docs content and review according to Term 3 schedule for next meetings review

Bomb threat procedures reviewed in response to recent threats to other schools.

SH asked if there were guides for if an 'attack' was to occur at school – like an active shooter.

SH will email details to BoT members for **DL** and **CG** to review in line with current Lockdown procedures.

4.2: COVID response update

The schools COVID response was discussed. Approx 15 cases so far this term. 4 x air purifiers being shared around school and 3 x CO₂ monitors being shared and moved round school. Students being involved in conversations around their use and importance.

AP expressed thanks to Dave for consistency and quality of messaging.

4.3 Special Reason Staffing (SRS)

DL led discussion around SRS and completed form for submitting to MoE Advisor.

DL will submit SRS Form to MoE Advisor

4.4 Board of Trustees Election

Bruce Hewitt has completed his requirements for Returning Officer role. Maree has arranged payment to be made.

SH to send induction email to new BoT members including links to NZSTA website, learning and Appendix 2 for registering as BoT Members.

5.0 Monitoring

5.1: Principal's Report

Report Discussed. Lack of availability for relief cover a continuing issue. Admin Support Staff collective agreement discussed. No negative implication for school finances as is fully funded by MoE.

Mid-year data reviewed. A promising trend of improvement amongst target groups with Structured literacy and DMIC and overall increases. Discussions around how to transfer these results into writing results occurred. This may form part of the Strategic Goals for 2023.

5.2: Finance Report

The July 2022 Finance report was discussed.

Motion: That the July 2022 Finance Report is noted as read.

Proposed: DL Seconded: SH

5.2.1: Audit letter from MoE

Discussed requirement with new BoT members.

Finally received and forwarded to auditor for completion of review documents.

5.2.2 Mid-year budget review

Discussed mid-year revised budget.

Motion that the reviewed budget has been reviewed and agreed to.

Proposed: DL Seconded: CB

5.2.3 Review of Financial Services Provider

Discussion around the ongoing problems with service being provided by Education services and the extra admin requirements on Dave and Maree chasing up to have corrections made. This amounts to approx. 15 shared hours a month and 5-6 days with the Auditor for end of year reporting. Feedback has been provided but no improvement to service has occurred. DL requests support from the Board to explore alternative providers to assess the viability and costs associated with changing.

Motion: The board approves the exploration of alternative financial providers with a report back to the board on alternatives, including costings and viability with staffing, hours, and skills.

Proposed: DL Seconded: KD

5.3: Property Report

Discussed. Bund has been doing its job. Remediation work required and being followed up on as there is some erosion of it happening at the dental clinic end.

Ongoing liaising with MoE, insurers and contractors for repairs to room 14 and 15. Unlikely that classes will be back in by end of term.

Kowhai block upgrades are being reviewed by engineers due to some of the proposed changes with

sliding doors between classrooms.

Motion: That the August 2022 Property Report is read and accepted.

Proposed: SH Seconded: CG

5.4: Health and Safety Report

Discussed. Awareness of H&S requirements and thresholds discussed with new BoT members.

6.0 Public excluded items

Motion: That the public be excluded from the in-committee proceedings of this meeting. The reasons for passing this resolution under section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) are to protect the privacy of natural persons subject to section 7(2)(a) of the LGOIMA.

Proposed: SH Seconded: DL

The Board passed into committee at 2127 and out of committee at 2147.

7.0 Other items (Board set up and operations).

7.1 Bios and Contact details

SH will start introducing BoT members to school community through newsletter entries and Facebook posts. ALL BoT members to decide how they would like to contribute and email text and photo or short video (30 Sec – 1 min) for FB page to SH.

SH to email Admin for website BoT details update.

8.0 Items for next meeting.

Nil

9.0 Karakia Whakamutunga

Meeting closed at 2152.

Next Meeting

14th September 2022

Minutes of the meeting of the Koraunui School Board 17 August 2022

List of action points - current

Number	Who		Status
2021-05-19-#3	DL	<i>Contact the Principal of Tui Glen School to discuss how Tui Glen works with Koraunui Marae including key contacts</i>	• Pending
17-08-22 #1	SH	<i>Update NZSTA with Presiding Member details</i>	•
17-08-22 #2	SH	<i>email out login and review schedule details to all BoT members</i>	•
17-08-22 #3	ALL	<i>Review Term 3 documents on School Docs</i>	•
17-08-22 #4	SH	<i>Email out Crowded Places guides</i>	•
17-08-22 #5	DL	<i>Submit SRS (Special Reason Staffing) Form to MoE Advisor</i>	•
17-08-22 #6	SH	<i>Send induction email including links to NZSTA website, learning and Appendix 2</i>	•
17-08-22 #7	ALL	<i>BoT introduction notes and photo or short video to Spencer</i>	•
17-08-22 #8	SH	<i>BoT introductions for newsletter and school Facebook page</i>	•
17-08-22 #9	SH	<i>Email Admin for School website updates</i>	•

List of recently completed action points

29-06-22 #2	SH	<i>Send confirmation letter to Bruce and official letter of appointment</i>	• Completed 02/07/22
29-06-22 #3	DL	<i>Follow up with MoE finance for letter</i>	• Emailed 30/06/22
29-06-22 #4	SH	<i>Attendance register check for CM attendance and follow up as required</i>	• Completed

Signatures

These notes are an accurate record of the meeting.

Spencer Hiess, Presiding Member

Dave Lamont, Principal

Dave Lamont

From: Karen Poole <karen@tawhai.school.nz>
Sent: Tuesday, 23 August 2022 2:43 pm
Subject: Enrolment scheme

Kia ora koutou

Please see below - notice from our school board.

ABANDONMENT OF THE TAWHAI SCHOOL ENROLMENT SCHEME

The Tawhai School Board recently applied to the Ministry of Education to abandon our current enrolment scheme.

The Ministry considered our request as required by Clause 15 of Schedule 20 of the Education and Training Act 2020 (the Act) and agreed that there is no longer a continuing need for an enrolment scheme at our school to avoid overcrowding or the likelihood of overcrowding.

Accordingly, the Ministry has issued us with a formal notice, under Clause 8(2)(a) of Schedule 20 of the Act, stating that they agree to our Board abandoning our school's enrolment scheme.

Therefore, The Tawhai School Board has established that the enrolment scheme will be abandoned from the close of the school day on Friday the 2nd of September 2022.

Ngā mihi nui

Tawhai School Board

Ngā mihi nui
Karen Poole
Principal

Tawhai School | 69 Glen Road Stokes Valley | Lower Hutt
Ph. 04 5636329 027 957 1198
www.tawhai.school.nz

Empowering our children to succeed in an ever changing world



12 August 2022

Craig Press
Presiding Member
Koraunui School
17 Kairimu Street
Stokes Valley
Lower Hutt 5019

UNCLASSIFIED

bot.chair@koraunui.school.nz

Tēnā koe Mr Press

Koraunui School (2100) 31 December 2021 Financial Accounts

Your auditor has contacted us because they consider that Koraunui School is experiencing financial difficulties. This raises doubts over the validity of the going concern assumption, on which your financial statements are based. The Office of the Auditor-General has asked us, the Ministry of Education, to confirm that we will continue to support Koraunui School in relation to financial matters.

The Ministry considers Koraunui School to be essential to the network and will continue to provide Resourcing (via teacher salaries, operational funding, and school support funding if necessary) for the foreseeable future, being at least 12 months from the date of this letter.

The Ministry is aware of some financial concerns regarding recurring deficits and negative working capital of -\$44,121. We will continue to work with the school regarding these matters.

On the above basis the Ministry considers the going concern assumption to be appropriate for Koraunui School for the year ended 31 December 2021.

Please contact Andrew Seagar if you wish to discuss the contents of this letter.

Nāku noa nā



David Hyland
School Finance Adviser
Te Pae Arouni

T: 04 4638673 M: 0274907232
E: david.hyland@education.govt.nz

CC Deloitte



Nurture the seed and it will thrive - Poipoia te kākano kia puāwai

**PRINCIPAL REPORT TO THE KORAUNUI BOARD OF TRUSTEES.
For the meeting of 21 September 2022.**

Presented by Dave Lamont. Principal

OVERVIEW

We have **195** students as of today.

PERSONNEL

- I have received a letter of resignation from one of the KCC team members. Due to the confidential nature of this letter, we will discuss this in-committee.
- The Administration Support Staff CA pay equity settlement has been agreed to and will come into effect in November this year. I have taken part in MoE webinars about this and the implications of this for our school. Any difference in funding for point-to-point translations for administration staff will be funded by the MoE. This will include the back pay component. I am currently having conversations with support staff about the new grade and step they will translate to and alignment with the new work matrix.
- We are continuing to experience a lot of staff illnesses in the second half of this term. It has often been difficult to find relief teachers and classes have had to be split on many occasions. This will most likely continue into term 4 as there are not as many relievers on the ground as there have been in the past.
- 2023 provisional staffing was due to be provided to schools last Friday but was delayed so more work could be done around ensuring schools have adequate staffing with many schools around the country experiencing fluctuating rolls over the past 2 years. We now expect to receive our staffing notice on Friday 23 September. This will also provide information about the equity index funding we are likely to receive in 2023.
- Our Banking Staffing for the year is currently sitting at a little over \$16,000 underuse for this year. I envisage that this will take us through most of next term, with us not having to use much of the reliever budget for this year. This will greatly help our financial situation as we continue to work to reduce our working capital deficit.

SCHOOLWIDE FOCUS/PROFESSIONAL DEVELOPMENT

- DMIC – Developing Mathematical Inquiry Communities
- Structured Literacy
- Assessment and reporting
- Kahui ako project group work

CURRICULUM

- Over the past 5 weeks we have been hosting the leadership team and teachers from Fraser Crescent School and having them visit our junior classrooms to see how structured literacy operates in these spaces. They are beginning to move down this pathway at their school. We are happy to share what we are doing and the positive impact we are seeing for our students. We are hoping to access some PLD (professional learning and development) through our Kahui ako in 2023 to support the work we are doing and also work in with other schools in the Kahui ako to share knowledge and experiences of Structured Literacy.
- The literacy leaders from schools in our Kahui ako met to discuss assessment of reading and writing. Other schools were going to begin the process of developing reading and writing matrices, but as we have already completed these and are using them, Gillian and Denise met with other leaders and LSC's (Learning Support Coordinators) to see if our matrices could be used, adapted if needed, across our schools so we have a consistent literacy assessment pathway for our schools. This will be an ongoing piece of work that the literacy team will continue within our Kahui ako. This will be further discussed at the next Kahui ako Leadership Hui.
- We have been working alongside our DMIC facilitators in classrooms with in-class support sessions, staff meetings and we have also been hosting DMIC content knowledge workshops where we look more in depth into the work we are doing in maths across the school. These have been valuable as we have gained a lot more clarity and knowledge about DMIC, especially around the progression through the curriculum levels and assessment which is leading to a more consistent approach to how we teach and assess maths across the school. The curriculum content workshops have been open to teachers from other schools to attend. We have had teachers from Randwick School attend one of these sessions.

- We have had 2 staff meetings and have begun in class support with our Science PLD facilitator during this term. These have been engaging and useful as we further develop how we teach science across the school. The work we are doing with the facilitator comes under the 150 House of Science PLD hours that we were successful in getting from the MoE. We are tracking how we are using these hours and will keep a journal of the work we do so we can report back to the MoE about the impact of the PLD support we are receiving.
- We are continuing to review and update our literacy curriculum overview to ensure it reflects or current practices and is a guide for teachers to use in their programmes. We will begin the review of our mathematics curriculum overview this year.

ASSESSMENT

- Teachers will continue to use the reading and writing progression matrices to record student progress in these areas, this information is also used to provide levels for reporting to parents and the board. A current focus is to ensure we are using these consistently across the school.
- Following discussions about assessment for maths, we have decided to work towards using the PaCT assessment tool as we believe this will provide us with consistent information that we can use in the same way we are using literacy information. One of our DMIC facilitators and our ERO partner also have experience using PaCT.
- Before the end of this term, we will review our end of year report to ensure it aligns with the updated mid-year format we used this year. We are encouraging teachers to begin writing their general comments about their students as soon as they can as this will be one of the biggest components of the report. We aim to have the report template finalised and ready for teachers in the first half of term 4.

BEHAVIOUR

- We have continued to notice some behaviours cropping up during the start of this term and have been working to identify the root cause leading to behaviours and ways we can support students and teachers. This has included the support of our Learning Support Coordinator, MoE advisors and outside agency support where required. With the absence of teachers due to illness, some students have found it difficult coping with the change. We are continually monitoring and talking with some students while we work through this period of time.

PROFESSIONAL DEVELOPMENT

- In-class DMIC support for teachers continues this term and through to the end of the year. We will incorporate staff meetings into the time we have with our mentors. In addition to this we are hosting a series of DMIC workshops for schools across Lower Hutt where we will build our knowledge of DMIC and build a network of schools.
- We have our lead science teacher continuing with the Royal Society Leadership development and will link this into the MoE PLD that we have been successful in getting to support science.
- Gillian has been invited to join the moderating team for allocating MoE funded In-class Support again this year. This provides additional support for students with high learning needs but who do not qualify for ORS funding.
- I am continuing with my Tautai o le Moana leadership development. I attended a hui in Auckland with leaders from across New Zealand to be a part of a gifting ceremony of the MoE Resource "Make it Happen" - Talanoa ako that has been produced to support the implementation of the Pacific Education action Plan. Yesterday I met with the 2022 Wellington cohort of principals and our facilitator here at school to continue our work together. In term 4, I need to present my learning and journey to date to the Tautai o le Moana leadership team.
- Between 13-16 September I attended the NZPF (New Zealand Principal's Federation) Conference in Christchurch. This was a valuable time to reconnect with principal colleagues from around the country, take some time to reflect on the past 2 ½ years and hear from education and leadership experts. The biggest learning I took from my time away was that our current approach to learning and leading is right on the mark with current pedagogy around New Zealand. Our biggest challenge will be to ensure the fidelity of our approaches and that we have everyone continuing to work in the same direction so we can maintain this in the coming years.
- We have a teacher continuing to work through the Incredible Years PLD. This will continue throughout the year and included workshops with other teachers taking part in the PLD and classroom/school visits from the facilitator.
- We continue to support the development of 2 Masters teaching students from Victoria University. They will remain with us all of this term and half of next term. We have been asked if we will take more teachers in 2023. We have agreed to this as this helps us contribute to building the teaching profession and provides us with the opportunity to reflect on our practices and processes to ensure they are as good as they can be.
- Both of our PRT (Provisionally Registered Teachers) have completed the first year of their 2 year support and guidance programmes. This is provided by us, with mentor teachers working alongside the PRT's to support them as they come to grips with the reality of teaching and all that it involves.

HEALTH AND SAFETY

- Areas of concern identified around the school are being recorded and the caretaker notified so they can be addressed.

FINANCES:

- We have received the final settlement for the contents items damaged in the Room 14 & 15 flood in Term 2. The final settlement came to \$45,312.64. we are checking the gst component of this. This was after a \$500 excess was deducted from the total amount. We will look at how we can use this funding to replace items lost in the flood and use this opportunity to see what other schools are doing in their classrooms to make them better suited for the different ways learners learn. To date we have purchased reading material that was lost that we need to support the structured literacy approach. As the classrooms are unlikely to be ready to reoccupy this year, we have time to decide how to use the insurance settlement funds.
- We will find out more about the equity index funding and what this means for our 2023 funding over the next 2 weeks. I have taken part in webinars about how the equity index and the MoE vision for how this will replace decile funding for all schools. Key points are, the equity index only applies to specific components of our funding. Funding calculations will include data from the previous 3 years, so any fluctuations in school funding will be flattened out, meaning schools will have more time to respond to changes such as roll drops. If rolls increase beyond the level schools are funded for, schools can still apply for roll review funding as is currently the practice. We have opted in for the school donation scheme for 2023 and this will continue.
- While I was away at conference I spoke with 2 financial support providers to find out what they offer following our decision to carry out a review of this area of our operations. Both of these providers are interesting in talking with us about our needs and have tailored packages they can provide depending on our need. I will formally inform Education Services that we are carrying out a review of this area so they are able to have equal input into the process.
- We continue to work hard to manage our finances again this year and have worked to minimise spending where we can. With our banking staffing at the level it is, this will help us lessen the impact on our relieving teacher budget in the second half of the year.
- Following a further email to the MoE about obtaining a letter of support from them as we are in a working capital deficit, this has been provided and I have forwarded this onto our auditor and asked when we will receive our final report and statement for 2021. I am waiting to hear back from them about this.
- I have received my school credit card, we are waiting on the second card for our bursar. The limit for my card has been set at \$500. I will activate this in the Term 3 break.

GENERAL

- Over the past few weeks we have celebrated the cultural richness of our school through Samoan and Tongan Language weeks, Te Wiki o te Reo Māori and a Cultural Festival at school. These have been wonderful occasions where we have been able to learn more about the cultures of our school and develop an understanding and appreciation of different cultures.
- We recently held a Fono for our Pacific Island families and those who are performing in the Pasifika Group at Huttfest. This was well attended with over 20 families represented. This was a good chance to catch up, share kai, talk about what is happening with Huttfest and learning as well as plan for what is coming next. We decided that we will hold a Umu Festival in Term 4.
- A whanau hui is planned for Term 4 following consultation with whanau about the best time to have this. This will be held on Wednesday 26 We will look to follow a similar format with this hui so parents and whanau are informed about what is happening for their tamariki at school.
- School Lunches Programme – following ongoing communication and meeting with the Kapura Lunch providers, we have seen a noticeable lift in the quality of lunches being provided to our school. We are continuing to work closely with them and the MoE to ensure we are getting lunches that meeting the needs of our students.
- Huttfest – with the public holiday to commemorate the death of the Queen being announced for Monday 26 September, the Huttfest organising committee have had to reschedule the performance nights to allow for this change. Our Pasifika Performance Group is now performing in an earlier session on Tuesday that was created to cater for school scheduled to perform on Monday. Our Kapa haka group is still performing on Friday as planned.
- ERO – we will endeavour to make plans to meet with our ERO partner in term 4 so we can plan our review and get this underway with the intention of using end of year data and information to inform the work we will do with ERO in 2023.
- Kahui ako Update – We have continued to work in our project groups, some with the support of PLD providers through hours provided by the MoE. We are working through the process of deciding on what PLD hours and

providers we would like to support our work for 2023. Our leadership group met this term, and the second of the planned Leadership Incubators workshops has also been held. Meetings for Term 4 have been scheduled. Our Kahui ako Principal lead has been approved a sabbatical for Term 3 2023. I have provided her with approval from our board for her to take this. She requires approval from all boards in the Kahui ako for her to take this as she works with all schools and the leadership team of the Kahui ako in her lead principal role.

- COVID-19 – with the removal of the traffic light system and the recommendation to wear masks at school we will resume to a more normal way of operating at school. We will maintain the hygiene and ventilation practices that we have in place and have informed our community about how we will operate going forward. We have a good supply of masks and RAT's for staff and the community should they require them. While things are reasonably settled, we need to remember that COVID is still present around New Zealand and we have been informed that it is likely that there will more spikes in cases in the future. Should this happen and affect us, we will respond accordingly, based on information provided as we have done in the past.
- Tawhai School Enrolment Scheme – then MoE have agreed to remove the enrolment scheme for Tawhai School (email is included in Board papers)
- Board Elections – Our returning officer has completed the election process and provided a copy of the documentation to me to keep at school. After 6 months we can destroy these documents. The original documents were sent to the District Court. Payment has been made to the Returning Officer and this process is now completed.

Dave Lamont
Principal

Prepared By Education Services Ltd

Management Report 31 August 2022

Disclaimer of Liability

Education Services Ltd has compiled the monthly financial statements set out in this management report from records, information and instructions furnished by the above named client. As our service arrangement does not include an audit function, we do not accept responsibility for the accuracy or completeness of the material supplied from which these statements have been compiled.

These financial statements have been prepared at the request of, and for the purposes of, our client only. Neither we, nor any of our employees, accept any responsibility on any ground whatsoever to any other person, should the records, information, or instructions furnished to us be incorrect or otherwise deficient in any way.

Education Services Ltd

Whangarei
28 Reyburn House Lane
PO Box 1793

P 09 4382337
F 09 4382338
E whangarei@educationservices.co.nz

Auckland
32 Greenpark Road
PO Box 105165

P 09 5851671
F 09 5851672
E auckland@educationservices.co.nz

Hamilton
21 Empire Street
Private Bag 3023

P 07 8472672
F 07 8472482
E hamilton@educationservices.co.nz

Rotorua
1277 Haupapa Street
PO Box 2182

P 07 3494106
F 07 3494128
E rotorua@educationservices.co.nz

New Plymouth
6 Bayly Road
PO Box 46

P 06 7575489
F 06 7588385
E newplymouth@educationservices.co.nz

Napier
131 Battery Road
PO Box 12185

P 06 2806035
F 06 2806038
E napier@educationservices.co.nz

Whanganui
11 Park Place
PO Box 4003

P 06 3490903
F 06 3450713
E whanganui@educationservices.co.nz

Lower Hutt
497 Hutt Road
PO Box 39151

P 04 5895533
F 04 5895580
E lowerhutt@educationservices.co.nz

Management Report 31 August 2022

Commentary

Please note that 67% of the calendar year has passed.

Income

As at 31 August 2022 you have received 73% of what you have budgeted for the year.

You have received 76% of your budgeted Government Grant income for the year.

You have received 3 out of 4 Operational Grant instalments this year.

Your next Operational Grant instalment is due in October.

Expenditure

As at 31 August 2022 you have spent 60% of what you had budgeted for the year.

You have used 63% of your salaries budget for the year.

* Payroll includes only those costs coded to the 1400, 2500 or 3400 code ranges.

Net Surplus / (Deficit)

Actual Net Surplus / (Deficit) at 31 August 2022 is \$145,768

Budgeted Net Surplus / (Deficit) at 31 December 2022 is \$33,833

Financial Position

Actual Available Funds at 31 December 2021 were (\$97,141)

Budgeted Available Funds at 31 December 2022 are (\$56,066)

Actual Available Funds at 31 August 2022 are \$46,952

Budgeted Available Funds at 31 August 2022 are (\$52,439)

*Note: Available Funds are calculated as Working Capital less Term Cyclical Maintenance. Working Capital includes all bank balances including 'tagged' investments.

Banking Staffing

Banking Staffing as at SUE Report Number 1123 is under used by 6.04 (\$19,398).

Schools manage their staffing entitlement to best meet the teaching and learning needs of their school. Over usage of staffing entitlement must be budgeted for and under usage used before the gazetted date in pay period 26 to meet the teaching and learning needs of your school.

Disclaimer

This commentary is to be read in conjunction with, not instead of, your full management report.

Items of Significance 31 August 2022

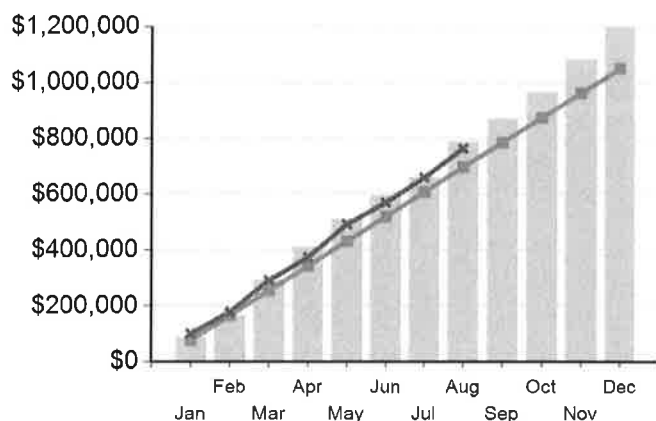
Commentary

Description	Code	YTD	Budget	Variance	%	Note
Income						
Insurance Proceeds	0267	0	45,000	45,000	0	Not Received
Ko Taku Reo	0288	3,255	12,500	9,245	26	
Expenditure						
None.						
Financial Position						
ICT Equipment	C530	14,337	0	(14,337)	0	Not Budgeted

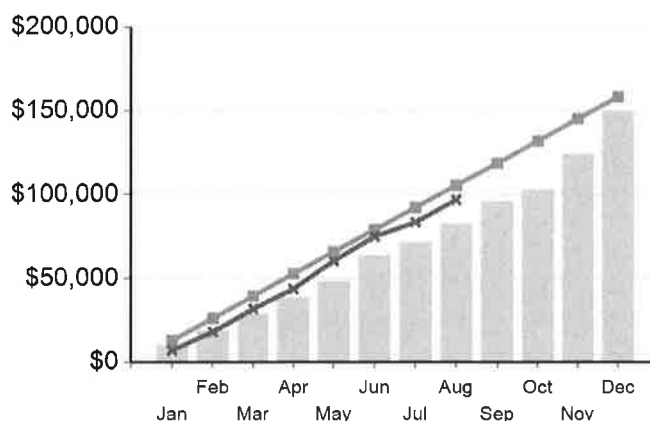
Graphical Analysis 31 August 2022

Overview

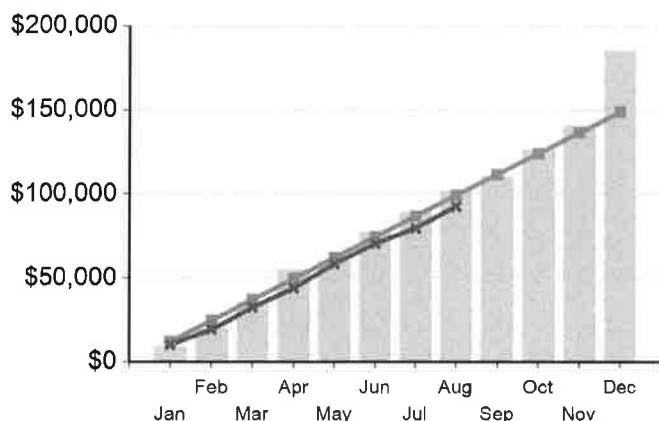
Income



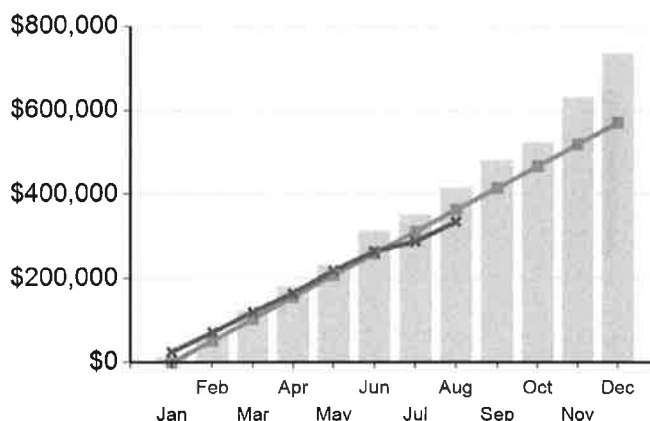
Administration



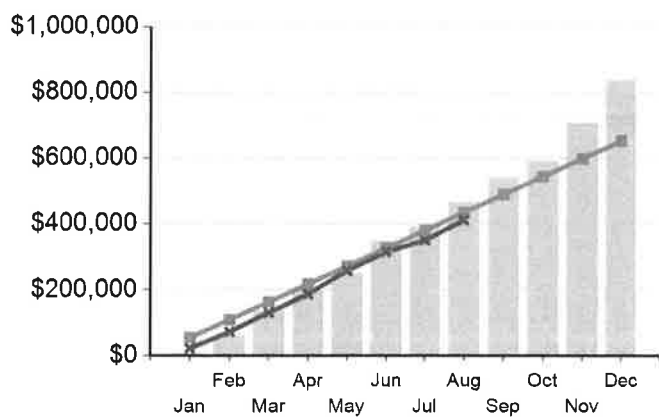
Property Maintenance



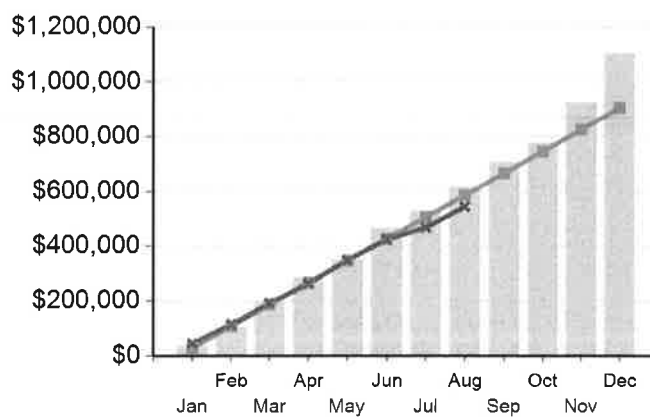
Learning Resources



Payroll



Total Operating Expenditure



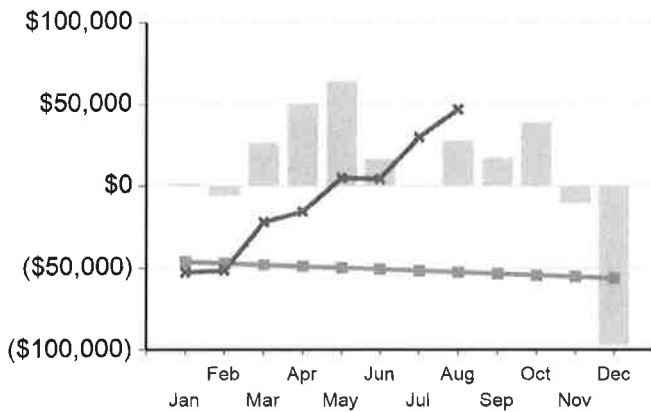
■ 2022 Budget ✕ 2022 Actual ■ 2021 Actual

* Payroll includes only those costs coded to the 1400, 2500 or 3400 code ranges.

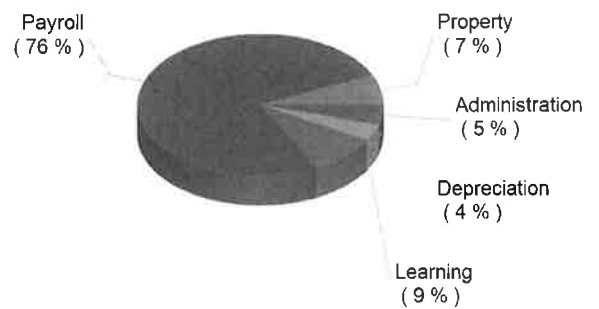
Graphical Analysis 31 August 2022

Overview

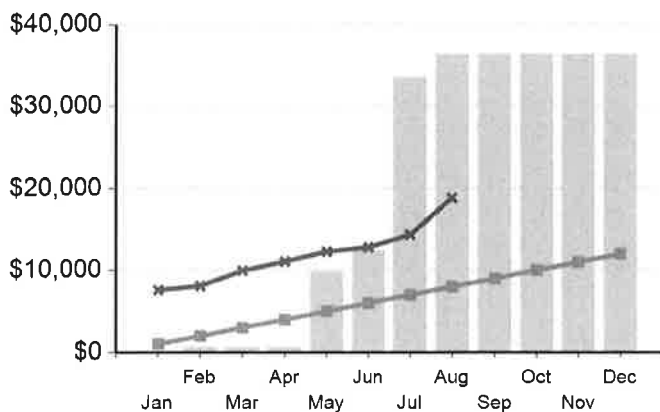
Available Funds



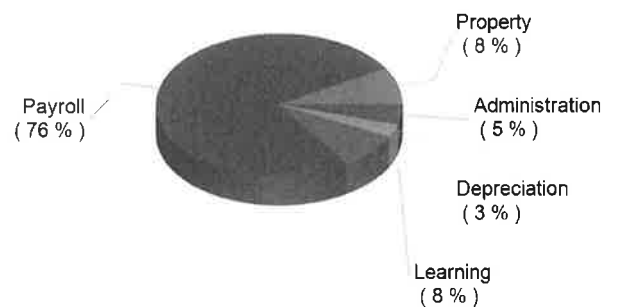
Year To Date



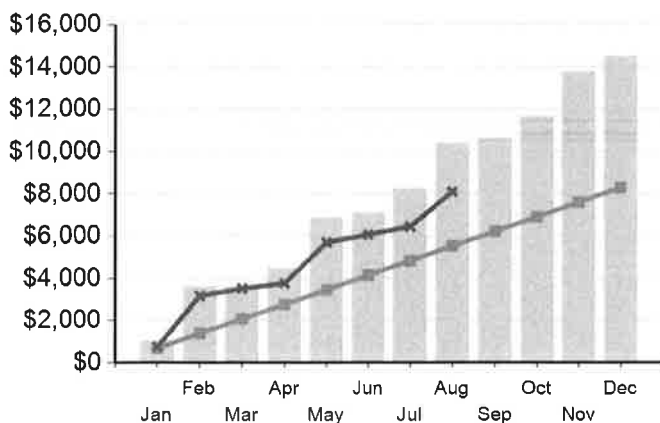
Capital Purchases



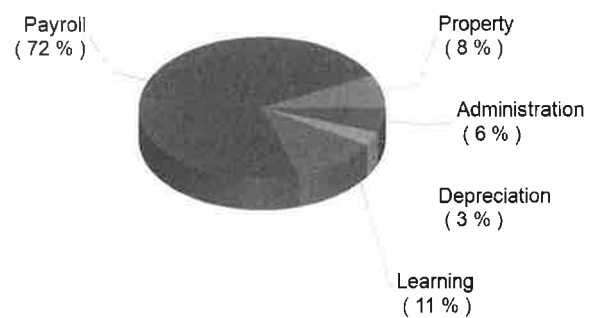
Last Year Actual



Lease & Loan Payments



Budget



■ 2022 Budget ✕ 2022 Actual ■ 2021 Actual

* Payroll includes only those costs coded to the 1400, 2500 or 3400 code ranges.

Income Statement 31 August 2022

Summary

2021		Description	Code	2022				
YTD	Year			Month	YTD	Budget	Variance	%
Income								
632,888	932,676	Government Grants		93,694	634,725	837,811	(203,085)	76
81	170	Investment Income		72	642	0	642	0
28,384	51,080	Donations & Fundraising		1,124	21,791	23,558	(1,767)	92
17,753	56,913	Activities		546	14,148	72,000	(57,852)	20
2,223	4,229	Extra-Curricular Activities		396	1,766	1,700	65	104
(429)	(125)	Camps and Trips		0	0	0	0	0
2,000	11,739	Other Revenue / Grants		0	3,584	5,000	(1,416)	72
242	773	Stationery Surplus / (Deficit)		(63)	(3,249)	(2,500)	(748)	130
0	0	Healthy School Lunches Surplus / (Deficit)		0	0	0	0	0
30,781	15,733	KCC Before/After/Holiday Surplus / (Defic		(739)	16,074	1,000	15,074	1607
\$713,921	\$1,073,189	Total Income		95,029	\$689,482	\$938,569	(\$249,087)	73%
Administration								
904	1,401	Communication Expenses		131	1,008	1,600	592	63
3,407	5,629	Board Of Trustee Expenses		787	3,367	8,000	4,633	42
3,897	6,723	Audit Costs		577	4,617	6,925	2,308	67
1,962	2,620	Consumables		166	2,391	3,900	1,509	61
51,346	98,041	Staff Expenses		10,323	71,362	106,300	34,938	67
21,075	35,518	General		1,441	14,161	31,609	17,449	45
\$82,592	\$149,932			\$13,425	\$96,905	\$158,334	\$61,429	61%
Property Maintenance								
6,364	9,824	Cleaning & Sanitation		930	6,614	10,000	3,387	66
17,438	25,143	Energy		1,684	13,563	21,000	7,437	65
1,112	1,717	Rates		0	977	3,000	2,023	33
1,587	2,322	Grounds		20	1,633	5,500	3,867	30
7,519	20,288	Repairs & Maintenance		900	5,080	14,000	8,919	36
57,891	92,978	Staff Wages		8,131	55,446	80,000	24,554	69
1,338	3,037	Consultancy and Contract Services		285	1,455	3,000	1,545	49
8,241	30,227	Cyclical Maintenance		947	7,742	12,361	4,619	63
\$101,490	\$185,535			\$12,897	\$92,510	\$148,861	\$56,351	62%
Depreciation								
19,167	31,054	Depreciation	2910	2,626	20,614	27,526	6,912	75
0	943	Loss on Sale	2920	0	0	0	0	0
0	0	Profit on Sale	2930	0	(519)	0	519	0
\$19,167	\$31,997			\$2,626	\$20,095	\$27,526	\$7,431	73%

Income Statement 31 August 2022

Summary

2021		Description	Code	2022				
YTD	Year			Month	YTD	Budget	Varlance	%
Learning Resources								
9,876	11,220	Professional Development		315	9,487	17,800	8,313	53
1,366	1,630	Library		0	1,958	2,200	241	89
11,710	14,851	Teaching Resources		663	12,264	29,904	17,640	41
356,963	646,336	Personnel		42,852	284,833	466,511	181,677	61
24,107	37,183	Information and Communication Technol		2,816	24,102	40,700	16,599	59
2,015	2,015	Prime Minister's Award		0	0	0	0	0
8,902	23,123	Other Curriculum Expenses		478	1,560	12,900	11,341	12
(8)	(8)	Extra Curricular Activities		0	0	0	0	0
\$414,930	\$736,350			\$47,124	\$334,203	\$570,015	\$235,811	59%

\$618,178	\$1,103,814	Total Operating Expenditure		76,070	\$543,714	\$904,736	\$361,022	60%
-----------	-------------	------------------------------------	--	---------------	------------------	------------------	------------------	------------

\$618,178	\$1,103,814	Total Expenditure		76,070	\$543,714	\$904,736	\$361,022	60%
-----------	-------------	--------------------------	--	---------------	------------------	------------------	------------------	------------

\$95,743	(\$30,626)	Net Surplus / (Deficit)		\$18,959	\$145,768	\$33,833	\$111,935	
----------	------------	--------------------------------	--	-----------------	------------------	-----------------	------------------	--

Other Incoming Cash

6,809	8,684	MOE Capital Contribution	9501	0	0	0	0	0
(304)	(902)	Carried Forward	9503	0	0	0	0	0
\$6,505	\$7,782			\$0	\$0	\$0	\$0	0%

Other Outgoing Cash

36,404	36,404	Capital Items - Cash Additions		4,513	18,831	12,000	(6,831)	157%
7,223	10,280	Lease/Loan Payments		887	5,387	5,755	368	94%
0	15,600	Cyclical Maintenance		0	0	56,106	56,106	0%
\$43,627	\$62,284			\$5,400	\$24,218	\$73,861	\$49,643	

Balance Sheet 31 August 2022

Summary

2021		Description	Code	2022
August	December			August
Current Assets				
186,351	187,800	ASB 12-3478-0015483-00	9000	156,712
0	0	ASB Term Deposit - 82 Maturity: 07/10/22 Term: 92 at 1.50%	9009	120,000
650	650	Petty Cash	9029	650
(50)	13,598	Accounts Receivable	9115	250
2,250	5,615	Prepayments	9117	702
1,019	746	Prepaid Lease Interest	9118	123
1,074	1,512	Stock on Hand	9127	0
31,073	(158,797)	MOE Funded Projects		18,825
\$222,367	\$51,124			\$297,262
Current Liabilities				
21,014	21,441	Leave Accrual	9314	21,441
0	0	Holiday Pay Accrual	9315	48,213
3,898	4,034	Accrued Audit Fee	9319	5,424
0	17,190	Cyclical Maintenance Provision	9329	17,190
1,582	1,582	Photocopier Leased (2018) Maturity: 20/04/23	9331	1,319
1,069	534	Projector Lease Equico A342894P Maturity: 14/03/22	9332	0
1,008	756	Equico Panasonic TV Lease A353386P Maturity: 14/09/22	9334	0
8,108	6,721	TELA Leases	9345	3,842
11,174	12,835	Accounts Payable		19,088
39,728	0	Future Months Ops Grant		42,276
24,090	13,685	Goods and Services Tax		26,887
19,031	16,463	Funds Held In Advance		3,867
\$130,702	\$95,241			\$189,547
Working Capital				
\$91,665	(\$44,117)			\$107,715

Balance Sheet 31 August 2022

Summary

2021		Description	Code	2022
August	December			August
Non-Current Assets				
106,338	104,687	Fixed Assets		104,648
281	116	Prepaid Lease Interest	9388	244
\$106,619	\$104,803			\$104,892
Non-Current Liabilities				
63,824	53,020	Cyclical Maintenance Provision	9429	60,762
1,055	527	Photocopier Leased (2018)	9431	0
3,779	2,598	TELA Leases	9445	1,539
\$68,658	\$56,145			\$62,301
Net Assets				
\$129,626	\$4,541			\$150,306
Public Equity				
27,378	27,385	Public Equity At The Start Of The Year	9500	4,538
6,809	8,684	Moe Capital Contribution	9501	0
(304)	(902)	Carried Forward	9503	0
95,743	(30,626)	Net Surplus / (Deficit)		145,768
\$129,626	\$4,541			\$150,306

Payments Listing August 2022

Detail

Number	Date	Creditor	Name	Amount
338738	04/08/22	11582	EDUCATION SERVICES LTD	1,161.50
341736	18/08/22	R594	BUNNINGS LIMITED	23.03
342545	18/08/22	82979	I R GROUP LTD	1,725.00
341878	18/08/22	87760375	NEW ZEALAND COACH SERVICE	550.00
343289	18/08/22	86170	NUALA FITZPATRICK	257.95
343530	18/08/22	74330	PROJECTOR BULBS LTD	209.53
343608	18/08/22	49761	RENTOKIL INITIAL LTD	82.52
343921	18/08/22	86122	STRATTS DEVELOPMENTS LIMITED	8,802.39
344749	25/08/22	16951	CANON NEW ZEALAND LTD	341.98
345853	25/08/22	86183	MARK ARCHIBALD PLUMBING AND DR	2,978.50
346068	25/08/22	88326	NEW WORLD STOKES VALLEY	145.50
346151	25/08/22	51032713	OFFICEMAX	104.66
346268	25/08/22	W001	PHILIP MOORE & CO LTD	214.87
346563	25/08/22	85305	SEYCLEAN FACILITY SERVICES LTD	327.75
346864	25/08/22	88307	THE HUTT VALLEY SCHOOLS HUTTFE	230.00
			Total	\$17,155.18

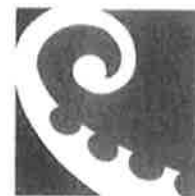


- **Flooding Damage**
 - Rooms 14 & 15 have been measured for replacement carpet and we are waiting for approval from the MoE for this to progress. Once the carpet is replaced the classroom spaces will be ready to use again.
 - The PE shed is still having water come in through the wall even with the bund in place. A plan is being developed to address this and the work is being included in the flood insurance project.
 - We have received a contents settlement of \$45,312.64
 - More work will be required to ensure the bund that has been constructed remains stable and intact. There is a certain amount of time pressure with this as some of the bund has eroded with the rain we have experienced in recent weeks.
 - I have been in regular communication with our project manager and the MoE about keeping these projects on top so the work is completed before more damage occurs.
- **5YA Property Planned Works** – Work continues with a planning being developed to ensure we have an efficient drainage system in place across the school. We are hopeful this work will begin in the spring/summer when the ground is drier.
- Planning for the upgrade of Kowhai Block is nearly completed and it is hoped the project will go out to tender in the coming weeks with the intention of this process being completed before Christmas so planning for the work to begin sometime I 2023 can begin.
- **SIP Funding**
 - **Pool shed** – this project is now completed. All documentation has been signed off and we have received outstanding funding from the MoE. The project came in \$7,388 under budget. The surplus amount was transferred to the playground project. This project is now closed. Our caretaker has sealed the walls in the pool shed and will install bench seating and hooks. We have separated this out from the main project as he is very capable of completing this work as a part of his caretaker role. We plan to open the pool for use again at the beginning of Term 4.
 - **Playground development** – with the completion of the pool shed project, we have submitted the final documentation for this project to the MoE. The total contribution from the MoE was \$69,308 with the school contributing \$10,652 from KPG funds that have been held aside since the last gala. This project has now been closed.
- **Painting Maintenance** – painting maintenance took place on the hall at the end of 2021. The contractor has been in to inspect the issues and will plan to have his team come back and repair the areas identified.
- **Boundary Fence Replacement** – the MoE have been liaising with our project manager and the neighbour about the boundary fence replacement. Invoices for this have been received and paid through the school and we will be reimbursed by the MoE for invoices paid out.
- **Leaks in Kowhai Block** – we continue to have leaks in the roof in Kowhai Block. I am following this up with our project manager each time it rains.
- **Window Replacement in Kauri Block**

As a part of the annual inspection carried out with our MoE property advisor, we identified that there are wooden windows in Kauri Block that cannot be opened and some are rotting. We may be able to obtain funding from the MoE through the COVID ventilation funding to replace these windows. We completed CO2 readings in the spaces and at times during the day the readings were at a higher level than recommended by the MoE for effective classroom spaces and learning. I will continue to communicate with the MoE and our project manager about this potential project.

Koraunui School

Produced 2022-09-18

**Board Report**

For period 2022-08-10 to 2022-09-18

	Staff	Students	Other	Total
Number of minor injuries/incidents requiring on site treatment only		<u>15</u>		
Number of injuries/incidents said to require further medical investigation		<u>2</u>		
Number of serious harm injuries (reported to Work Safe)				

Comments on injuries

Completed by:

Dave Lamont

Position:

Principal

Signed

Date

18 / 09 / 2022



Trustees Code of Behaviour Policy

The board is committed to ethical conduct in all areas of its responsibilities and authority.

Trustees shall:

- Maintain and understand the values and goals of the school
- Protect the special character of the school
- Ensure the needs of all students and their achievement is paramount
- Be loyal to the school and its mission
- Publicly represent the school in a positive manner
- Respect the integrity of the principal and staff
- Observe the confidentiality of non-public information acquired in their role as a trustee and not disclose to any other persons such information that might be harmful to the school
- Be diligent and attend board meetings prepared for full and appropriate participation in decision making
- Ensure that individual trustees do not act independently of the boards decisions
- Speak with one voice through its adopted policies and ensure that any disagreements with the boards stance are resolved within the board
- Avoid any conflicts of interest with respect to their fiduciary responsibility
- Recognise the lack of authority in any individual trustee or committee/working party of the board in any interaction with the principal or staff
- Recognise that only the chair (working within the boards agreed chair role description or delegation) or a delegate working under written delegation, can speak for the board.
- Continually self-monitor their individual performance as trustees against policies and any other current board evaluation tools
- Be available to undertake appropriate professional development

I, _____ have read and understood this Code of Behaviour Policy and agree to follow and abide by it to the best of my ability.

Signature:

Date:

Review schedule: Triennially

Ratified: February 2022

Review date: February 2025