

**Board of Trustees Meeting Agenda – DATE: 4 September 2018**

Open: Karakia Timatanga

1. Administration

- 1.1 Welcome board members
- 1.2 Present
- 1.3 Apologies
- 1.4 Declaration of interests
- 1.5 Confirmation of previous minutes
- 1.6 Correspondence – NZSTA Membership Matters, Email from Rachel deLima Brinkley to Ministry of Education re: Teacher Strike

2. Strategic Decisions & Discussions

- 2.1 Strategic decisions made if required
  - 2.1.1 Vision and Strategic Plan review discussion
  - 2.1.2 Policy review framework
  - 2.1.3 Policies for ratification
  - 2.1.4 COL – Within School Teacher Position

3. Monitoring

- 3.1 Principal's Report
  
- 3.2 Finance
  - 3.2.1 July Finance Report
  - 3.2.2 Grant applications
  
- 3.3 Property
  - 3.3.1 Property Report
  
- 3.4 Health and Safety

4. Other items

- 4.1 Polyfest update

5. In-committee items

- 5.1 Internal Evaluation
- 5.2 OIA update
- 5.3 Personnel
- 5.4 Student Engagement

6. Meeting Closure

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

**Associated meeting reports:**

**NOTE 1:**

**NOTE 2:**

BOT delegations:

**Chair:** Rachel

**Deputy Chair:** Craig

**Committees:**

Health & Safety: Shane, Dianne, Gillian

Policy Review: Craig, Rachel, Dianne, Gillian

**Portfolios:**

Civil Defence: Vera

Curriculum: Gillian

Property: Shane

Finance:

**Board of Trustees Meeting Minutes – DATE: 1 August 2018 DRAFT**

Open: Karakia Timatanga: 7.03pm

1. Administration

- 1.1 Welcome board members
- 1.2 Present: Dave, Gillian, Vera, Spencer, Di W, Rachel, Shane by phone for item 1.8.  
Presenter: Helen Whitcombe (Funding Connection) - present for her presentation (item 3.2.2) only
- 1.3 Apologies: Shane, Craig, Chris, Judith
- 1.4 Declaration of interests - none
- 1.5 Move that Di has speaking rights during the meeting and in committee. Rachel/Dave  
Motion passed.
- 1.6 Confirmation of previous minutes  
Rachel refer to notes 2.1.3 and 3.1  
It was raised that in April 2018 Judith's co-option was minuted in the In-committee minutes not the public minutes of the board meeting. This was as the co-option was moved as part of a discussion being held about Board self evaluation in-committee and was recorded there in error. Copy of relevant part of IC minutes to be placed with April Board Minutes Master copy.  
  
Move to approve the minutes pending changes. Rachel/Vera Motion passed
- 1.7 Correspondence – NZSTA Update, NZSTA Training, Ombudsman Survey  
Documents distributed and gone over thoroughly. Rachel to ask Craig about the ombudsman survey.
- 1.8 NZEI strike information for Wednesday 15<sup>th</sup> August: Support staff would be paid as usual without having to come in. Documents distributed and gone over thoroughly. If the strike goes ahead we wouldn't have enough staff to keep the school open at this stage. There would also be no KCC. Called Shane to get quorum as a timely decision on this matter needed to be reached.  
  
Move that as a Board we close the school on the 15<sup>th</sup> August to support the strike action.  
Rachel/Shane Motion passed.

2. Strategic Decisions & Discussions

- 2.1 Strategic decisions made if required
  - 2.1.1 Vision and Strategic Plan review discussion: Documents distributed and gone over

thoroughly. Primary focus on meeting the vision of Koraunui School and strategically planning for it accordingly. Identifying "What is our why?" and how to achieve it. Create a sub-committee for charter and strategic planning. Members to be self-nominated. Meeting to be confirmed.

2.1.2 Policy review framework: Carry over to next meeting.

2.1.3 Policies for ratification: Not applicable.

2.1.4 COL: Newsletter distributed and gone over thoroughly. SENCOs met today and received a report about possible actions that could be taken. Needs to be trust across the entire COL to ensure that the children with the greatest need receive the help that they require.

2.1.5 Enrolment Scheme: A lot of frustration exists around the time and effort that went into trying to sort this only to find that the information given to the schools was inaccurate. Tabled and moved: Craig's proposal that the Board no longer pursues the introduction of an enrolment zone. Six members in favour and none against. Passed unanimously.

### 3. Monitoring

3.1 Principal's Report: Distributed and gone over thoroughly. Start date of 4<sup>th</sup> February 2019. KCC review was very positive. Mid-year data from eTap distributed and gone over thoroughly.

#### 3.2 Finance

3.2.1 July Finance Report: not available - carry over to next meeting.

3.2.2 Funding Application Presentation: Funding Connection: Helen Whitcombe discussing her services. Documents distributed and gone over thoroughly. Playground design/construction fundraising. We will keep her in mind for future projects, but at this stage we will focus on concept design.

#### 3.3 Property

3.3.1 Property Report: Distributed and gone over thoroughly. MoE and Naylor Love are still debating whose responsible for the cost of replacing the asphalt, but it shouldn't be ours to pay.

#### 3.4 Health and Safety

No accidents

### 4. Other items

4.1 Polyfest update: Documents distributed and gone over thoroughly.

4.2 NZSTA Conference Report: Very good conference. Main themes were about the kids who aren't achieving and the learning support spectrum.

4.3 Unanimous approval to register for Curious Minds for 2019.

### 4. In-committee items

Move that the public be excluded from the following part/s of the proceedings of this meeting namely all agenda item 5. The grounds are that the matter is one of:

- personnel and the reason is to protect the privacy of the individual/s.
- that the exclusion of the public from this part of the proceedings of the meeting is necessary to enable the board to deliberate in private on its decision or recommendation. This motion is proposed to comply with Sec 48 of the LGOI & M

Act 1987 and the special requirements when moving to exclude the public.

Move that Dianne, as Deputy Principal, be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of item matters which will support the board's decision-making, and has speaking rights. Moved / Seconded: Rachel/Gillian

9.50pm Move that we go out of committee. Moved/ seconded: Rachel/ Gillian

**6. Meeting Closure**

**6.1 Identify Agenda Items for Next Meeting**

Karakia whakamutunga: Meeting closed 9.52 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 on-line, or in the school office during normal school hours.

**Approved:**

DRAFT

Noted Motion to include an additional item in committee: Complaints received at the start of the meeting. Motion to table a report summarising current OIA requests. Moved/ Seconded: Craig/ Rachel

Confirmation of previous minutes. Minutes approved pending typo changes. Moved/ seconded : Rachel/ Dave

5.1 Internal Evaluation -

[REDACTED]

Discussion about having Judith Rathbone coopted to the board for her governance experience. Judith works for NZSTA but is not on the board in this role.

Move to co-opt to Judith to the the board until the end of 2018. Moved /seconded: Rachel/ Dave.

Action: Rachel to update Mandy Bird , MOE re this discussion.

5.2 OIA update –

[REDACTED]

5.3 Personnel –

[REDACTED]

5.4 Student Engagement

[REDACTED]

5.5

Complaints – discussed.

Privacy complaint – is being addressed as part of the OIA request and will be responded to at that time.

Trespass complaint – to be replied to following legal advice as above.

Moved out of incommittee at 9.55pm

Approved 2.5.18



## Koraunui School Principal

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**From:** NZSTA <feedback=nzsta.org.nz@mail72.atl11.rsgsv.net> on behalf of NZSTA <feedback@nzsta.org.nz>  
**Sent:** Friday, 17 August 2018 3:48 PM  
**To:** Koraunui School Principal  
**Subject:** Membership matters 17 August 2018



# Membership matters



**17 August 2018**

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### Tomorrow's Schools submissions

Thank you to all of you who made your own submission to the Tomorrow's Schools Review panel. NZSTA also made a submission, based on the background analysis detailed in our discussion document, published in May and the issues that member boards have raised with us. You can [read our submission](#) on the NZSTA website.

**Download:** [Tomorrow's Schools Review submission](#) [PDF 258 KB]

**Download:** [Twenty first century schools Discussion document](#) [PDF 3.25MB]

**Tell us** what you think: email [feedback@nzsta.org.nz](mailto:feedback@nzsta.org.nz)

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### Conference proceedings

Presentations, videos and photos from conference are available on the NZSTA website. Just follow the link from the [homepage](#).

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### Child Wellbeing Strategy

As part of the Child Poverty Reduction Bill the Government will develop a Child Wellbeing Strategy that outlines how children's overall wellbeing will be improved. The Prime Minister, Rt Hon Jacinda Ardern, in her role as the Minister for Child Poverty Reduction, and the Minister for Children, Hon Tracey Martin, are jointly leading development of the strategy.

NZSTA is not directly involved in the development of the Child Wellbeing Strategy however it is clear that once developed it will have significant implications for boards of trustees. We will keep you updated as further information comes to hand. In the meantime, you can find more information on the [Child Wellbeing Unit](#) webpage.

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## Key information for boards of trustees and principals

Read the latest [Pitopito Korero](#) updates for boards and principals from Secretary for Education Iona Holsted.

Noho ora mai

Na

Lorraine Kerr MNZM  
President



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Wellington, 6140  
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## Koraunui School Principal

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**From:** Rachel deLima-Brinkley  
**Sent:** Monday, 13 August 2018 3:34 PM  
**To:** enquiries.lowerhutt@education.govt.nz  
**Cc:** Koraunui School Principal  
**Subject:** Strike Day: Koraunui School #2100

This is to advise that Koraunui School, Stokes Valley will be closing on the day of teachers strike 15/08/18.

Please contact me if you require further information.

Yours sincerely,  
Rachel Brinkley  
Chair, Board of Trustees  
Koraunui School

Get [Outlook for iOS](#)



# Vision and Strategic Plan Review

2018



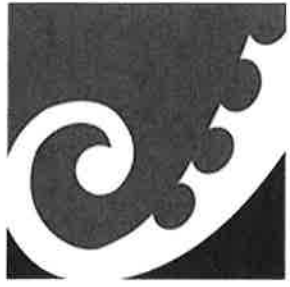
**Koraunui  
School**

## **OUR VISION:**

**To create a safe, vibrant and stimulating environment where learning is paramount.**

### Questions to ask ourselves

- Is the current vision relevant and meaningful to our students, staff and community?
- Does it clearly outline what we are trying to achieve?
- Does it guide and determine our decision-making?
- Does it guide and determine our professional learning programme? Our resourcing?
- Is it explicit and evident in what we say and do?
- Does this signal that we are preparing students for their future?
- What does this look like for students, for teachers, for the community and the board?
- Is this integral to our 'everydayness' – at board level and in leadership, teaching and learning programmes?
- How does this vision guide decision-making?
- What are the implications for strategic goals, resourcing and the design of learning spaces?



# KORĀUNUI SCHOOL

Our Strategic Plan to...

**Build**



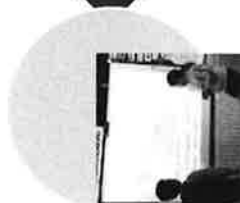
Confidence

**Create**



Inclusion

**Foster**



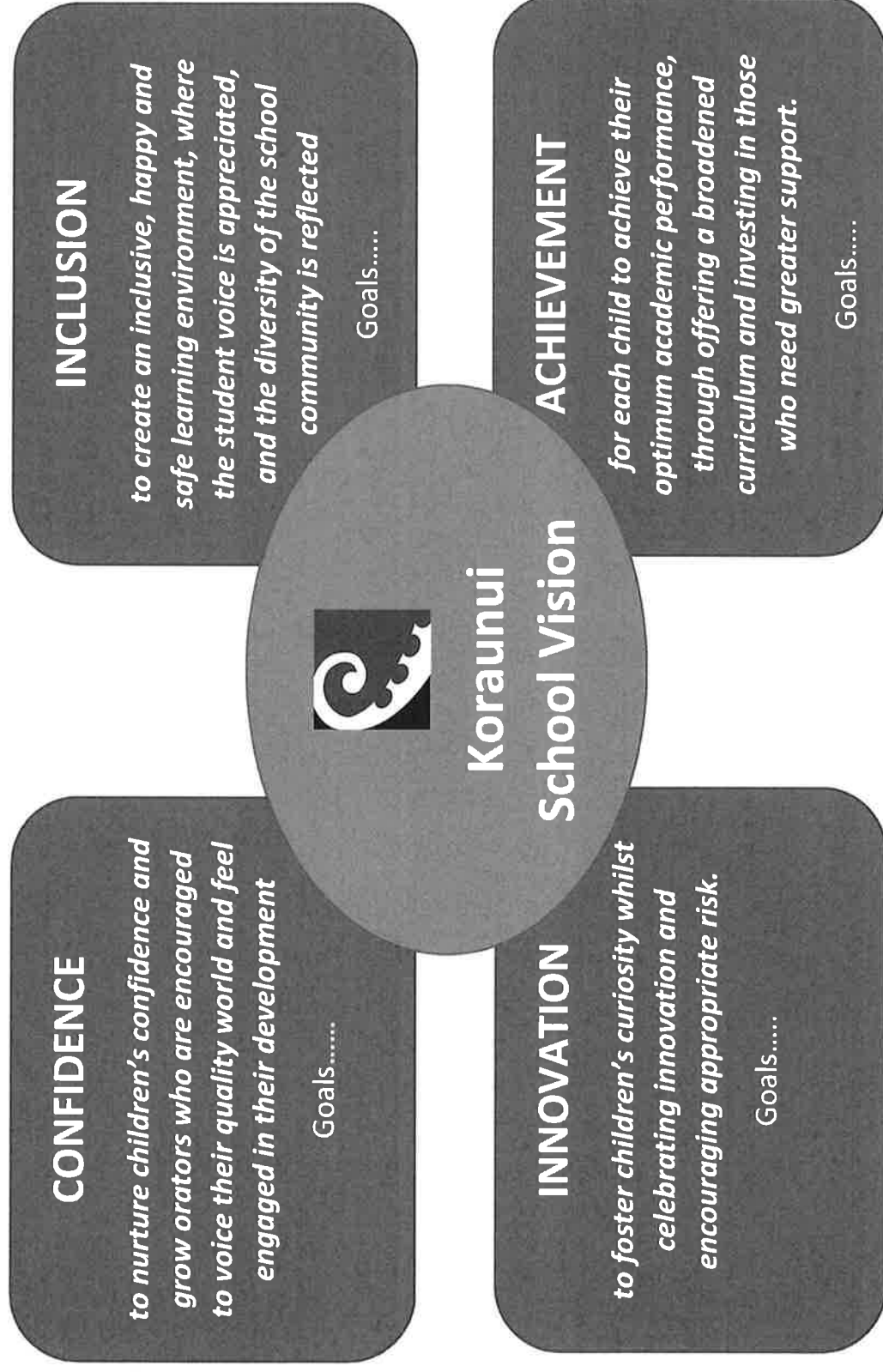
Innovation

**Strive for**



Achievement

# Vision & Our Strategic Aims



# Our KORAU Values

**K**ind - Manaakitanga

**O**wn - Rangatiratanga

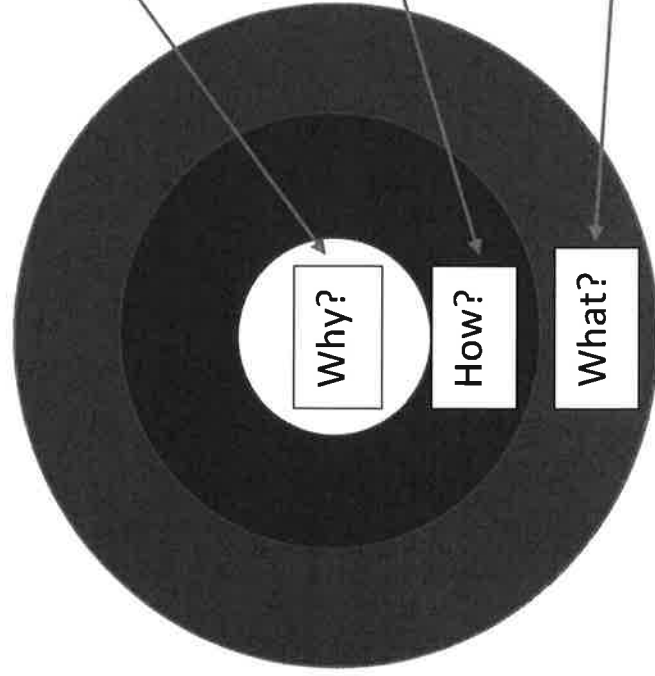
**R**espect – Whakautē

**A**spire - Wawata

**U**nite - Whanaungatanga



**In thinking about a vision for our school  
we need to have a clear and shared  
understanding of our purpose, why we do  
what we do.**



What we stand for. Mutually agreed and owned by the school and community.

Shared values and beliefs.

This is made explicit in the vision statement

Derived from values and beliefs.

Captured in plans, goals and policy statements

The lived expression of our values and beliefs.

What we do to achieve our vision, our why.

**What is our purpose?**

**What are our non-negotiable  
values?**

**What are our beliefs?**





## Teacher ideas from staff meeting 1 August 2018

- Celebrating difference
- Diversity
- Inclusion wider needs of kids, being a part of programmes not separate
- Giving kids tools to positive– social skills
- To be a positive and contributing part of a community
- KORAU values & CHOICE Theory
- Giving kids what they need, differentiating
- Knowing the kids
- Strong relationships
- Independent lifelong learners- they see themselves as this
- There's a purpose
- Having a hopeful future
- Making connections real life
- Celebrating success
- Risk-takers, expecting to make mistakes reassure them that it's okay, this applies to us too
- Being active learners
- Safe environment
- Fun
- Valuing self, school community, wider community – feeling a connection to community
- Caring
- Being genuinely interested in what the kids are doing
- Being united as one –
- Providing opportunities children may not otherwise get – building a world view - Linking to their past
- Optimism – high and achievable expectations for all kids and them to have them for themselves

- Holistic view of success
- Flexibility in preparing for the future, IT digital curriculum
- Resilience
- Community orientated – open door to all new and old
- Vibrant
- Pedagogical change – adding to our knowledge, we need to keep learning
- Kids see us as learners too, that we fail too. Learning is a journey
- Babies and dogs
- Family culture,
- Willingness to share our cultures and stories

Add to the list

## Naenae-Taita Stokes Valley Kāhui Ako | Community of Learning

### Background Information - Kāhui Ako | Community of Learning teacher - Within School role

There are six aspects to Communities of Learning:

1. **Leading** achievement and progress for every child and every teacher.
2. **Teaching** collaboratively for the best learning outcomes for every child.
3. **Evidence** guiding our practice and actions.
4. **Pathways** developing and connecting along the whole educational journey for every child.
5. **Partnering** with families, employers, iwi and community.
6. **Building** a thriving Kāhui Ako | Community of Learning.

### The Naenae Kāhui Ako | Community of Learning includes the following ten schools:

Naenae College	Naenae Intermediate	Rata Street School
Dyer Street School	Belmont School	St Bernadette's School
Avalon School	Naenae Primary School	Epuni School
Kimi Ora School		

We are operating in partnership with the Taita/Stokes Valley Kāhui Ako | Community of Learning, which includes the following seven schools:

Taita College	Avalon Intermediate	Koraunui School
Tui Glen School	Pomare School	Taita Central School
St Michael's School		

- The Naenae Kāhui Ako | Community of Learning generates **17 Within-School positions**. These positions carry a remuneration package of \$8000 and a time allowance equivalent to 2 hrs per week. Appointments to these positions are made by the school
- The Taita-Stokes Valley Kāhui Ako | Community of Learning generates **9 Within-School positions**. These positions carry a remuneration package of \$8000 and a time allowance equivalent to 2 hrs per week. Appointments to these positions are made by the school
- These positions belong to the school / Kāhui Ako | Community of Learning. They are non-transferable if you move to another school

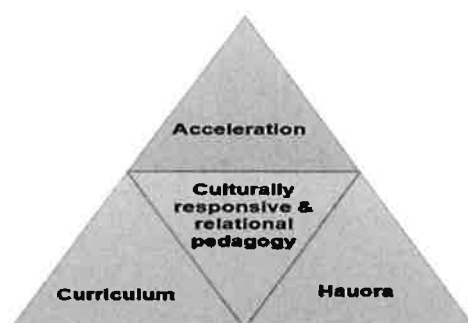
We are working to a common Achievement Challenge and our vision is:

*To be a strong, collaborative learning community which embraces our cultural diversity and maximises the opportunities for all family, whānau, students and teachers to meet their potential and enjoy success.*

Our purpose is:

*to enable children to participate in a learning pathway that allows them to meet their potential and enjoy success.*

Our Achievement Challenge states that our key levers for change (to accelerate achievement) are Curriculum, Acceleration, and Hauora (Wellbeing) – with a culturally responsive and relational pedagogy central to these levers.



Acceleration	Curriculum	Hauora
<ul style="list-style-type: none"> <li>• Evidence based</li> <li>• Responsive</li> <li>• Identification of students and target actions</li> <li>• Strengthening teacher practice to meet these specific needs- PLD</li> <li>• Common expectations and assessment practices</li> <li>• Shared resources</li> <li>• Learning Support</li> </ul>	<ul style="list-style-type: none"> <li>• Key competencies and shared graduate profile</li> <li>• Cohesive curriculum pathways</li> <li>• Seamless learning transitions between schools</li> <li>• Future Focused learning</li> <li>• Engaged Learners</li> <li>• Culturally responsive</li> <li>• Strengthening STEM subjects</li> <li>• Family/whanau involvement</li> </ul>	<ul style="list-style-type: none"> <li>• Focused on wellbeing, resilience, relational &amp; restorative practices, attendance and engagement</li> <li>• Supporting and enhancing staff and student wellbeing</li> <li>• Inclusively supporting diversity and difference</li> <li>• Developing a strong network with external support agencies</li> <li>• Connecting with whanau and iwi</li> <li>• Collectively addressing health issues as a whole community</li> </ul>

Teachers appointed to positions will work as a team to achieve the desired improvements.

**Desired attributes**

- Have specific strengths in relation to the Achievement Challenge
- Be a team player willing to commit to developing and sharing best practice in your school
- Be a reflective practitioner, good at supporting and encouraging others, including teachers at other schools



**PRINCIPAL REPORT TO THE KORAUNUI BOARD OF TRUSTEES.**  
**For the meeting of September 4<sup>th</sup>, 2018.**

**Presented by Dave Lamont. Principal**

**OVERVIEW**

We have 270 students as of today.

**PERSONNEL**

- We have had a significant amount of winter illness throughout the school over the past 4 weeks. This has affected staff and students and we are grateful for parents keeping their children home when they have been ill. We have managed to cover the absences through internal cover by using teacher supply agencies.
- From the next pay period we will be switching some teachers from teacher salary to bulk grant to balance up the over usage that has occurred throughout the year. We will also code relieving teachers to bulk grant. We currently remain within our budgeted amount for relieving teachers for 2018.
- With changes in our support staff we have undertaken a reorganisation of how some of our teacher aides work across the school to ensure we can provide learning and behaviour support where it is required across the school.
- Teachers and Principals across New Zealand plan stopped work on 15<sup>th</sup> August for the whole day in support of the work NZEI are doing to renegotiate the collective agreements and conditions as a part of current negotiations. Negotiations are continuing and we wait to hear the outcome of these and next steps in the process.
- I expect to receive the provisional staffing and funding notices for 2019 within the next 2 weeks. These will guide decision making around staffing and budgeting for next year.

**APPRAISAL**

- The principal appraisal process has continued with a meeting between me and my appraiser last week.
- Staff appraisal has been problematic to follow a consistent process with the interruptions and absences of staff. We will continue to work through this process throughout the term. PB4L observations have taken place this term.

**PROFESSIONAL DEVELOPMENT**

*Profession development will be focused on school-wide, individual and team/group needs.*

- PB4L – We have continued with this work through staff meetings and classroom observations have begun as a part of identifying practices and environments that support the PB4L development.
- The 3 teachers accepted onto the Incredible Years Programme development have attended the first 2 of 6 workshops planned for Years 3 & 4.
- We have an Educational Psychologist run a staff meeting workshop on trauma and behaviours for staff as we learn more about how to manage some of the challenging behaviours we are faced with on a regular basis.
- I attended a Child Matters Identifying and Responding to Vulnerability and Child Abuse workshop in August. I spoke with the facilitator about the possibility of this being run for our whole staff as a one-day seminar as the information would be useful for everyone in how they respond to some behaviours and it will sit alongside the trauma and anxiety workshops we have had this year.
- Junior teachers have attended another workshop focused on play based learning and how this can be successfully adapted for learning environments and the curriculum.

**STUDENT ACHIEVEMENT/ASSESSMENT**

- Mid-year parent interviews were carried out in August and mid-year progress reports were provided to parents at this time also. We have concerns that some of the parents we need to talk with are difficult to engage with. We will continue inquire into ways to engage these families in their children learning.
- We have organised for our Reading recovery teacher to complete the 6-year old testing as these come up. We have also arranged for the JAM testing to be carried out by our Deputy Principal. We are doing this in an effort to take this pressure off the junior teachers this year.
- Term 4 standardised testing is planned to begin in week 3 next term. This will provide us with summative standardised results that will sit alongside our internal testing and teacher judgements about student progress and assessment as well as provide us with data that can be used at the beginning of the following year to identify trends and areas of focus across the school.

- Science leadership teachers Visit. We had a group of teachers from the Royal Society fellowship programme visit the school last week. We are able to host these visitors because our children's engagement and skills are being recognised alongside our leadership staff in the science/Enviroschools field. The visitor's feedback reflects the communication and confidence our students display in the science work we are doing at school.

## HEALTH AND SAFETY

### TRIPS:

- We have a range of EOTC activities and trips planned again this term. We will ensure all documentation is in place before these take place.

## BEHAVIOUR

- We have continued to work with the Ministry of Education (MoE), RTLB, PB4L facilitator to discuss progress with some student behaviours we have been experiencing this term. This is a continuation of some of what we experienced in the first half of this year. We continue to work collectively to ensure we have the structures and systems in place to manage behaviours. We need to be aware of staff well-being as we continue to work in some challenging situations.

## GENERAL:

- We are waiting for meeting dates from the Ministry of Education about Te Puawaitanga o Te Kakano moving from Level 3 to Level 2 for our bi-lingual classes.
- Community of Learning – Principals continue to meet regularly as we move forward with establishing how we can work together across our schools. 3 of the 5 across school teacher positions have been filled. The remaining 2 positions will be advertised again this year. The within school teacher process is likely to begin this year. This process is run by individual schools for their own appointment. A job description has been developed for this position. The within schools teachers will work closely with the across school teachers as streams of work begin to be developed within schools and across the CoL.
- We have received the draft KCC Review report carried out by MSD. Two areas for development have been identified. We can work these into our cycle of review. (The Executive Summary of the report is attached).
- The Study Centre mid-year report has been completed and this along with an invoice for Terms 3 & 4 will be sent to the Ministry of Education by this Friday.
- I have been in communication with the Regional Manager from ERO who we are working with about our progress towards meeting the recommendations made in our last ERO report. I have sent through documentation that demonstrates and outlines the progress we are making for her to read and make comment on. The communication I have received back has indicated that ERO is happy with our progress to date and they will be back in touch with us towards the end of Term 4.

Dave Lamont  
Principal



13 August 2018

Janice Dale  
Koraunui Care Centre Co-ordinator  
Koraunui Care Centre  
Koraunui School  
Stokes Valley

Dear Janice

### **Social Services Accreditation outcome**

The Ministry of Social Development (MSD) Social Services Accreditation team has completed its assessment of your accreditation.

This letter confirms Koraunui Care Centre as an MSD accredited provider.

Accreditation with required actions has been granted to provide the following services:

OSCAR Before School Care (Level 3)  
OSCAR After School Care (Level 3)  
OSCAR Holiday Programme (level 3)

### **Required actions**

Evidence that the required actions have been completed will need to be provided to MSD Social Services Accreditation. See the attached assessment report for details and timeframes.

### **Recommendations**

Recommended actions have also been identified during the review. These are actions you may wish to complete to improve the services delivered. See the attached assessment report for details.

If you think there are any inaccuracies in the report, please advise MSD Social Services Accreditation within 10 working days from the date of this letter.

MSD Social Services Accreditation will regularly review your accreditation to ensure the appropriate standards are met. Your next review is scheduled for July 2021. A site visit will be undertaken at that time.

If you have any questions, please contact your Assessor Wayne McIver at [wayne.mciver@msd.govt.nz](mailto:wayne.mciver@msd.govt.nz) on (04) 918 4699.

Yours sincerely,



Rachelle Beale  
Senior Assessor (Central/Southern Region)  
Social Services Accreditation  
Ministry of Social Development  
Phone (06) 9748 292  
[Rachelle.Beale003@msd.govt.nz](mailto:Rachelle.Beale003@msd.govt.nz)





**Provider Legal Name:**  
Koraunui School Board of Trustees

**Site Visit:** 26 July 2018

**Completed Date:** 13 August 2018

**NZBN Number:**

**RDA Number:**

20013

**Assessment Number:**

105546

### EXECUTIVE SUMMARY

Koraunui School Board of Trustees, has been assessed as partially meeting the standards for accreditation. Of the ten standards assessed, eight were met. Two standards were partially met.

SSAS Standards	Outcome	SSAS Standards	Outcome
Client-centred services (L3)	Standard met	Financial management and systems (L3)	Standard met
Community wellbeing (L3)	Standard met	Resolution of complaints related to service provision (L3)	Standard partially met
Staffing (L3)	Standard met	Quality improvement (L3)	Standard met
Health and safety (L3)	Standard met	Client services and programmes (L3)	Standard partially met
Governance and management structure and systems (L3)	Standard met		
Specialist and/or agency specific standards	Outcome	Specialist and/or agency specific standards	Outcome
Out of school care and recreation programmes (L3)	Standard met		

### Corrective action plan

### Critical actions

No critical actions have been identified during the assessment.

### Required actions

Standard	Criteria	Action	Due by
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Resolution of complaints related to service provision (L3)	1	KCC is required to include in its complaints policy a statement that should a complainant be dissatisfied with the outcome of a complaint (after it has been dealt with by the Board of Trustees), then he or she has the right to approach an independent complaint authority such as the Ombudsman. The complaints process should also advise parents that a person subject to a complaint will be supported throughout the complaints process.	next review
Client services and programmes (L3)	1	KCC is required to update its enrolment policy by including a privacy statement that complies with the requirements of Principle 3 of the Privacy Act 1993, noting the purpose for collecting information and who has access to it.	next review

### Strengths identified at review

Koraunui School Board of Trustees, provides a stimulating, activity based after and before school and holiday programme for children 5-14 years of age. The programme can be provided in three different areas (main room, art room and school hall).

### Recommendations

Koraunui School Board of Trustees may want to consider revising its fire drill policy to make it clear that a fire drill must be undertaken once a week during the holiday programme.

### Accreditation status

**Confirmation of Accreditation at Level 3 with required actions**

### The conditions of accreditation

Koraunui School Board of Trustees has been accredited by the Ministry of Social Development to deliver the following services:

- OSCAR - After school (Level 3)
- OSCAR - Before school (Level 3)
- OSCAR - School holiday (Level 3)
- OSCAR provider assistance (Level 3)

The service is provided at Koraunui School, Stokes Valley, Upper Hutt for up to 60 children at any one time.

### Action plan

# Koraunui School



Prepared By  
Education Services Ltd

## 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

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## Management Report 31 July 2018

## Commentary

### Income

You have received 3 out of 4 Operation Grant deposits so far this year.

Your next Operating Grant instalment is due in October.

As at 31 July 2018 we note Grant Income is 55% of what was budgeted for.

Your Local Funds and Interest are 97% of what was budgeted for.

Your Trading and Other Accounts have contributed a deficit of (\$33,466) for the year to date.

### Expenditure

As at 31 July 2018 you have spent 54% of what you had budgeted for the year.

This compares with 58% of the calendar year gone.

### Financial Position

Actual Available Funds as at 31 December 2017 were \$187,700

Budgeted Available Funds at 31 December 2018 are \$193,700

Actual Available Funds as at 31 July 2018 are \$169,819

Budgeted Available Funds as at 31 July 2018 are \$206,009

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

### Banking Staffing

Banking Staffing as at SUE Report Number 0919 is over used by 12.68 (\$34,870).

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 July 2018

## Commentary

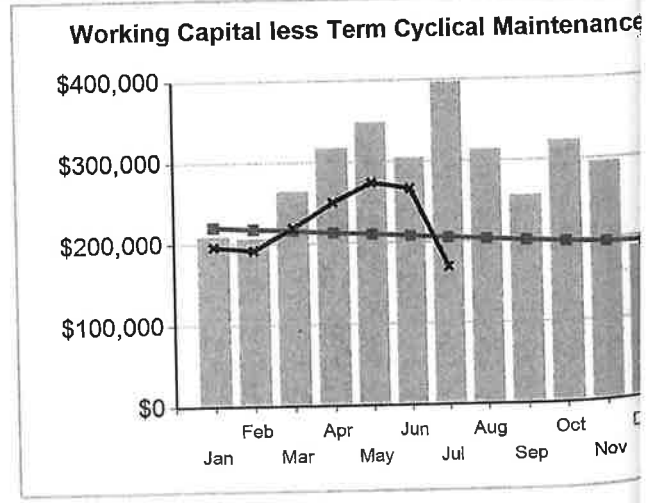
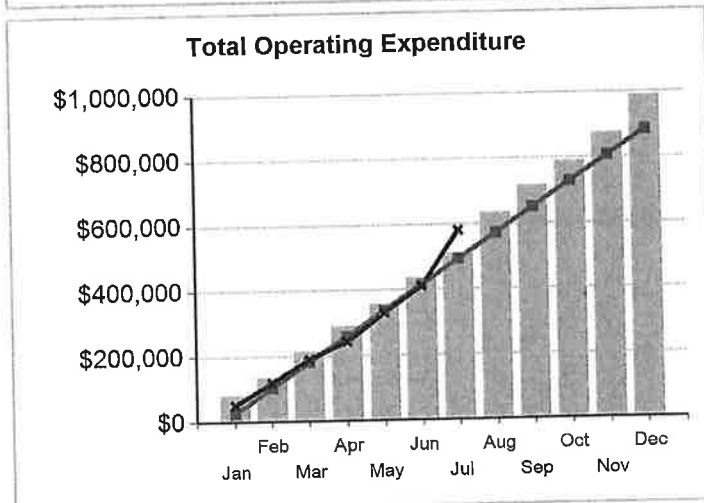
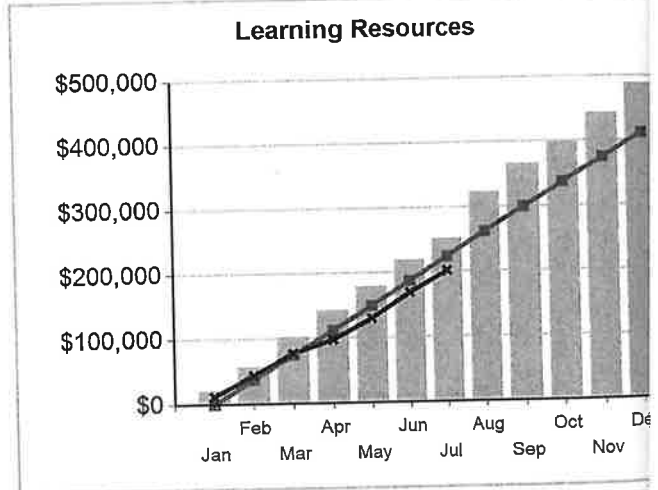
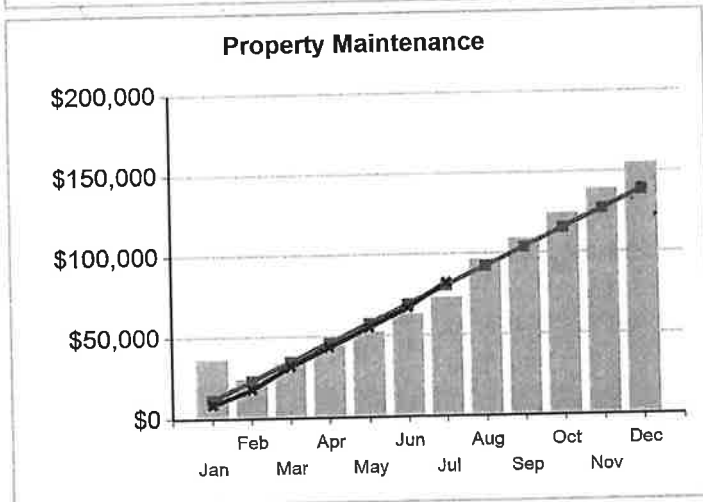
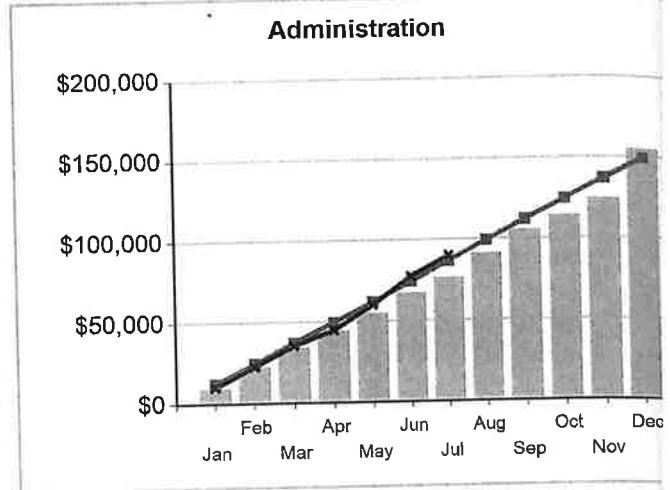
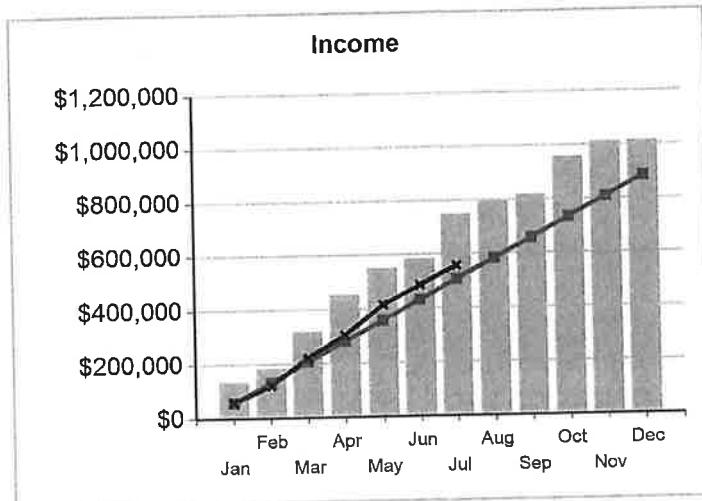
Description	Code	YTD	Budget	Variance	%	Note
<b>Income</b>						
Special Grants	0157	0	9,900	9,900	0	Not Received
Other MOE Grants	0165	3,930	20,400	16,470	19	
<b>Expenditure</b>						
Board Elections	1140	1,658	0	(1,658)	0	Not Budgeted
Expenses	3610	4,236	0	(4,236)	0	Not Budgeted
Grants Expenditure	4908	1,522	0	(1,522)	0	Not Budgeted
Expenses	8420	103,628	0	(103,628)	0	Not Budgeted
<b>Financial Position</b>						

None.

# Koraunui School

## Graphical Analysis 31 July 2018

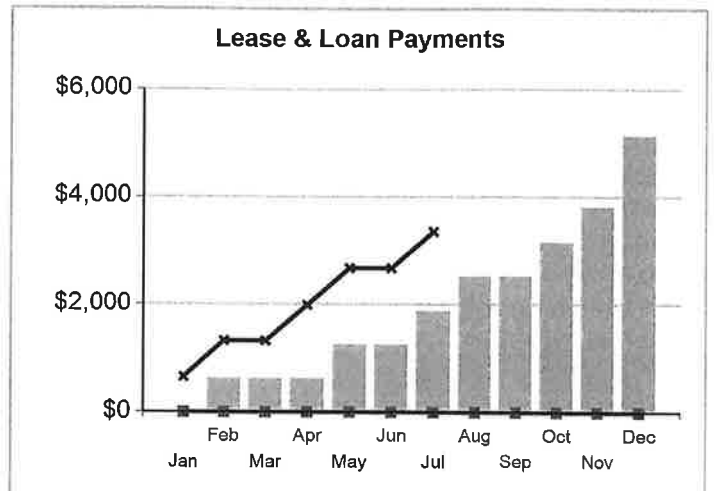
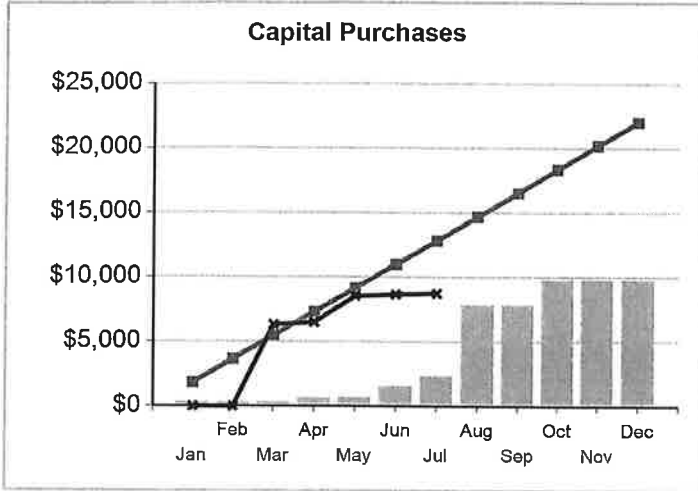
## Overview



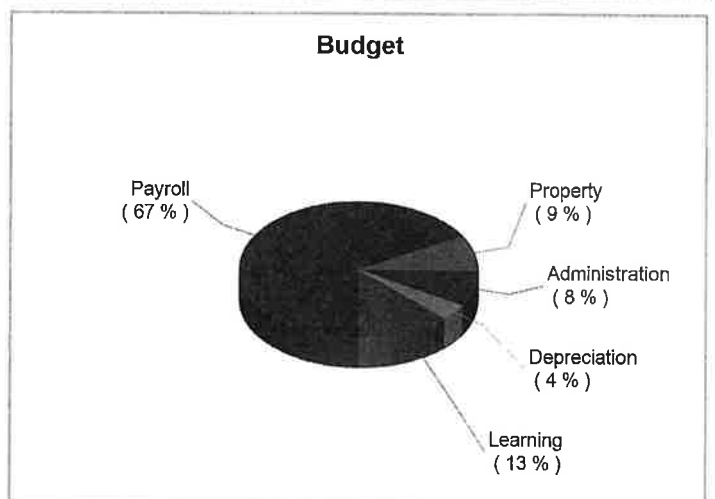
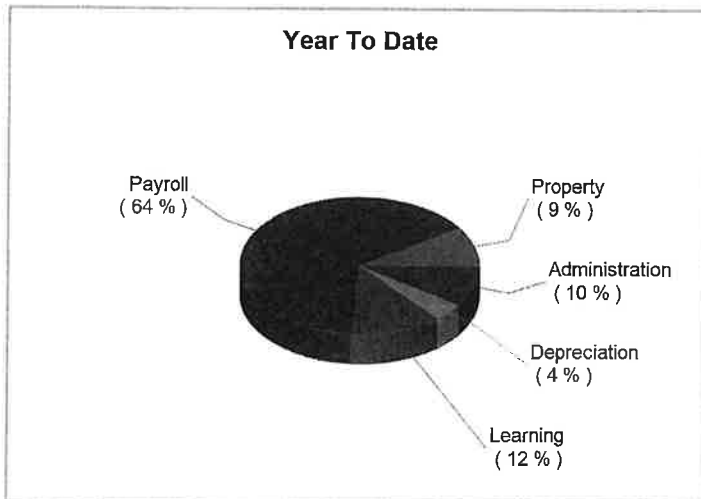
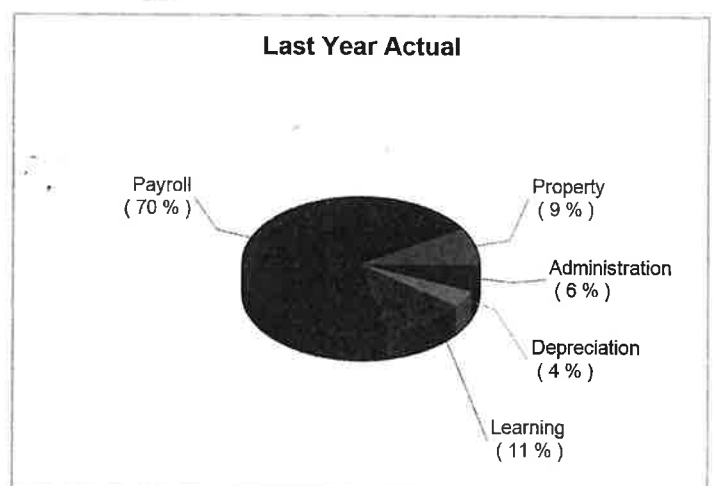
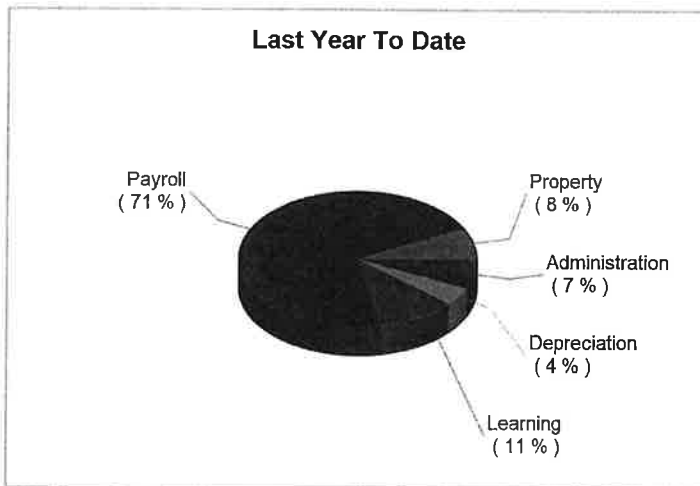
2017 Actual
  2018 Budget
  2018 Actual

## Graphical Analysis 31 July 2018

## Overview



■ 2018 Budget    ✕ 2018 Actual    █ 2017 Actual



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

# Koraunui School

## Income Statement 31 July 2018

## Summary

2017		Description	Code	Month	2018			%
YTD	Year				YTD	Budget	Variance	
<b>Income</b>								
459,464	671,940	Government Grants		38,462	373,798	676,825	(303,028)	55
2,936	4,662	Investment Income		213	7,405	7,000	405	106
133,844	136,452	Fundraising		(396)	11,655	5,000	6,655	233
12,711	18,457	Activities		(38)	9,327	18,000	(8,673)	52
4,719	8,411	Extra-Curricular Activities		(624)	(1,390)	0	(1,389)	0
1,968	(4,545)	Camps And Trips		194	2,031	0	2,031	0
5,506	6,240	Stationery Surplus / (Deflct)		25	3,427	1,500	1,927	228
<b>\$621,148</b>	<b>\$841,616</b>	<b>Total Income</b>		<b>\$37,836</b>	<b>\$406,253</b>	<b>\$708,325</b>	<b>(\$302,072)</b>	<b>57%</b>
<b>Administration</b>								
1,785	4,002	Communication Expenses		352	2,467	4,250	1,783	58
3,140	9,663	Board Of Trustee Expenses		260	6,113	9,400	3,288	65
430	430	Audit Costs		0	5,350	5,350	0	100
5,436	9,153	Consumables		219	3,653	8,450	4,797	43
47,512	101,500	Staff Expenses		10,149	52,934	87,761	34,828	60
15,349	25,840	General		1,506	17,671	29,146	11,474	61
2,800	4,000	Operating Leases		0	2,000	4,800	2,800	42
<b>\$76,452</b>	<b>\$154,589</b>			<b>\$12,486</b>	<b>\$98,188</b>	<b>\$149,157</b>	<b>\$50,970</b>	<b>60%</b>
<b>Property Maintenance</b>								
4,210	8,113	Cleaning & Sanitation		790	4,556	7,700	3,145	59
11,001	20,717	Energy		2,207	12,040	20,100	8,060	60
1,400	2,409	Rates		611	2,174	3,000	826	72
2,005	12,746	Grounds		72	1,008	5,500	4,491	18
7,889	17,619	Repalrs & Maintenance		1,441	7,739	12,500	4,761	62
41,119	80,385	Staff Wages		8,891	45,713	76,907	31,194	59
5,560	12,592	Cyclcal Maintenance		1,446	9,446	13,000	3,554	73
<b>\$75,184</b>	<b>\$154,581</b>			<b>\$15,468</b>	<b>\$82,676</b>	<b>\$138,707</b>	<b>\$56,031</b>	<b>60%</b>
<b>Depreciation</b>								
18,062	32,919	Depreciation	2910	2,541	16,437	28,000	11,563	59
<b>\$18,062</b>	<b>\$32,919</b>			<b>\$2,541</b>	<b>\$16,437</b>	<b>\$28,000</b>	<b>\$11,563</b>	<b>59%</b>



# Koraunui School



## Income Statement 31 July 2018

## Summary

2017		Description	Code	Month	2018			
YTD	Year				YTD	Budget	Variance	%
<b>Learning Resources</b>								
7,296	11,800	Professional Development		2,059	7,929	22,250	14,321	36
2,276	2,283	Library		0	1,829	1,900	71	96
9,749	18,532	Teaching Resources		1,580	10,227	26,108	15,880	39
206,975	395,697	Personnel		27,020	153,423	319,303	165,881	48
18,339	34,131	Information And Communication Technol		3,848	19,883	34,700	14,817	57
0	1,261	Prime Minister's Award		(1,769)	4,236	0	(4,236)	0
3,474	4,778	Operating Leases		221	1,842	6,900	5,057	27
3,473	18,822	Extra Curricular Activities		73	2,693	0	(2,693)	0
<b>\$251,582</b>	<b>\$487,304</b>			<b>\$33,032</b>	<b>\$202,062</b>	<b>\$411,161</b>	<b>\$209,098</b>	<b>49%</b>
<b>Other Accounts</b>								
(37,459)	(13,787)	Kcc Before/After/Holiday		4,819	12,020	(15,700)	(27,719)	(77)
0	0	Polyfest		67,949	24,872	(3,000)	(27,872)	(829)
<b>(\$37,459)</b>	<b>(\$13,787)</b>			<b>\$72,768</b>	<b>\$36,892</b>	<b>(\$18,700)</b>	<b>(\$95,593)</b>	<b>(197%)</b>
<b>\$381,821</b>	<b>\$815,607</b>	<b>Total Expenditure</b>		<b>\$136,286</b>	<b>\$428,256</b>	<b>\$708,325</b>	<b>\$280,069</b>	<b>60%</b>
<b>\$239,326</b>	<b>\$26,009</b>	<b>Net Surplus / (Deficit)</b>		<b>(\$98,450)</b>	<b>(\$22,003)</b>	<b>\$0</b>	<b>(\$22,003)</b>	
<b>Other Incoming Cash</b>								
8,967	8,967	MOE Capital Contribution	9501	0	0	0	0	0
0	0	Carried Forward	9503	0	(200)	0	(200)	0
<b>\$8,967</b>	<b>\$8,967</b>			<b>\$0</b>	<b>(\$200)</b>	<b>\$0</b>	<b>(\$200)</b>	<b>0%</b>
<b>Other Outgoing Cash</b>								
2,336	9,797	Capital Items - Cash Additions		80	8,762	22,000	13,238	40%
1,871	5,130	Lease/Loan Payments		680	3,353	0	(3,353)	0%
22,917	22,917	Cyclical Maintenance		0	0	0	0	0%
<b>\$27,124</b>	<b>\$37,844</b>			<b>\$760</b>	<b>\$12,115</b>	<b>\$22,000</b>	<b>\$9,885</b>	

# Koraunui School

## Balance Sheet 31 July 2018

## Summary

2017		Description	Code	2018
July	December			July
<b>Current Assets</b>				
536,520	74,371	ASB 12-3478-0015483-00	9000	127,747
0	250,000	ASB Term Deposit - 0076 Maturity: 30/09/18 Term: 90 at 3.00%	9004	250,000
650	650	Petty Cash	9029	650
0	4,145	Accounts Receivable	9115	0
1,716	2,725	Prepayments	9117	328
0	557	Stock on Hand	9127	0
(1,273)	(21,478)	MOE Funded Projects		5,400
<b>\$537,613</b>	<b>\$310,970</b>			<b>\$384,125</b>
<b>Current Liabilities</b>				
11,722	11,722	Leave Accrual	9314	11,722
0	33	Revenue Rec In Adv	9321	0
0	0	Luana Koha	9323	520
0	0	Future Months Ops Grant	9325	73,515
708	12,000	Cyclcal Maintenance Provislon	9329	12,000
5,237	5,460	TRL Leases	9345	5,460
12,788	14,776	Accounts Payable		6,103
20,317	1,371	Goods and Services Tax		8,281
15,513	2,494	Hippy		2,494
10,188	14,314	Funds Held In Advance		23,664
<b>\$76,475</b>	<b>\$62,170</b>			<b>\$143,759</b>
<b>Working Capital</b>				
<b>\$461,140</b>	<b>\$248,800</b>			<b>\$240,366</b>

# Koraunui School



## Balance Sheet 31 July 2018

## Summary

2017		Description	Code	2018
July	December			July
<b>Non-Current Assets</b>				
112,149	104,753	Fixed Assets		97,078
<del>112,149</del>	<del>104,753</del>			\$97,078
<b>Non-Current Liabilities</b>				
65,360	61,100	Cyclical Maintenance Provision	9429	70,546
8,883	6,722	TRL Leases	9445	3,369
<del>74,243</del>	<del>67,822</del>			\$73,915
<b>Net Assets</b>				
<del>499,046</del>	<del>285,731</del>			\$263,529
<b>Public Equity</b>				
250,753	250,755	Public Equity At The Start Of The Year	9500	285,732
8,967	8,967	Moe Capital Contribution	9501	0
0	0	Carried Forward	9503	(200)
239,326	26,009	Net Surplus / (Deficit)		(22,003)
<del>499,046</del>	<del>285,731</del>			\$263,529



- The Ministry of Education has approved the project and funding for the ramps into Kauri Block and the hall. This project is being prepared to go out to out to tender.
- Naylor Love continue to work with the Ministry of Education to find a solution for the damaged asphalt. I will follow this up with them until we have a clear understanding of how this will be replaced.
- I met with the manager of Fibresafe NZ and went through the report and management plan they provided to the school in detail. We have been advised on best practice for managing Asbestos around the school that as been identified as being not a risk as well as how we can go about having the asbestos identified as a potential risk removed. We will focus on the pool area as this is not being used over the winter months. I have been provided the contact for a removal company and will have them provide a quote for the removal and disposal of the material around the pool.
- Men in white will carry out a pre-inspection of Kauri Block that is due for painting this year. They are hoping to begin the work in the October break.
- We have had some ideas provided by the children about what they would like to have included in the playground. We need to continue working towards creating a plan and confirming this and quotes for the area developed this year, so we can apply for funding for the construction of the new playground.
- I have spoken with the pool contractor who will be carrying out maintenance work on our pool. The fir project will be to replace the filtration system that was purchased at the end of last year. Our caretaker is continuing to work and liaise with the contractor.
- Roofing maintenance is required on the KCC building and about Room 7. We have received a quote for the work to Room 7 but as this is now outside the allocated budget for the year, board approval is required for this work to be actioned. I will contact Ashby's and the Ministry of Education about the KCC roof repairs.
- Our water meter has caused issues over the winter with it often being submerged when it rains. A quote has been received to raise the meter, so this resolves this issue. This work is outside the allocated budget for the year, board approval is required for this work to be actioned.
- I have spoken with our caretaker about health and safety issues that have been identified by staff around the school. These are being addressed as they are identified.

**Actions**

- Contact asbestos removal company to quote for removal of identified sheet in the pool area.
- Contact Ministry of Education and Ashby's about KCC roofing requirements and water meter issue.
- Follow up with Ministry of Education and Naylor Love about the asphalt issue.
- Continue to work on ideas and plans for the playground area.

# Koraunui School

Produced 2018-09-02



## Board Report

For period 2018-08-02 to 2018-08-31

	Staff	Students	Other	Total
Number of minor injuries/incidents requiring on site treatment only		3		
Number of injuries/incidents said to require further medical investigation				
Number of serious harm injuries (reported to Work Safe)				

Comments on injuries

Completed by: Dave Lamont Position: Principal

Signed 

Date 31 / 08 / 2018

**POLYFEST 2018: INCOME**

	GST Ex	GST	Total
<b>Surplus from 2017 Polyfest</b>	<b>\$ 5,367.00</b>	<b>\$ -</b>	<b>\$ 5,367.00</b>
<b>School Entry Fees</b>	<b>\$ 5,680.00</b>	<b>\$ 852.00</b>	<b>\$ 6,532.00</b>
<b>Ticket sales</b>			
School Sales	\$ 17,452.17	\$ 2,617.83	\$ 20,070.00
Walter Nash Centre Sales	\$ 6,465.22	\$ 969.78	\$ 7,435.00
Door Sales	\$ 8,900.00	\$ 1,335.00	\$ 10,235.00
Tuakana/Teina Concert Audience	\$ 195.85	\$ 29.38	\$ 225.23
	<b>\$ 33,013.24</b>	<b>\$ 4,951.99</b>	<b>\$ 37,965.23</b>
<b>Grants Received</b>			
Hutt Mana Charitable Trust	\$ 10,000.00	<i>no gst</i>	\$ 10,000.00
Pelorus Trust	\$ 5,000.00	<i>no gst</i>	\$ 5,000.00
Ministry for Vulnerable Children/MSD	\$ 10,000.00	\$ 1,500.00	\$ 11,500.00
HCC Events Fund	\$ 4,000.00	\$ 600.00	\$ 4,600.00
The Lion Foundation	\$ 5,000.00	<i>no gst</i>	\$ 5,000.00
Pub Charity	\$ 5,000.00	<i>no gst</i>	\$ 5,000.00
HCC Creative Communities	\$ 5,000.00	\$ 750.00	\$ 5,750.00
Heartbeat Pacifika	\$ 1,000.00	<i>no gst</i>	\$ 1,000.00
Hutt City Wgtn Airport Community Award	\$ 2,000.00	<i>no gst</i>	\$ 2,000.00
Te Awakairangi Health Network	\$ 3,500.00	\$ 525.00	\$ 4,025.00
Hutt Valley Pacific Health	\$ 1,000.00	\$ 150.00	\$ 1,150.00
Wright Family Foundation	\$ 18,701.35	\$ 623.73	\$ 4,781.90
	<b>\$ 70,201.35</b>	<b>\$ 4,148.73</b>	<b>\$ 59,806.90</b>
<b>T-Shirts:</b>			
Sales to Schools	\$ 670.00	\$ 100.50	\$ 770.50
	<b>Totals: \$ 114,931.59</b>	<b>\$ 10,053.22</b>	<b>\$ 124,984.81</b>
	GST Ex	GST	GST Inc
	<b>Surplus: \$ 805.00</b>		

*nb: Final check to take place after school's accounts available to cross-check, end August.*

**POLYFEST 2018: EXPENDITURE**

	GST Ex	GST	Total
<b>Publicity &amp; Printing</b>			
Newspaper Ads	\$ 520.00	\$ 78.00	\$ 598.00
Numbered Tickets: 6 concerts x 1400	\$ 193.11	\$ 28.97	\$ 222.08
Poster/Tickets Design	\$ 200.00	<i>koha</i>	\$ 200.00
Billboards x7	\$ 782.61	\$ 117.39	\$ 900.00
Postage & Printing	\$ 210.41	\$ 31.56	\$ 241.97
Meeting refreshments	\$ 28.70	\$ 4.31	\$ 33.01
School Identification Boards	\$ 960.00	\$ 144.00	\$ 1,104.00
Photocopying & Stationery	\$ 192.78	\$ 28.92	\$ 221.70
<b>Venue Hire: Polyfest Concerts Component</b>			
HCC: Walter Nash Centre	\$ 17,086.96	\$ 2,563.04	\$ 19,650.00
<b>Staging &amp; Scenery</b>			
Staging Hire	\$ 7,476.00	\$ 1,121.40	\$ 8,597.40
Scenery Materials	\$ 306.28	\$ 45.94	\$ 352.22
Stage Manager/Assistant Stage Manager	\$ 1,000.00	<i>koha</i>	\$ 1,000.00
<b>Lighting &amp; Sound</b>			
Scissors Lift Hire	\$ 695.00	\$ 104.25	\$ 799.25
Lighting Hire and Operator	\$ 4,478.26	\$ 671.74	\$ 5,150.00
Follow Spot Operator	\$ 500.00	<i>koha</i>	\$ 500.00
Sound Equipment Hire & Operators	\$ 9,400.00	<i>no gst</i>	\$ 9,400.00
Assistant Operator	\$ 885.00	<i>koha</i>	\$ 885.00
Taita College: Pack-in & Pack-out team	\$ 800.00	<i>koha</i>	\$ 800.00
<b>Live Stream</b>			
Filming, Recording, Editing Concerts	\$ 13,700.98	\$ 2,055.15	\$ 15,756.13
Hire & Installation: Screens & Data Projectors x2	\$ 9,185.00	\$ 1,377.75	\$ 10,562.75
<b>Hosting</b>			
T-Shirts: Crew & Volunteers	\$ 4,158.17	\$ 623.73	\$ 4,781.90
Lavalava: Crew & Volunteers	\$ 444.70	\$ 66.70	\$ 511.40
KPG Team: Audience Management	\$ 1,000.00	<i>koha</i>	\$ 1,000.00
Crew Refreshments: Pack In	\$ 118.52	\$ 17.78	\$ 136.30
Crew Refreshments: During week	\$ 49.50	<i>no gst</i>	\$ 49.50
Pastors x3	\$ 200.00	<i>koha</i>	\$ 200.00
MCs x4	\$ 650.00	<i>koha</i>	\$ 650.00
Gift Baskets: MCs & Pastors	\$ 251.04	\$ 37.66	\$ 288.70
Lei for VIPs (stock left for 2019)	\$ 550.43	\$ 82.57	\$ 633.00
Concert programmes	\$ 497.39	\$ 74.61	\$ 572.00
<b>Other</b>			
T-Shirts: Sales to Schools Costs	\$ 759.00	\$ 113.85	\$ 872.85
Poster Competition prize	\$ 200.00	<i>no gst</i>	\$ 200.00
Presentations Photocopying & Stationery	\$ 32.96	\$ 4.94	\$ 37.90
Green Room Activity: Tapa Squares	\$ 59.30	\$ 8.90	\$ 68.20
Organiser: Fuel: To cover fetching & carrying	\$ 93.39	\$ 14.01	\$ 107.40
Photographer	\$ 500.00	<i>koha</i>	\$ 500.00
Koraunui Staff Work Hours Released to WNC	\$ 2,705.61	<i>no gst</i>	\$ 2,705.61
Koraunui Staff Additional Hours Worked	\$ 174.06	<i>no gst</i>	\$ 174.06
<b>Sub-Total</b>	<b>\$ 81,045.16</b>	<b>\$ 9,417.17</b>	<b>\$ 90,462.33</b>
<b>Poly Odyssey Day Programme</b>			
HCC: Walter Nash Centre: Venue Equipment costs	\$ 7,051.78	\$ 1,057.77	\$ 8,109.55
Graphic Design & Themed Signage	\$ 982.50	<i>no gst</i>	\$ 982.50
Plant Hire	\$ 1,390.00	\$ 208.50	\$ 1,598.50
KPG Team: Crowd Management	\$ 800.00	<i>koha</i>	\$ 800.00
Refreshments for Providers	\$ 312.15	\$ 46.82	\$ 358.97
Event Management	\$ 1,200.00	<i>koha</i>	\$ 1,200.00
Central Turtle Labyrinth Hire & Associated Interactive	\$ 5,445.00	<i>no gst</i>	\$ 5,445.00
Vaka Centrepiece & Associated Transport Costs	\$ 1,000.00	<i>no gst</i>	\$ 1,000.00
Vaka Learning Facilitator	\$ 900.00	<i>no gst</i>	\$ 900.00
Tokelau Village: Community Facilitators & Resources	\$ 2,500.00	<i>no gst</i>	\$ 2,500.00
Samoan Village: Community Facilitators & Resources	\$ 2,000.00	<i>no gst</i>	\$ 2,000.00
Cook Island Village: Community Facilitators & Resources	\$ 2,000.00	<i>no gst</i>	\$ 2,000.00
Tongan Village: Community Facilitators & Resources	\$ 2,000.00	<i>no gst</i>	\$ 2,000.00
Māori Village: Community Facilitators & Resources	\$ 2,000.00	<i>no gst</i>	\$ 2,000.00
Drumming Demonstration & Tutoring	\$ 1,500.00	<i>no gst</i>	\$ 1,500.00
Pacific Storytellers x5	\$ 2,000.00	<i>no gst</i>	\$ 2,000.00
<b>Sub-Total</b>	<b>\$ 33,081.43</b>	<b>\$ 1,313.09</b>	<b>\$ 34,394.52</b>
<b>Total:</b>	<b>\$ 114,126.59</b>	<b>\$ 10,730.26</b>	<b>\$ 124,856.85</b>
	GST Ex	GST	GST Inc