

Board of Trustees Meeting Agenda – 12 July 2017
Date Approved _____

Open: Karakia Timatanga	Policy Reference:	Led by:
<p><u>1. Administration</u></p> <p>1.1 Present</p> <p>1.2 Apologies</p> <p>1.3 Confirmation of previous minutes</p> <p>1.4 Correspondence</p> <p style="padding-left: 20px;">NZSTA training</p> <p style="padding-left: 20px;">NZSTA Membership matters</p> <p style="padding-left: 20px;">MOE Leadership Bulletin</p> <p style="padding-left: 20px;">Regional Public Health/ Hutt City/ NZ Police letter re Special alcohol licenses</p> <p style="padding-left: 20px;">Letter from school parent (anonymous)</p>		
<p><u>2. Strategic Decisions & Discussions</u></p> <p>2.1 Strategic decisions made if required</p> <p style="padding-left: 20px;">2.1.1 Policy review framework</p> <p style="padding-left: 20px;">2.1.2 Addendums to Annual report</p>	Operational /Governance Policy	
<p><u>3. Monitoring</u></p> <p>3.1 Principals Report</p> <p>3.2 Finance</p> <p style="padding-left: 20px;">3.2.1 End of month reports for May</p> <p>3.3 Property</p> <p>3.4 Health and Safety</p> <p style="padding-left: 20px;">3.4.1 Swimming pool update</p> <p>3.5 IT</p> <p>3.6 Curriculum</p> <p style="padding-left: 20px;">3.6.1 Draft Digital Technologies curriculum https://education.govt.nz/ministry-of-education/consultations-and-reviews/digital-technology-consultation/</p> <p style="padding-left: 20px;">3.6.2 Tapasa-Pasifika Cultural competencies https://education.govt.nz/ministry-of-education/consultations-and-reviews/tapasa/</p> <p style="padding-left: 20px;">3.6.3 Maori achievement data – consultation</p> <p style="padding-left: 20px;">3.6.4 Health consultation</p> <p>3.7 Personnel</p> <p style="padding-left: 20px;">3.7.1 Principal Appointment</p> <p>3.8 Other</p>		

3.8.1 Community of Learning		
<u>4. Other items</u>		
4.1 Polyfest 2017 & 2018		
<u>5. In-committee items</u>		
5.1 Previous minutes		
5.2 OIA request updates		
5.3 Correspondence		
<u>7. Meeting Closure</u>		
6.1 Identify Agenda Items for Next Meeting		
Karakia whakamutunga: Meeting closed _____pm		
Note 1: Correspondence is listed on the back of the agenda Note 2: List of current delegations attached to agenda		

All reports associated with this meeting are available online , or in the school office during normal school hours.

Associated meeting reports:

- Correspondence (1.4)
- NZSTA policy review framework (2.1.1)
- Principal's report (3.1)
- May finance report (3.2.1)
- In-committee documentation is not available for public viewing (6)

NOTE 1:

Correspondence in:

- NZSTA training
- MOE Leadership Bulletin

Correspondence out:

NOTE 2:

BOT delegations:

Chair: Rachel

Deputy Chair: Craig

Committees:

Health & Safety: Shane, Dianne, Gillian

Policy Review: Craig, Rachel, Dianne, Gillian

Portfolios:

Civil Defence: Eli, Toni

Curriculum: Eli, Gillian

Property: Shane

Board of Trustees Meeting Minutes – 7 June 2017
Date Approved _____

Open: Karakia Timatanga

1. Administration

- 1.1 Present: Rachel, Craig, Vera, Dianne, Gillian, Tricia Chapman (NZSTA)
- 1.2 Apologies: Shane, Eli, Dave (bereavement) and Toni
- 1.3 Move that Tricia have speaking rights during this meeting as what she has to say will be of relevance to this meeting.
Approved: Rachel/Craig
- 1.4 Confirmation of previous minutes /matters arising
Move that previous minutes are true and correct pending changes.
Approved: Rachel/Craig
- 1.5 Correspondence
- 17/5 Pop-up carols request from HCC
Health and Safety Committee to discuss with the council. Board are in favour of hosting this event.
Action: Dianne to contact HCC.
- 19/5 Principal appointment invoice
Details previously approved.
Action: Rachel to follow up with sender of invoice.

2. Strategic Decisions & Discussions

- 2.1 Strategic decisions made if required
- Charter: noted. Went live on MoE site as soon as it was sent. Dianne made aware of an accounting standard will be coming in that could affect leased items later in the year.
 - Annual report 2016 noted. Ours is available on the school website in accordance with the Education Act Update 2017 as of May 17th 2017.
 - Board report 2016 noted.
- 2.2 Education Act Update 2017
Document distributed and gone over thoroughly.
Consultation with CoL and Early Childhood Centres in Term 3 re: cohort changes. Noted updated requirements for BOT's.
- 2.3 Review of Complaints Policy
Need to strengthen this as noted via research that some other school's policies are broader in scope and this could be beneficial for our board and management in handling complaints. **Action:** to be reviewed as part of the wider policy review process.
- 2.4 PM Science prize draft guidelines. Document distributed and gone over thoroughly. Some minor changes to be made.

3. Monitoring

- 3.1 Principal's Report
Document distributed and gone over thoroughly.

Roll of 291 currently. None of the families that have left recently are leaving due to dissatisfaction with the school. All were due to circumstance and housing. Documents due for destruction are to be reviewed before their destruction. MoE School Records Retention/Disposal guidelines will continue to be followed during this process.

Move that the archived records can be destroyed (as attached to principal's board report), with the exception of financial records of 2008 and 2009 – these need to be withheld from destruction pending confirmation that they were used for finance staff reporting only and are not the main copies of Board records. **Action:** Dianne to check whether these are appropriate to be disposed of.

Approved: Rachel/Gillian

CoL discussion to be had in depth at the next BoT meeting.

3.2 Finance

3.2.1 End of month reports for April

Document distributed and gone over thoroughly. No issues identified.

Move the Financial Report be approved as true and correct.

Approved: Rachel/Gillian

3.3 Property – no issues addressed separately from the Principal's report.

3.4 Health and Safety

3.4.1 Swimming pool: Grant received to aid in the repair of the pool, Advice to be sought regarding priorities for spending this. **Action:** Dianne to contact poolman.

3.4.2 Playgrounds

Awaiting reply from council re: permissions.

Di to meet with Lee to discuss.

3.4.3 Winter health issues

Despite many illnesses we have coped well and all classes have had the necessary staff. Issue is one across the Hutt Valley.

3.4.4 Dogs in School guidelines redraft

Move that the new guidelines for dogs in schools be approved pending changes.

Approved: Craig/Rachel

3.5 IT

3.5.1 IT workshop – hasn't been held yet. Craig will report back afterwards.

3.6 Curriculum

Leadership teams implementing a new Science and Health policy folder, to bring this curriculum in line with others.

3.7 Other

3.7.1 Polyfest - Costs are covered by ticket sales and grants.

4. Other items

Discussion re: Board membership with extended absence of a member which leaves board with a casual vacancy. This Board member is now available to return to the Board.

Board resolved to appoint to this casual vacancy by selection. **Moved:** Rachel/Gillian.

Action: Rachel to discuss with relevant board member and seek advice from NZSTA regarding appropriate process to enable this.

<p><u>5. In-committee items</u></p> <p>5.1 Matters arising from previous IC minutes</p> <p>5.2 Correspondence pertaining to OIA requests</p> <p>5.2 OIA report</p>			
<p><u>7. Meeting Closure</u></p> <p>7.1 Identify Agenda Items for Next Meeting CoL</p>			
<p>Karakia whakamutunga: Meeting closed 10 pm</p>			
<p>Note: List of current delegations attached to agenda</p>			

All reports associated with this meeting are available online, or in the school office during normal school hours.

- May 2017 draft BOT minutes (1.3)
- Charter / Board Report 2016 (2.1)
- Education Act Updates 2017 (2.2)
- Complaints Policy (2.3)
- PM Science Prize draft guidelines (2.4)
- Principals Report (3.1)
- April Fincance report (3.2)
- Dogs in school guideline (3.4.4)
- In-committee documentation is not available for public viewing (5)

NOTE:

BOT delegations:

Chair: Rachel

Deputy Chair: Craig

Committees:

Health & Safety: Shane, Dianne, Gillian

Policy Review: Craig, Rachel, Dianne, Gillian

Portfolios:

Civil Defence: Eli, Toni

Curriculum: Eli, Gillian

Property: Shane

Finance: Dave

Collective agreement - terms of settlement reached

NZSTA <communications=nzsta.org.nz@mail72.wdc01.mcdlv.net> on behalf of
NZSTA <communications@nzsta.org.nz>

Thu 22/06/17 11:44 a.m.

To: Rachel deLima-Brinkley <rachel.delima-brinkley@koraunui.school.nz>;

[View this email in your browser](#)

Dear Rachel,

Support Staff in Schools' and Kaiarahi i te Reo, Therapists', ATSSD and Special Education Assistants' Collective Employment Agreements – Terms of Settlement reached

Following approximately eight months of negotiations, Terms of Settlement ("ToS") have been signed by the parties to the Support Staff in Schools' Collective Employment Agreement (the "SSSCA") and the Kaiarahi i te Reo, Therapists', ATSSD and Special Education Assistants' Collective Employment Agreement (the "KRCA"). The full ToS is available via the NZSTA website (www.nzsta.org.nz) however a brief summary is set out below:

- Increase on SSSCA printed rates of between 1.1 and 1.6% with effect from date of settlement;
- Increase on SSSCA printed rates of between 1.0 and 1.2%, 12 months from date of settlement;
- Increase of printed rates for KRCA by 1.3% with effect from date of settlement;
- Increase of printed rates for KRCA by 1.0%, 12 months from date of settlement;
- Agreement by the parties to participate in a pay equity process;
- Establishment of the Support Staff Joint Forum;
- A lift of \$125 in the maximum value of the qualifications allowance; and
- Replacement of the current wording in relation to annualisation.

The ToS are now subject to ratification. NZEI will be arranging a series of Paid Union Meetings in order to obtain ratification from its members. These will most likely occur early in Term 3 as ratification needs to occur before 22 August 2017. The term of the agreement is 25 months from the date of ratification (planned to be 22 August 2017).

Should you have any questions in relation to this communication, please contact the NZSTA Advisory and Support Centre (0800 782 435 or eradvice@nzsta.org.nz).

Kind regards,

Rob Gold
Acting Operations Manager

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NZSTA Term 3 and 4 Event Flyer - Wellington/Wairarapa

Rebekah Wright <rwright@nzsta.org.nz>

Mon 03/07/17 3:23 p.m.

To: Rebekah Wright <rwright@nzsta.org.nz>;

1 attachments (69 KB)

Region Wellington_Wairarapa event flyer template T3&T4 Final.docx;

Good Afternoon

We are pleased to have the term 3 and term 4 schedule of NZSTA courses available for you and your trustees. Please share the attached flyer with all trustees.

You can enrol on our website through the following link which will then prompt you to log in to the Learning Management System ([LMS](#)).

<http://www.nzsta.org.nz/professional-development/professional-development-in-your-region>

Coming up in July and August we have:

- Student Achievement
- Role of the Employer
- Student Discipline
- Finance 2
- Communities of Learning

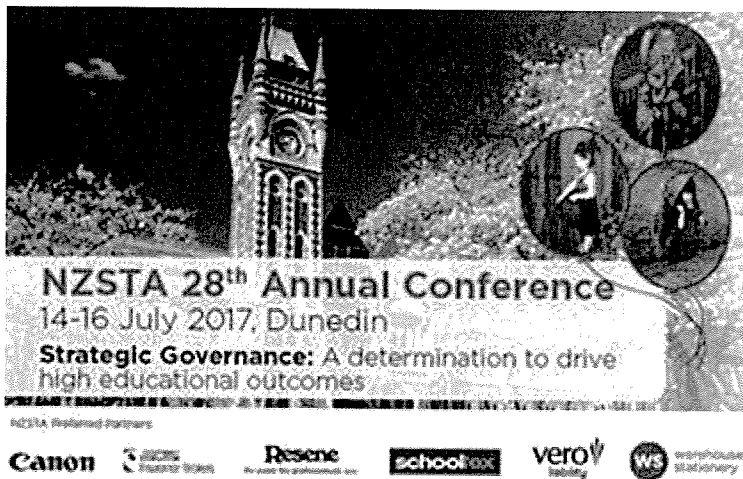
If you have difficulty logging in or any other questions or queries please do not hesitate to get in contact with myself.


Kind Regards,

Rebekah Wright
Programme Coordinator
Central South Hub

New Zealand School Trustees Association
Level 8, 142 Lambton Quay
PO Box 5123
Wellington 6140

Email: rwright@nzsta.org.nz | www.nzsta.org.nz
Phone: 04 560 2942



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NZSTA Membership matters

NZSTA - Lorraine Kerr <lkerr=nzsta.org.nz@mail86.atl31.mcdlv.net> on behalf of
NZSTA - Lorraine Kerr <lkerr@nzsta.org.nz>

Wed 05/07/17 4:56 p.m.

To: Rachel deLima-Brinkley <rachel.delima-brinkley@koraunui.school.nz>;

5 July 2017

Digital Technologies curriculum

A new draft curriculum for Digital Technologies has just been released. Changes in this curriculum area may have significant implications for boards' strategic planning and budgeting for resources and staffing to support the new content. NZSTA is currently assessing the document.

Read the [draft Digital Technologies curriculum](#).

Tell us what you think email feedback@nzsta.org.nz.

Tapasā-Pasifika cultural competencies

NZSTA recently provided feedback to the Ministry of Education on their consultation draft of *Tapasā - Cultural competencies framework for teachers of Pasifika learners*.

Read the [draft Tapasā framework](#).

Read [NZSTA's feedback on the draft](#).

Education Council - Initial Teacher Education proposals

NZSTA is also preparing a response to the Education Council of Aotearoa New Zealand's proposals for changing how we educate teachers to be effective practitioners in the 21st century. Our response will be available on the NZSTA website by the end of this week. There are five main proposals:

- raise entry requirements - including a greater focus on literacy and numeracy,
- strengthen the quality of practica arrangements,
- create flexible pathways that prepare teachers to teach across different ranges of year levels,
- replace the Graduate Teaching Standards with the Standards for the Teaching Profession, and
- expand postgraduate pathways into the profession (at level 8 or above on the NZQF).

Find [more information about the Education Council's proposals](#) on their website.

PM's Excellence Awards

Our warmest congratulations to the winners of the Prime Minister's Education Excellence awards:

- Manurewa Intermediate - Excellence in Engaging – Atahāpara Award and The Prime Minister's Supreme Award – Takiri ko te ata,
- William Colenso College and Te Kōhanga Reo ki Rotokawa - Excellence in Leading – Atakura Award,
- Te Puna Wai Ora, Invercargill Middle School and Waitakere College - Excellence in Teaching and Learning – Atatū Award.

Ka pai rawe!

It was very heartening to hear Manurewa Intermediate principal, Iain Taylor, acknowledge the quality of the school's board of trustees, and their contribution to the achievements of the school and their students in his acceptance speech.

Read more about the [Prime Minister's Excellence Awards](#) and what the winning schools have achieved.

Education Act updates

Just in case you've missed the banner at the top of our website, we'd like to remind you that the Education Act has changed. The new legislation came into effect on 19 May 2017.

NZSTA has created [an overview of these changes](#) along with a table of the relevant implementation dates and a series of factsheets which are all [available on our website](#).

Budget 2017

Budget 2017 was presented to the House on 29 May. Budget 2017 did not introduce any major new initiatives for schools but consolidates the changes introduced in recent years.

More information can be found in [The Estimates of Appropriations 2017/18 – Education Sector](#).

Favourite Teacher Awards

We've all had that one teacher, coach, or leader that made us go the extra mile and achieve great things. To celebrate Matilda the Musical coming to Auckland in August, the Favourite Teacher Awards want to hear stories about those inspiring teachers.

Read the stories that have been shared so far, and find out how to make a nomination yourself or spread the word in your school community by going to [Favourite Teacher Awards](#).

NZSTA Trustee Study awards

Thanks to the continued generosity of Crombie Lockwood and Vero Liability, NZSTA is able to offer a number of study awards annually, valued at up to \$4,000 each. NZSTA's study awards are available to any New Zealand school trustee who is not employed by the school. Teachers and principals have access to many other awards and scholarships, and are not eligible for the NZSTA study awards.

The study award may be used, for example, to:

- Follow a programme of study and/or self development with direct relevance to trusteeship in New Zealand,
- Undertake a study tour in New Zealand or overseas, or
- Undertake a research project.

The selection committee will consider the potential benefits of the applicant's proposal, firstly to the sector as a whole, and secondly to the individual applicant.

Recipients will be expected to provide a report on the outcomes of their study, which will be published in *STAnews* to disseminate your learnings to other trustees.

You can [find out more on our website](#).

Noho ora mai

Na

Lorraine Kerr MNZM

President

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Ministry Bulletin for School Leaders | He Pitopito Kōrero Issue 74

Iona Holsted - Secretary for Education <bulletin=education.govt.nz@mail146.atl221.rsgsv.net>
on behalf of Iona Holsted - Secretary for Education <bulletin@education.govt.nz>

Mon 03/07/17 8:16 a.m.

To Rachel deLima-Brinkley <rachel.delima-brinkley@koraunui.school.nz>;

[Please click here to view or download the PDF version](#)

ISSUE No. 74 | 3 JULY 2016

Ministry Bulletin for **SCHOOL LEADERS** He Pitopito Kōrero

Critical need to know and action

Education Act Update cohort entry and compulsory attendance. [Read more...](#)

Consultation is now open on the draft Digital Technologies | Hangarau Matihiko (DT | HM) curriculum content. [Read more...](#)

A sector working group will meet on **20 July** to review the legal framework around **firearms in schools**, design best practice scenarios and draft initial guidelines for wider consultation. [Email us](#) if you have any questions.

We will be recalculating each school's allocation of **Targeted At-Risk operational grant funding** for the 2018 school year. [Read more...](#)

The **July Roll Return** count day was 29 June with data due to us by **Tuesday 11 July**. [Read more...](#)

We expect the **new Education Gazette website** to go live on 10 July and there are changes to listing vacancy ads and notices and subscriber email alerts. [Read more...](#)

The Ministry now directly manages all **school transport administration** and some processes have changed. [Read more...](#)

FEEDBACK

Send us your feedback, comments or questions »

CONTACT IONA HOLSTED

Send a message directly to Iona Holsted

Ministry key dates' calendar

Regional News

Tai Tokerau

[Update from Hira Gage](#)

Auckland

[Update from Paul Knaap for Isabel Evans](#)

Heads up

Resources are available to help school leaders and staff support the **wellbeing** of their children and young people. [Read more...](#)

We have recently **updated the youth mental health and wellbeing page** on our [parents' website](#) [Read more...](#)

[Sparklers](#) **wellbeing activities for primary school** children. [Read more...](#)

Trials to improve access to schooling and enrolment for children and young people in care. [Read more...](#)

The draft **International Education Strategy** for New Zealand is open for consultation until 31 August. [Read more...](#)

Schools can take part in free Dream Team sessions for **Sir Peter Blake Trust Leadership Week 3-7 July**. [Read more...](#)

By 1 July 2018, all existing core children's workers must be safety checked and we recommend you start planning for this now. [Read more...](#)

Letters about **TALIS 2017/18** have been sent to those schools selected to take part. [Read more...](#)

Registrations open soon for Connected Learning Advisory's free **professional learning and development** events. [Read more...](#)

General Information

There are no general information items in this issue.

Waikato

[Update from Paula Rawiri](#)

Bay of Plenty, Wairariki

[Update from Ezra Schuster](#)

Taranaki, Whanganui, Manawatu

[Update from Jann Marshall](#)

Hawke's Bay, Tairāwhiti

[Update from Roy Sye](#)

Wellington

[Update from Suze Strowger](#)

Nelson, Marlborough, West Coast

[Update from Erika Ross](#)

Canterbury

[Update from Coralanne Child](#)

Otago, Southland

[Update from Julie Anderson](#)

Events

8-9 JUL [Learning Disabilities Association of NZ Conference and AGM, Palmerston North](#)

14-16 JUL [NZSTA 28th Annual Conference, Dunedin](#)

31 AUG-1 SEP [NZCER 2017 Conference: Games for Learning New](#)

19-22 SEP [NZPF Conference Queenstown New](#)

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22nd May 2017

The Principal
Koraunui School
17 Kairimu Street
Stokes Valley
Lower Hutt 5019

Dear Sir/Madam

Re: Requirement of Special Licences for the sale and supply of alcohol at school events; and restriction of alcohol as prizes.

The Hutt City Council Licensing Inspectors, in collaboration with the New Zealand Police and the Regional Public Health have become aware that some schools may be holding functions on school grounds that involve the sale, supply or consumption of alcohol in contravention of the Sale and Supply of Alcohol Act 2012.

Events, such as school fairs, quiz evenings and fund raising events where alcohol is being sold, supplied or consumed will in most cases require a special alcohol licence. Often a 'special alcohol licence' can cost as little as \$63.25.

The enforcement agencies recommend that before organising such events you seek advice from your own Ministry of Education website.

<http://www.education.govt.nz/school/property/state-schools/day-to-day-management/alcohol/>

Should you have any doubts about whether or not you require a licence a quick call to an Alcohol Licensing Inspector will ensure you have the right answer as well as direct you to the appropriate forms online to make the application process as simple as possible.

In addition to having alcohol at school events you should also be aware that offering alcohol as prizes for any raffle or similar is a prohibited activity as set out by the Department of Internal Affairs. Please refer to the DIA website for further clarification.
<http://www.dia.govt.nz/Services-Casino-and-Non-Casino-Gaming-The-Rules-for-Running-a-Gambling-Activity>

If you are uncertain of the requirements, then please do not hesitate to contact an Alcohol Licensing Inspector from Hutt City Council on 570 6666 who can help with any queries you may have.

Yours faithfully

A handwritten signature in black ink, appearing to read "Raaj Govinda".

Raaj Govinda
Chief Licensing Inspector

12th June 2017

To whom it may concern

I am writing to you in regards to the appointment of a Principal for our school.

I am aware from your note that you were unable to successfully appoint a principal due to a change of circumstances.

As a current parent of the school, I am interested in knowing what the current BOT is doing next to appointment a permanent principal for our school. To date, I haven't seen any notices to inform us as the school community about the next steps. I hope that you as the Chairperson will be addressing the school community very soon and putting us parents up to speed of where things are at.

I am sure that the BOT is trying their best to ensure that they are able to appoint a suitable candidate as soon as possible. I know from my child's perspective that they are very anxious about who the new principal will be and after two terms it's quite frustrating not having anyone permanent yet.

It would be great to have someone appointed within these next two terms as it feels unsettled at times. I trust that our BOT are working hard to continue with the process of appointing a new principal. I appreciate the fact that filling Barbara's shoes would be a mammoth task and unfortunately she was one in a million! Hopefully there will be candidates that are worthy of giving their best, as a parent I would be keen to have a newly appointed principal soon, someone who I feel that I can build a trusting relationship with and one that my child can as well. It would be more settling for the school community to have someone who is appointed this year and able to start within this year.

I notice on the school webpage that the BOT were looking at holding termly school consultations, is this still likely to go ahead this term as the term is coming near the end?

The three questions that I would like to be addressed for our school community are:

1. What is the BOT doing next to appoint a new Principal for our school as soon as possible?
2. Is the BOT going to have the termly consultation this term?
3. Will you be informing the school community very soon about these updates?

I look forward to these questions being answered to the school community through a consultation notice before the end of this term.

I wish the BOT all the best for their endeavours in appointing a principal with the right credentials to meet our school's needs.



Kiwi Sport Funding 2016

The Operations grant showed that Koraunui School received Kiwi Sport funding for the year 2016 to the amount of \$4366.32

This funding assisted the school to access swimming lessons for all students at the school with professional instruction.

It enabled sport and sporting events to be accessed by our students that would otherwise have been outside of the schools' or families funding ability.

We have been able to provide, Ki-o-rahi, netball, tinyball, waterpolo, tee ball, volleyball, touch rugby, soccer, cricket, basketball.

We have been able to provide cross country, Weetbix triathlon and Tough gal & guy experiences.

We are very grateful for this monetary assistance.

KORAUNUI SCHOOL BOARD OF TRUSTEES

ELECTED & CO-OPTED MEMBERSHIP

Elected: 10 June 2016

DeLima-Brinkley	Rachel	Parent Rep	Board Chair: Elected 13 June 2016
Doherty	Shane	Parent Rep	
Maiava	Eli	Parent Rep	
McPeake	Gillian	Staff Rep	
Press	Craig	Parent Rep	
Wana	Toni	Parent Rep	

Seconded: 13 June 2016

Robinson	David	Reason: Financial Governance
Xu	Vera	Reason: Representing minority cultures

Principal: From 27 January 2017

Wright	Dianne	Acting Principal
--------	--------	------------------

DECLARATION OF CONFLICT OF INTEREST

Press, Craig	- Any matters relating to the preparation of grant applications for class 4 gambling societies due to employment role. -Any matters relating to the employment of teacher aides as a family member is a relieving teacher aide.
Wana, Toni	-Any matters relating to the employment of teacher aides, as currently employed as a teacher aide at the school.
Doherty, Shane	- Any matters relating to the employment of teacher aides as a family member is a relieving teacher aide.

Governance reports

Education } Services.
Dedicated to your school

*Your financial records
are available online 24/7 at
www.educationservices.co.nz*

Koraunui School

31 May 2017

Education } Services.
Dedicated to your school

This is a governance report only and should not take the place of the full monthly Financial Management report which is more comprehensive.

Whangarei • Auckland • Hamilton • Rotorua • New Plymouth • Wanganui • Lower Hutt

Management Report 31 May 2017

Commentary

Income

You have received 2 out of 4 Operation Grant deposits so far this year.

Your next Operating Grant instalment is due in July.

As at 31 May 2017 we note Grant Income is 46% of what was budgeted for.

Your Local Funds and Interest are 133% of what was budgeted for.

Your Trading and Other Accounts have contributed a surplus of \$20,752 for the year to date.

Expenditure

As at 31 May 2017 you have spent 38% of what you had budgeted for the year.

This compares with 42% of the calendar year gone.

Financial Position

Actual Available Funds as at 31 December 2016 were \$136,326

Budgeted Available Funds at 31 December 2017 are \$184,094

Actual Available Funds as at 31 May 2017 are \$338,494

Budgeted Available Funds as at 31 May 2017 are \$223,991

*Note: Available Funds are calculated as Working Capital less Term Cyclical Maintenance

Banking Staffing

Banking Staffing as at Sue Report Number 0418 is under used by 3.53 (\$9,436).

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.

Koraunui School



Items of Significance 31 May 2017

Commentary

Description	Code	YTD	Budget	Variance	%	Note
Income						
None.						
Expenditure						
Lib Estab	3130	1,929	200	(1,729)	965	
Additional Teachers	3410	24,317	0	(24,317)	0	Not Budgeted
Curious Minds Grant	4915	1,886	0	(1,886)	0	Not Budgeted
Financial Position						
None.						

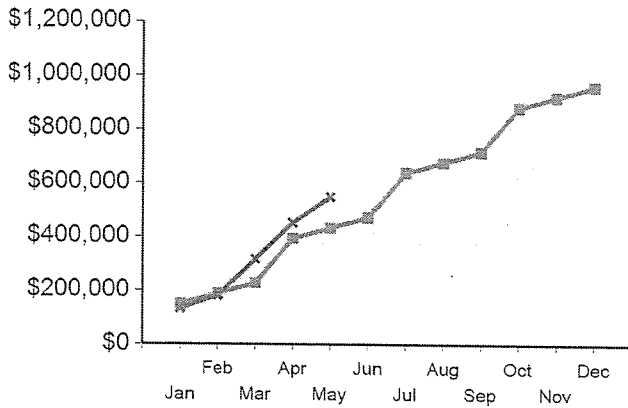
Koraunui School



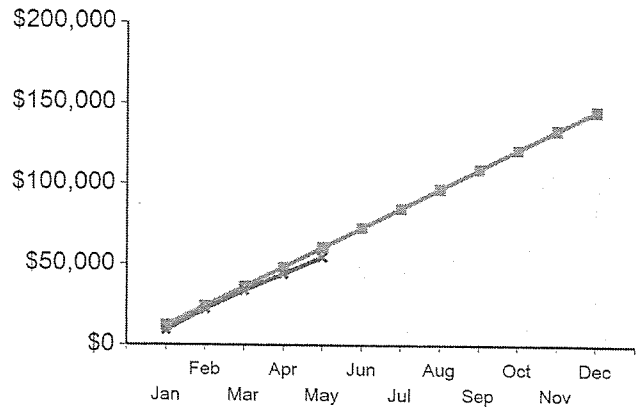
Graphical Analysis 31 May 2017

Overview

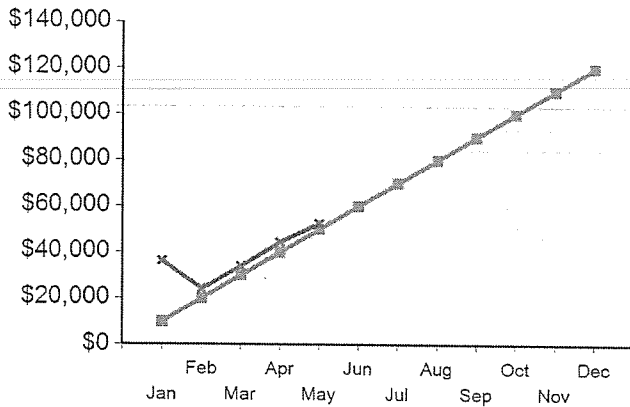
Income



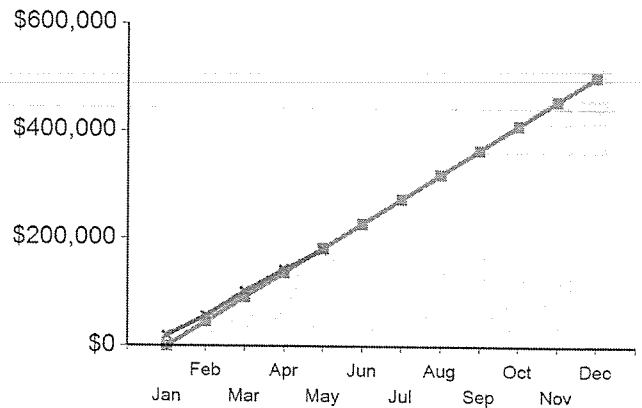
Administration



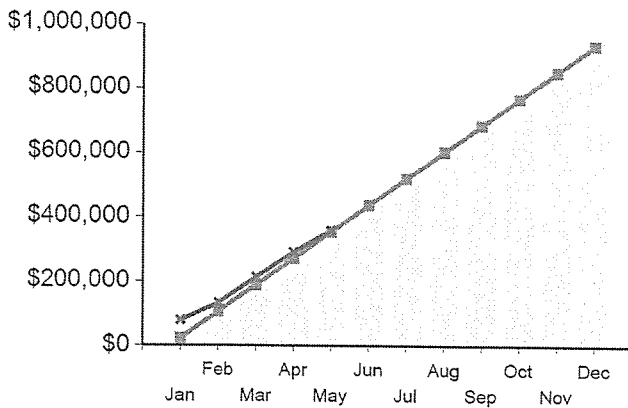
Property Maintenance



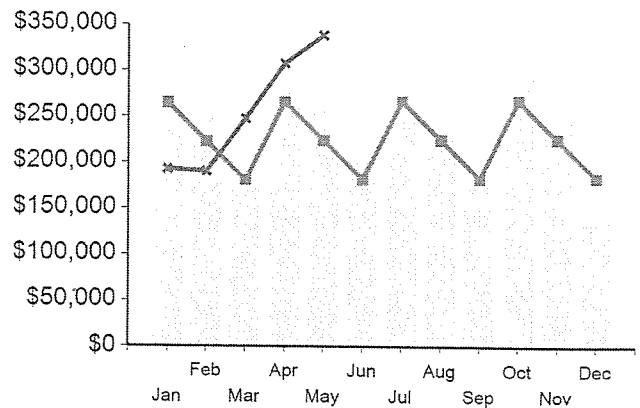
Learning Resources



Total Operating Expenditure



Working Capital less Term Cyclical Maintenance

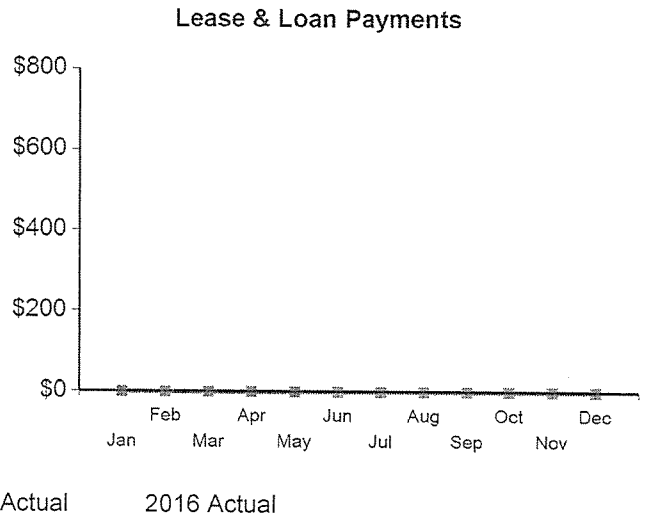
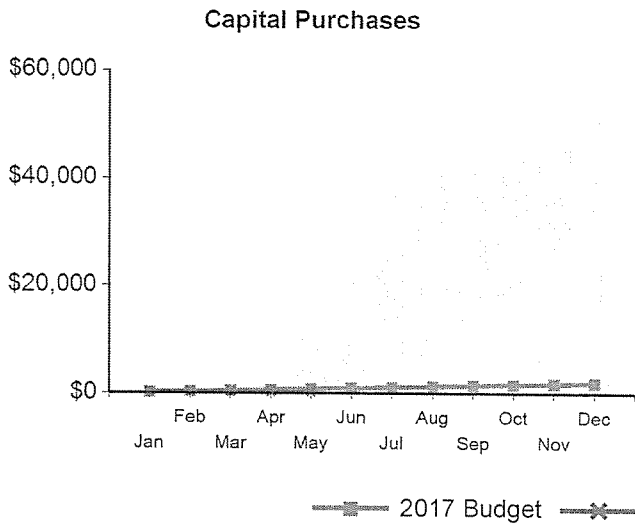


2017 Budget
 2017 Actual
 2016 Actual

Koraunui School

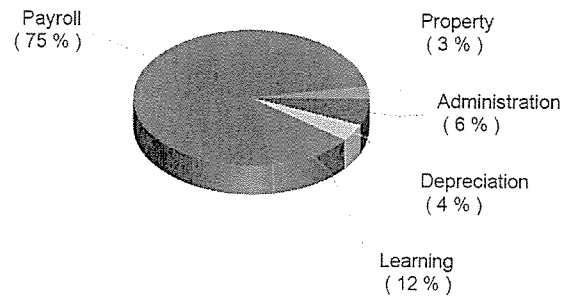
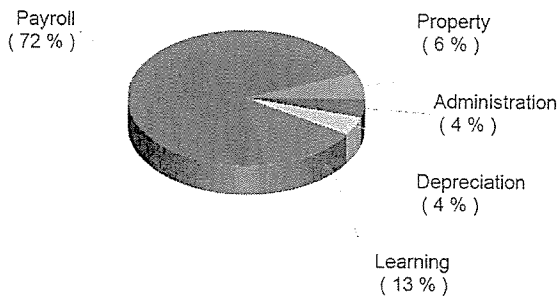
Graphical Analysis 31 May 2017

Overview



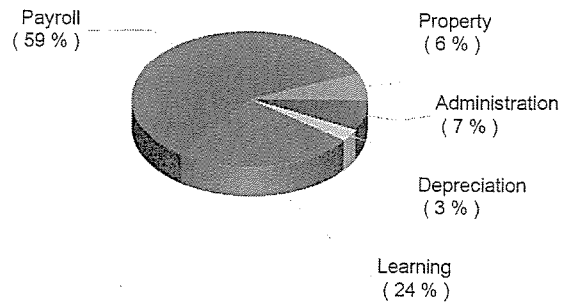
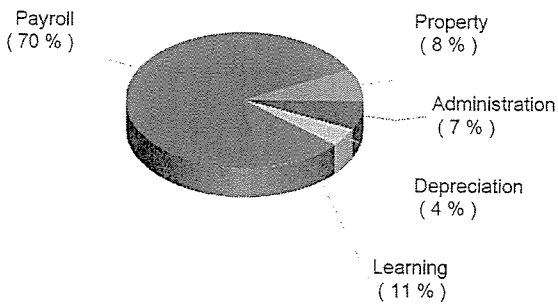
Last Year To Date

Last Year Actual



Year To Date

Budget



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

Koraunui School



Income Statement 31 May 2017

Summary

2016		2017						
YTD	Year	Description	Code	Month	YTD	Budget	Variance	%
Income								
342,654	694,235	Government Grants		28,802	315,170	680,002	(364,831)	46
1,624	5,942	Investment Income		493	1,857	4,000	(2,143)	46
50,069	89,880	Fundraising		30,350	146,962	107,000	39,962	137
58,359	100,107	Activities		3,438	3,481	3,500	(19)	99
8,793	(8,905)	Extra-Curricular Activities		9,077	2,018	0	2,019	0
2,843	(10,939)	Camps And Trips		1,027	(621)	0	(621)	0
445	1,206	Stationery Surplus / (Deficit)		267	4,904	1,300	3,604	377
\$464,787	\$871,526	Total Income		\$73,452	\$473,772	\$795,802	(\$322,030)	60%
Administration								
1,161	4,408	Communication Expenses		220	1,117	4,250	3,133	26
805	8,785	Board Of Trustee Expenses		0	985	6,400	5,415	15
(3,240)	4,870	Audit Costs		430	430	5,350	4,920	8
3,217	7,554	Consumables		875	5,147	6,450	1,303	80
34,662	101,174	Staff Expenses		8,110	34,109	87,761	53,651	39
8,790	20,890	General		776	11,330	29,714	18,382	38
2,000	4,800	Operating Leases		0	1,600	5,800	4,200	28
\$47,395	\$152,481			\$10,411	\$54,719	\$145,725	\$91,004	38%
Property Maintenance								
2,590	8,519	Cleaning & Sanitation		676	2,742	7,600	4,859	36
4,102	17,023	Energy		930	6,084	14,488	8,404	42
450	1,594	Rates		0	578	1,300	722	44
810	935	Grounds		0	1,153	1,500	347	77
3,402	12,763	Repairs & Maintenance		1,396	6,924	10,430	3,506	66
36,395	71,357	Staff Wages		5,122	29,528	69,294	39,766	43
6,500	(16,541)	Cyclical Maintenance		0	5,560	15,500	9,940	36
\$54,249	\$95,651			\$8,124	\$52,570	\$120,112	\$67,544	44%
Depreciation								
12,500	32,396	Depreciation	2910	2,603	12,823	22,500	9,677	57
\$12,500	\$32,396			\$2,603	\$12,823	\$22,500	\$9,677	57%

Koraunui School



Income Statement 31 May 2017

Summary

2016						2017			
YTD	Year	Description	Code	Month	YTD	Budget	Variance	%	
Learning Resources									
6,705	14,088	Professional Development		909	5,364	29,131	23,766	18	
2,530	5,617	Library		41	2,266	950	(1,315)	239	
12,727	29,199	Teaching Resources		172	5,719	16,250	10,530	35	
136,617	428,706	Personnel		31,041	145,561	310,272	164,712	47	
12,747	32,769	Information And Communication Technol		2,573	13,691	33,448	19,757	41	
0	0	Prime Minister's Award		0	0	100,000	100,000	0	
4,044	10,882	Operating Leases		1,883	4,315	12,500	8,185	35	
0	1,058	Extra Activities		40	2,927	0	(2,927)	0	
\$175,370	\$522,319			\$36,659	\$179,843	\$502,551	\$322,708	36%	
Other Accounts									
(11,456)	(3,579)	Kcc Before/After/Holiday		(12,636)	(15,848)	(22,354)	(6,505)	71	
(\$11,456)	(\$3,579)			(\$12,636)	(\$15,848)	(\$22,354)	(\$6,505)	71%	
\$278,058	\$799,268	Total Expenditure		\$45,159	\$284,107	\$768,534	\$484,427	37%	
\$186,729	\$72,258	Net Surplus / (Deficit)		\$28,292	\$189,665	\$27,268	\$162,397		
Other Outgoing Cash									
27,319	52,962	Capital Items - Cash Additions		17	320	2,000	1,680	16%	
0	603	Lease/Loan Payments		0	0	0	0	0%	
0	1,500	Cyclical Maintenance		0	22,917	0	(22,917)	0%	
\$27,319	\$55,065			\$17	\$23,237	\$2,000	(\$21,237)		

Koraunui School



Balance Sheet 31 May 2017

Summary

2016			2017	
May	December	Description	Code	May
Current Assets				
0	215,403	ASB 12-3478-0015483-00	9000	503,063
15,054	5,745	KPG 467-00	9005	0
69,467	0	Westpac TDP #1	9010	0
55,287	0	Westpac TDP #2	9011	0
13,406	76,992	Westpac 211-00	9015	0
308,905	2,405	Westpac 211-25	9016	0
250	650	Petty Cash	9029	650
118	3,325	Accounts Receivable	9115	0
0	6,685	Prepayments	9117	263
\$462,487	\$311,205			\$503,976
Current Liabilities				
18,565	11,722	Leave Accrual	9314	11,722
16,802	0	Staff Banking Overuse	9317	0
0	5,600	Accrued Audit Fee	9319	0
0	2,500	Revenue Rec In Adv	9321	0
25,125	23,625	Cyclical Maintenance Provision	9329	708
0	2,544	TRL Leases	9345	2,544
185	14,160	Accounts Payable		10,012
8,667	(2,866)	Goods and Services Tax		13,676
0	2,079	MOE Funded Projects		28,272
48,483	41,516	Hippy		15,742
3,628	14,198	Funds Held In Advance		17,445
\$121,455	\$115,078			\$100,121
Working Capital				
\$341,032	\$196,127			\$403,855
Non-Current Assets				
105,534	119,431	Fixed Assets		106,928
\$105,534	\$119,431			\$106,928
Non-Current Liabilities				
81,341	59,800	Cyclical Maintenance Provision	9429	65,360
0	5,002	TRL Leases	9445	5,002
\$81,341	\$64,802			\$70,362
Net Assets				
\$365,225	\$250,756			\$440,421
Public Equity				
178,496	178,498	Public Equity At The Start Of The Year	9500	250,756
186,729	72,258	Net Surplus / (Deficit)		189,665
\$365,225	\$250,756			\$440,421

