

9(2)(a)

Education & Business Consultant.

Mercury Bay Area School Report: December 2022

7th December Finance meeting by Zoom 4.00p. till 5.30pm.

Present: 9(2)(a) (zoom) 9(2)(a) John

. Apologies: 9(2)(a) 9(2)(a)

- Payments Schedule was not available at time of the meeting.
- SUE: Report PP 17
- Payroll summary Signed 9(2)(a) / John
- November 2022 Journals were not available at the time of the meeting.
- Written report from 9(2)(a) for November: Report was not available at the time of the meeting.
- Budget 2023 Outstanding items to resolve:
- IT support: New agreement signed with Bay Technology. Annual estimated cost: \$84,498 + GST
- Pool: New MOU received from Pool Trust increasing annual fee to \$10,000. Revised fee accepted by the committee. 9(2)(a)

Other discussion:

- School house: Rent review due early 2023.
- Containers / Trailer Invoice: 9(2)(a) contacted 9(2)(a) for an update on payment.
- Pool outstanding invoice: Pool trust confirmed will be paid.
- Granny Flat: agreed to list for expressions of interest in the school newsletter and on Facebook. John to arrange photo's, plans and ad; 9(2)(a) to manage. Offers over \$35k.
- Credit Card - to be closed in January 2023. JDW to follow up. 9(2)(a)
- Next Finance Committee meeting scheduled for 2023.

15th December Full board meeting.

Present- 9(2)(a)

As Attached.

Statutory Intervention (Limited Statutory Manager) Monthly Report

Name of Limited Statutory Manager: 9(2)(a)
Date Report Completed: 31 January 2023
Statutory Intervention: Limited Statutory Manager appointed under 78M of the Education Act 1989
Board of Trustees: Mercury Bay Area School Board of Trustees (the Board)
Period this report covers: January 4th to 31st 2023.

Note to Statutory Providers: All information produced in this document (and any other document relating to this intervention including emails) may be accessible by the public under the Official Information Act 1982. Personal information about individual employees at the kura/school may also be accessible under the Privacy Act 1993. You may seek advice from NZSTA’s [Advisory and Support Centre](#)¹ and/or look at the [Ombudsmen Guidelines](#)² to understand what can be withheld.

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¹ NZSTA Advisory and Support Centre: for governance advice contact 0800 782 435 (option 1) and for employment advice contact 0800 782 435 (option 2).
² Ombudsmen Guidelines: <http://www.ombudsman.parliament.nz/resources-and-publications/guides> .

Intervention Outcome (copied from Outcomes Plan):		
Objectives for Statutory Provider during Intervention [copied from Outcomes Plan]	Summary of progress made towards achieving objectives – linking to planned approach outlined in Outcomes Plan and including any changes to timeline.	Next steps
<p>The LSM has been advised that the support staff is overstaffed, and that staff do not have current up to date job descriptions or contracts. This is a big risk to the school and Board as an employer.</p> <p>The LSM is to support the new Principal with the establishment of administrative systems and procedures.</p>	<p>The Principal has been directed to review the support staffing and teacher staffing as there are too many employees.</p> <p>All staff recruitment needs to be approved by the LSM. It is expected that there may be some natural attrition of staff with the Principal retiring at the end of the year.</p>	<p>Outgoing Principal did not ask for all approvals in December only some areas units mainly, Principal reminded.</p> <p>New Principal to review staff in administration areas starting with PA, EO and Payroll positions.</p>
<p>All employees to be Police vetted and to have current job descriptions and understanding of their roles and responsibilities.</p> <p>New Principal to ensure safe and secure record keeping of confidential information and personnel files.</p>	<p>I requested all administration staff to send a copy of their current Job descriptions. Request Received the following.</p> <p>Bursar Current person EO</p> <p>Payroll Manager Current person EO</p> <p>PA Principals Secretary.</p> <p>office administrator role</p> <p>accounts assistant Invoices.</p> <p>Full school Attendance newsletter.</p> <p>Office Administrator</p> <p>Office Administrator</p>	<p>Suggested new JD be written for PA.</p> <p>Also new JD for EO and Payroll Office as these duties need to be segregated. New Principal to have access to Toolkit and ED also Pay Xero and all Bank accounts by the start of term one February 7th, 2023.</p> <p>I requested EO write a JD for the EO position and a separate JD for a Payroll person as these areas need to be segregated currently the EO was doing all entries in the ED Pay online. All JD's Passed on to New Principal.</p>

	9(2)(a), 9(2)(ba)(i) [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	Email sent to John outgoing principal and the EO 9(2)(a) on 16 th December after our meeting on 15 th December. As per our meeting yesterday on Thursday 15th December 9(2)(ba)(i), 9(2)(a) [REDACTED] [REDACTED]
New Principal to appoint his PA due to the previous person no longer at the school.	Ross will appoint with my knowledge and support a new PA for the start of 2023 term one. I informed Ross that John had arrange to carry on payment for Higher duty rates to 2 office staff 9(2)(a) [REDACTED] and 9(2)(a) [REDACTED], who have been standing in for the principals PA until a new person is appointed.	Principal to advertise for this position. I have authorised Ross to conduct the interviews as soon as possible to replace this virtual position to give the new principal support.
Intervention Outcome (copied from Outcomes Plan):		
Objectives for Statutory Provider during Intervention [copied from Outcomes Plan]	Summary of progress made towards achieving objectives – linking to planned approach outlined in Outcomes Plan and including any changes to timeline.	Next steps
Financial knowledge.	I requested that John and Ross should meet with personnel at the bank to try to sort signature holders for the school bank account before John last day at the school being 27th January 2023. Also, to stop the	Letter from the Board to inform the Bank that Ross Dunn is the new principal and has authorisation for access to all school accounts. The Bank in Whitianga is only

	<p>credit card as this was under John Wright's name. This should have been actioned 9(2)(a) before the last workday of the principal retiring and the new principal commencement date 27th January.</p>	<p>open 2 to 3 days of the week, To be followed up by email when this is completed. Credit card payments should be to a minimum. Not regular payments to Xero.</p>
	<p>In my December report I noted 9(2)(a) had removed all access for me to the school Toolkit programme as well as Xero when I requested to be reinstated, I was refused. As 9(2)(a)</p> <p>9(2)(a)</p> <p>9(2)(a)</p> <p>9(2)(a)</p> <p>9(2)(a)</p> <p>9(2)(a)</p> <p>9(2)(a)</p> <p>9(2)(a)</p>	<p>9(2)(a)</p> <p>Unfortunately, again I was refused by 9(2)(a) I informed John to send an email to Toolkit to get me reinstated which he did as on this site I am able to see information regarding all movements with pay. I have seen in this area currently there are no record on the Sue report or in Toolkit of any leave being taken 9(2)(a)</p> <p>9(2)(a)</p> <p>9(2)(a)</p> <p>9(2)(a)</p>
	<p>Unfortunately, John the Principal was not able to arrange for me to be reinstated on to Xero as he too did not have access the only person in control seemed to be 9(2)(a) Explained to John it is not good practice to have only one person with authority in these areas. The Principal should have access to all areas there is no segregation of duties in the pay roll area which has proven to be a high-risk area.</p>	<p>I had not been reinstated to these areas as of 30th January 2023, I suggested Ross the new principal needs to access to all sites. Since 31st January I was reinstated to Xero, I have checked, and it seems no work was carried out over the period between 22nd December 2022 and early in January until around 23rd which seems to be by 9(2)(a) the invoice clerk.</p>

	<p>9(2)(a) [REDACTED]</p> <p>Beginning of Term 1 2023 support staff will understand their roles and responsibilities. Segregation of duties need to be enforced not currently the case in Payroll the main concern. Concerns still that the EO is the only person doing transactions on ED Pay as well as checking. Signature of Finance Chair or Principal only on Sue report as sighted not able to check entries.</p>	<p>New Principal had meeting with EO suggested for trial 2 week period her Working in school on Monday, Wednesday, and Friday.</p> <p>9(2)(a) [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED] New principal to be added to Toolkit etc.</p>
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Progress made towards achieving Intervention Outcomes

Nb. Please add /delete rows in this table as necessary.

Additional Comments, including any emerging risks

The school has retained an underspent project of approx. \$129,913.62 + GST k of Crown funds.

John Wright the principal has been aware of these the funds as was the EO and they need to be returned to the Ministry before Christmas; they have been in the school account since 2020.

The email from 9(2)(a) mentioned "We currently have \$129,913.64 in funds left sitting in this project."

I have Cc 9(2)(a) from the property at the Ministry of Education as she cannot send an invoice until all documentation has been signed off and sent from the school.

This will need to be re-paid to the Ministry by the end of term one in 2023 at the latest.

Ongoing concerns and discussions with 9(2)(a) .

NZSTA have been supporting myself and a Board member regarding correct protocol and procedures with ongoing discussions regarding the 9(2)(a) from December and currently.

Released under the Official Information Act 1982

Monthly Cost Report

COSTS	January, 2023	TOTALS
Number of Hours 9(2)(a)		
Cost	9(2)(a)	9(2)(a)
Number of Travel hours 9(2)(a) @ \$45.00/hr		
Travel Time Cost	9(2)(a)	9(2)(a)
Travel in Kilometres Travelled with Ministry personnel.		
	\$-	\$-
Travel cost (at 72c per kilometre)		
Number of Nights' Accommodation Agreed with MoE		
Accommodation Cost (GST excl)	\$-	\$-
Other Agreed Expenses Food	\$20.00	\$20.00-
Total	\$-	9(2)(a)
Total incl GST	\$-	9(2)(a)

9(2)(a)

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Mercury Bay Area School Report: February 2023

Finance meeting

Present: 9(2)(a), 9(2)(a), Ross, 9(2)(a) and 9(2)(a)

Apologies: None.

Meeting Commenced – 1pm

8th Feb Finance meeting by Zoom 1.00pm to 2.00 pm

School currently has 18 international student

Projected Cash Flow surplus at the end of 2023 \$334,090

<ul style="list-style-type: none">• Other discussion:<ul style="list-style-type: none">○ Container Workshop and Trailer sale: DOC has agreed to pay for the equipment. 9(2)(a) arranging, will be included in 2022 financials.○ Granny flat update: bit more to do on electrical. Get ready to auction at the Gala in April. Aim to be ready at the start of April, so can push promotion before Gala day. 9(2)(a) and Ross are leading.○ Swimming Pool new MOU: 9(2)(a) to confirm with pool trust if signed.○ Student Numbers: roll budgeted at 1004 - actual at 937. Impact on ops grant estimated \$90k (worst case). Numbers have come back slightly. Will monitor closely and adjust the budget if needed. Sale of Granny Flat and higher than budgeted international students will offset some of the loss.○ Bank authority for Ross:	
Minuted in February 2023 board meeting to have Ross and DP's added. Also need to remove the list of ex-staff still on as signatories. Ross managing with BNZ - in progress.	9(2)(a)
○ Online Bank Access / Authority for Ross: Online access and authority to be set up once Ross is loaded as signatory with the bank.	9(2)(a) Ross
○ Xero Subscription: Xero subscription to be moved to accountants Solutions and Services. Left with Ross to action from here.	9(2)(a) All
	Ross / 9(2)(a)
	Ross

2022. Draft annual accounts show that after all the accruals for 'current' finance, laptop leases, salaries, cyclical maintenance, etc. has been taken into account, the school should have a working capital deficit of \$42k.

\$236k surplus
\$1,607k Equity (up from \$1,372k)
\$445k increase in cash and cash equivalents Final account hopefully by the end of March or the start of April.

BOT Meeting.

Board Meeting was postponed from 16th to 23rd Due to the Weather situation. Cameron Frethey and I also Lisa Metcalfe from the Ministry meet with the board discussed outcomes from the scoping report.

Throughout February I responded to emails, phone calls from Principal, Ministry personnel regarding Sue reports, leave reports. Property. 9(2)(a) BOT member. 9(2)(a) (EO) 9(2)(a) NZSTA. Ongoing.

Signatures for Ross have not been completed this has been refereed to at two Finance meetings on line authorisation still has not been actioned 9(2)(a) neither has the authorisation for the Principal Ross Dunn to be the subscriber of Xero which means the subscriber has almost full access to the Xero organisation. If they need full access, they can change their user role. Currently 9(2)(a) has this authority of the subscriber which is proving difficult to get 9(2)(a) change. The Finance chair and the principal informed 9(2)(a) to action this by the next Finance meeting.

The main concern for this is we identified a weakness in the school systems when it came to light that the Xero system is managed by a single individual 9(2)(a) From a risk management viewpoint, the subscription should sit with an entity or the Principal If it is an entity such as Solution service who action end of year accounts for the school then the principal could issue instruction to the entity who should be the only authorised person at school to make changes. This has been explained 9(2)(a) and the fact they can still action their day-to-day activities it seems to be an ongoing discussion.

HR.

More segregation of duties is required especially in dealing with ED Pay. Discussions with the Principal around his needs for Administration staff and more efficient use of office space. All administration JDs have been passed on to the principal to check and make changes as he needs to have a more effective and efficient administration aera within the school. A new PA was appointed by the principal with a new JD. Discussions have taken place with the EO by the Principal ongoing.

Grounds staff leave has been discussed with the Principal regarding concerns that they are not taking leave and the accumulation situation currently over a number of years, this has not been discussed previously by the EO or the previous principal. I will meet

with main grounds person in March.

Property.

The school building F Block is still waiting to be demolished or removed Ministry have organised this current update it may be around June before this is removed.

The board own a house that is rented to a staff member for a number of years this needs to be investigated suggestion will be to have it checked and valued by April 2023 for further discussion. To be discussed at the March BOT meeting.

Contains and student built flat to follow up regarding payment and removal as per finance minutes. Payment for containers will be paid by late March from DOC.

9(2)(a) [REDACTED]

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9(2)(a) [REDACTED]

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9(2)(a)

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Mercury Bay Area School Report March 2023

Finance meeting 9th March.

Present: 9(2)(a) 9(2)(a) Ross, 9(2)(a) and 9(2)(a)

Apologies: None

Meeting Commenced – 1pm – 2pm.

Reports attached.

Board Meeting 16th March.

Ministry personnel present at the Board meeting.

Copy of Minutes sent to Ministry personnel.

HR.

9(2)(ba)(i)

Appointment has been made for the Principals PA and is working well.

New Job Descriptions have been drawn up by the Principal for the following positions. Business Manager, Account clerk and Payroll Manager. Hours and working on school site have been set and changed to suit the needs of the Principal. 9(2)(ba)(i), 9(2)(a)

9(2)(ba)(i)

Ongoing concerns with obtaining access for the Principal for the school bank accounts and changing levels for Xerox etc. The bank has proven difficult as due to opening hours of the bank.

The Principal has now been set at the correct level for Toolkit now as he did that himself 9(2)(a) changed his level. The Principal had a conversation with the 9(2)(ba)(i), 9(2)(a)

9(2)(a) who is listed as the subscriber is reluctant to inform Xero to make changes so the Principal is moved to the subscriber, this means he can add and remove staff as required currently it 9(2)(a)

this authority. My main concern is the Principal needs to be the person who has the higher level of authority in all these major areas 9(2)(a) as is currently.

The previous Principals credit card is still being charged for Xero I have sent a follow up email to the new Principal to make sure this is changed before the next Finance meeting in April. This monthly should not be paid from a credit card, let alone one that is in name previous Principal. Xero can be paid by invoice yearly or monthly.

The Principal has had several meetings with other administration staff and grounds staff all seem to be co-operating with the Principal work has started to address the accumulated leave that grounds staff and other 52 week workers seem to have.

Property.

Containers, Trailer payment settled Student built flat still in progress for finishing and then Auction.

Ministry removal for F Block currently still on line for removal in June.

Next Finance meeting April is differed to 20th Board meeting 27th April.

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Mercury Bay Area School Report April 2023

No Finance meeting due to Easter and School holidays .

Board Meeting Thursday 27th April.

Copy of Minutes sent to Ministry. I have suggested this does not need to happen going forward from May 2023 unless requested.

HR.

9(2)(ba)(i)

9(2)(a)

Unfortunately, all though all accounts for paying on 20th April were ready to log in and push button to pay this was not actioned by 9(2)(a) which resulted in no accounts being paid on 20th April, due to the Principal still not having Internet banking access 9(2)(a) had not actioned this even though it had been requested at 3 Finance meeting this year.

Bank informed of urgency that the principal needs to have access.

Interview between general office staff member myself and the Principal to request they action ED Pay and Toolkit for all staff payroll this has been arranged on a temporary bases as from 27th April 9(2)(a)

. Staff member already had clearance and login authority since March 2022. Staff member agreed to work in this area and higher duties arranged to be paid as from 27th April.

Solution service have now been given administration rights for Xero as this too was still only under 9(2)(a) even after several request 9(2)(a) to arrange to change for segregation of duties etc. Xero will now be paid by invoice not credit card from previous principal.

Bank Accounts still have not been separated to sub account by 9(2)(a) even after several request. Work in progress.

Property.

Student built flat still in progress for finishing and then Auction later this year. Property manager away on 6 weeks leave using long service leave. Temporary part time grounds staff working full time.

Ministry demolishing or removal for F Block currently still online for removal in June.

Next Finance meeting 11th May Next Board meeting 18th May.

9(2)(a)

9(2)(a)

9(2)(a)

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Mercury Bay Area School Report May 2023

Finance meeting Thursday 18th May End of Aprils balance sheets produced by Solution Services all looking on track currently.

Student Numbers: roll budgeted at 1004 - actual at 970.

Review professional development training - budget for the year \$24,500 - used \$13,500 to date - with more training committed to in the short term.

Board Meeting Thursday 18th May
Public Input / Presentations

9(2)(a) from Te Puna o Whitinga 9(2)(ba)(i)

Te Puna has also been paying for lawn mowing around the property. It is an unusual situation as this is both Māori land and Crown land. This a certificated ECE, not for profit organisation, staffed by volunteers and we do not know why we are being charged. This was a caretaker's house and the rates were not included in the charges then. The space has been outfitted by the Te Puna .The nursery gets \$1.83 per hour per child this was set up to get nursery children Speaking Te Reo as this is the only preschool offering this in the area. I informed the board the school is responsible for the external upkeep as they do have an allocation in the school PG to cover this building along with all school buildings. The Te Puna is responsible for the interior. Clause 8.2 is the only inconsistency. The MOE confirmed that Te Puna is responsible for any H&S expenses. The rates that have been paid the board will look to reimbursed them for 2023. The other issue is that Te Puna installed a heat pump in what is now the RTLB office and they were told they could not take the heat pump with them when they moved. This needs to have a heat pump installed in the preschool building as a replacement for one purchased by the preschool account.

Discussions on Health and safety areas for students and teachers when taking student for Education out of school grounds. Working on a different structure for the EOTC's so that the requirements are clearer. There is an EOTC subscription service which is \$300 per year which has timelines. The principal is working on Colour coding to clarify - high risk he has used a similar system in his previous schools. Check on levels of first aid requirements for different activities, such as sailing, tramping etc. Depending on environment and conditions etc.

HR.

9(2)(ba)(i)

Principal has now access to Internet banking he is currently carrying out duties regarding authorisation for all accounts for payment on 20th of each month including any weekly accounts,

Allocation of all entries for ED Pay is working well staff member on higher duties currently. Principal has all access to main areas in administration for school, 9(2)(ba)

(i), 9(2)

(a)

These have now been actioned a concern also arose that IRD had been sending emails to 9(2)(a) regarding GST access and Auditors requests. Principal now dealing with these areas, I suggested Solution service could assist in these areas as GST was due on 29th May. Payroll shows work needs to be done regarding banking staffing current staff member understands what needs to be completed in these areas. Principal checking teaching staff allocation as a couple of resignations have been received.

Bank Accounts still have not been separated to sub account Principal will try to action by the next finance meeting,

Property.

House owned by Board to be discussed at length in the June Board meeting decision to be made regarding selling. Currently it meets code but does require work carried out. The school could utilise the funds from this sale to benefit the school teaching spaces for all students.

Student built flat still in final stage for finishing and then Auction later this year agreed value between. \$30,000 to \$35,000.

Stand in property person while full time property person away on long service leave is working well noticeably difference due to water blasting steps to classrooms etc. There are a number of areas throughout the school where painting needs to be programmed, small repairs to be carried out. Decks need attention.

Ministry demolishing or removal for F Block currently still online for removal in June. Suggested all chairs, desk white boards etc. be removed before demolition takes place.

Currently senior students using on room as common room Principal needs to see if any other space can be used for this.

Next Finance meeting 15th June Next Board meeting 22nd June.

9(2)(a)

9(2)(a)

9(2)(a)

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Mercury Bay Area School Report June 2023

Finance meeting Tuesday June 20th End of May balance sheets produced by Solution Services all looking on track currently.
Student Numbers: roll budgeted at 1004 - actual at 970.

Board Meeting Thursday 22nd June.

Discussions on Health and safety areas for students and teachers when taking student for Education out of school grounds. Working on a different structure for the EOTC's so that the requirements are clearer. There is an EOTC subscription service which is \$300 per year which has timelines. The principal is working on colour coding to clarify - high risk he has used a similar system in his previous schools. Check on levels of first aid requirements for different activities, such as sailing, tramping etc. Depending on environment and conditions etc.

HR.

9(2)(ba)(i)

9(2)(ba)(i)

9(2)(a), 9(2)(ba)(i)

Positions for Payroll Manager and Business Manager to be advertised by the end of term two June 30th. Close off date for these positions 19th July interviews to be conducted from Monday 24th July.

Bank Accounts still have not been separated to sub accounts Principal will try to action by the next finance meeting,

Board Meetings: Some board members still seem to have difficulty in understanding Management and Government roles and responsibilities, email to be sent with Ministry links on Boards responsibilities within a school

One board member is having difficulty in understanding my role as LSM copy of notice to be emailed to all board members along with links to website information.

Property.

House owned by Board was discussed at length in the June Board meeting decision to be made regarding selling. Currently it meets code but does require some work to be carried out and ongoing maintenance. The school could utilise the funds from this sale to benefit the school teaching spaces for all students.

Difficulty in some board members understanding the school can not use bulk grant funds to upgrade the house. 9(2)(a)

As per Ministry website any funds from the sale of the house should be used for the benefit of the students for teaching and learning resources such as IT or better teaching spaces as there are a number of areas that have been neglected throughout the school, Painting needs to be programmed, small repairs to be carried out, decks need attention property funds seem to have been used for other areas within the school hence property work needs attention.

Student built flat still in final stage for finishing and then Auction later this year agreed value between. \$30,000 to \$35,000.

I meet with the team who will be demolishing F Block currently this was planned to be demolished over the midterm break, this now has been postponed until December's end of year, this way it should not cause too much disruption to the students as agreed by principal and Ministry personnel. Email sent to IT person so he can check for all assets that can be removed and reused in other teaching spaces.

Suggested all chairs, desk white boards etc. be removed before demolition takes place. Currently senior students using on room as common room Principal needs to see if any other space can be used for this.

Next Finance meeting 18th July I will be meeting on 19th July with principal to discuss applicants for the 2 major Administration positions and I will be attending full board meeting on 20th July.

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Mercury Bay Area School Report July 2023

Finance meeting Tuesday July 18th

End June balance sheets produced by Solution Services all looking on track currently. GST Return due 28 May 2023 - overdue. Now resolved and paid. Another payment coming up on the 28th of July, will put us ahead.

Monthly financials - June 2023 accounts for review. Overall strong performance against budget, mainly due to international students - currently sitting at around 14.

Student Numbers: roll budgeted at 1004 - Actual around 967. International students around 14.

First aid training budget: \$2k vs \$5k spent + another \$2k booked for September. Discuss with the board - changes made to the EOTC process since the budget was set, which is now impacting the spend for this year.

Additional unbudgeted spending: professional development \$TBC audit \$TBC, school does \$3k, website \$6k. Canteen performance a concern. Finance committee to complete half year review of budget vs actual, including unbudgeted expenses and present at August 2023 board meeting.

Board Meeting Thursday 20th July, Present- 9(2) 9(2)(a) 9(2)(a) 9(2)(a) 9(2)(a) Sidney, Ross, 9(2)(a)

Principal making progress with student attendance. Community working with school. Improvement has been noticed by all staff with their student attendance.

Principal has set fundraising committee to oversee the fundraising at Mercury Bay

Area School. At present he has coordinated plan for fundraising.

Friends of the School:

Quiz night 1st September

School Gala:

Date Saturday 21st October

HR.

Principal has been processing his way through single meetings with all staff regarding their Health and Wellbeing and expectations etc.

New refresh of Staff wellbeing corner in Staffroom

- Staffroom refresh.
- Staff appreciation on Monday mornings going well.
- Staff holiday Photo competition next rounds.

9(2)(ba)(i)

Positions for Payroll Manager and Business Manager was advertised Short list of 3 made for both positions. Interviews took place, positions filled.

Business Manager commencement date Monday 7th August same for the Payroll Manager although this person has been working in this position for a few months now.

Bank Accounts still have not been separated to sub accounts. I have discussed this with the new Business Manager to complete when her name has been added for signing authority to all school accounts. Suggestion made was to add new Business Manager to all school areas for Xero, EdPay and especially the IRD by Monday 7th August. Principal to follow up before the next board meeting in August.

Board Meetings: There still seems to be some reluctance to except the LSM role by one person particularly within the Board members the same person has difficulty in understanding Management and Government roles and responsibilities. Principal has sent another email regarding his responsibilities and the boards towards Management and governance.

There will be 2 vacancies on the board which will need to be filled. Previously one was a staff member and the other person on the board has now become a staff member.

Property.

The Rangimarie centre had its Autex redone in the holidays. No charges attached. Removal and demolishing of old buildings set for December buildings are currently being emptied of furniture and equipment. In discussions regarding which 2 further classes to go.

House owned by Board was discussed at length in the June and again in July. Presiding Board member has requested that this topic needs to be finalised by August board meeting regarding selling of this property. I have informed the board that the best practice for the school would be to agree to sell the property and the process that needs to be followed to start the process with the Ministry. I have again informed the board I would like them to make the decision rather than me making the decision however I will be finalising this topic by the August board meeting, as a board they should not take many meetings to decide on any topic which has unfortunately been a trait with the previous board. I need to see the board can make the right decision to benefit all students within the school.

Difficulty with 2 board members understanding the school cannot use bulk grant funds to upgrade the house One even suggested fundraising for the funds or working bee. 9(2)(a)

9(2)(a) pointed out that it could cost at least \$150,00 upwards to bring the rental property up to standard. There possibly could be Asbestos as the property fits in to the era where this possible was used. Double glassing is another issue.

I have mentioned that no matter the result the school needs to sell the property, and this

can take up to 2 years to complete. 9(2)(a)

Again I reiterated as per Ministry website any funds from the sale of the house should be used for the benefit of the students for teaching and learning resources such as IT or better teaching spaces as there are a number of areas that have been neglected throughout the school, painting needs to be programmed, small repairs to be carried out, decks need attention property funds seem to have been used for other areas within the school hence property work needs attention.

The Ministry personnel have a planned date to visit the school in August regarding weather tightness this possible could be a concern as the school is currently well over code for administration area.

Student built flat still no further progress. Auction later this year agreed value between \$30,000 to \$35,000.

I will be meeting with the new Business Manager in August to discuss expectations of the position and priority of duties to also complete her role regarding weekly duties with staff and property team etc.

Next Finance meeting 8th August board meeting 17th August.

9(2)(a)

9(2)(a)

Education & Business Consultant.

Mercury Bay Area School Report August 2023

Finance meeting August 8th

July balance sheets produced by Solution Service all OK. Canteen still overspending. Ross and 9(2)(a) to look into the reason and discuss with Canteen Manager. There seems to be overspending against budget for PD check all department accounts as it seems PD has been coded incorrectly in some cases.

Discussion with Budget holders not to spend balance of allocated funds if not necessary. New 2024 budget to be discussed with all staff.

Purchase books to be introduced to all staff as these have not been used.

9(2)(a)

All school coding to be checked and sorted by Business Manager and Solution services before the end of 2023.

HR.

9(2)(ba)(i)

New Business Manager commencement date Monday 7th August same for the Payroll Manager all working well. 9(2)(ba)(i)

Business Manager has asked for me to be available to assist with her duties and priorities within her role. There is a vast amount she needs to understand before the completion of 2023. position and priority of duties to also complete her role regarding weekly duties with staff and property team etc.

Board Meetings: Principal will complete folder for all Board members explaining their roles and responsibilities to Management and Government for the school.

Property.

Painting quotes for school property that is overdue with maintenance issues Business Manager to action. Weekly meetings with Business Manager and Property grounds staff to be put in place by end of August.

Removal and demolishing of old buildings set for December buildings are currently being emptied of furniture and equipment. In discussions regarding which 2 further classes to go.

Business Manager to be apart of all property meetings including leaky buildings, 5YP, mould etc Planned meeting with Ministry personnel and Principal early August. SPG entitlement is well over for Mercury Bay Aera School as per Ministry information. Discussion as follows took place as per email below from Noelene Ross Ministry property division.

"SPG entitlement: In the meantime, can you organise a team to start emptying out some of the spaces which could possibly be reclassified into classroom or withdrawal areas – ie the storage & admin/office spaces. These could quite easily become classroom or breakout/withdrawal spaces to provide efficiencies with your SPG entitlement over the next couple of years, ideally if this could happen prior to Nga Iti Kahurangi arriving at the school we may be able to have them modernised via that programme leaving the 5YA for other expected priorities.9(2)(a) and I will be working in reclassifying these in the Database as well, so the school and Ministry data aligns better."

House owned by Board was discussed at length in the June, July and again in August decision made to sell Principal to action all requirements by end September copies to be sent to me. Letter to be sent to tenant etc. Still ongoing with Student built flat still no further progress. Auction later this year agreed value between. \$30,000 to \$35,000.

Next Finance meeting 8th September, Board meeting 21st September

9(2)(a)

9(2)(a)

9(2)(a)

Education & Business Consultant.

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Finance meeting September 8th

2023 Budget Review Meeting

Canteen: Given canteen manager updated job description. Provide full understanding of what her role involves. In transition, has been hit by internal fundraisers and that has been stopped. Going up against direct competition and have discussed with business studies to stop that. Plan discussion with staff so everyone understands canteen is part of the school. 9(2)(a) and Ross going through process at the moment and will monitor changes.

Marine academy: negative expense account - should be coded as income? Check if invoices have been paid yet? Investigate further.

Food tech: overspend on 2023 budget. Ross investigating further with budget holder. Have requested updated budget.

Arts coordinator: check allocations?

Careers: query with budget holders.

Catering: check who is managing and coding.

Drama: budget unspent. Query, are they delivering the curriculum?

Professional development: which departments put PD in their budget. Check coding.

Accounting fees: up due to additional support provided over the last few months.

Audit fees: invoice received - will be in July figures.

Cyclical maintenance: under budget - will discuss with Greg and use on painting.

School vehicles: older vehicles - will continue to see increased costs until vehicles are replaced.

Security: increased call out fees.

Asset Register: Update assets register to reflect latest assets / write off disposed assets.

Order books: Ross and 9(2)(a) implementing order book process to ensure purchasing approved and no unauthorised spending.

HR./General:

9(2)(ba)(i)

The Business Manager asked for me to be available to assist with her duties and priorities within her role I have been assisting as of 29th September. Suggestion made by me and the Ministry the school can contract me if they wish.

9(2)(a)

communication mainly by email meeting was arranged for Thursday 21st September. After my meeting with several administration staff who informed me, they had not had an official appraisal carried out up to 5 years. I covered Appraisal system for administration and teacher aides these need to be actioned yearly on staff anniversary dates ,discussion on procedure carrying out the appraisals etc.

Suggestion to new Business Manager checks all staff before December 2023 for correct Grade and step, then to list all staff's anniversary date to action formal appraisal.

Asset register not up to date neither correct information nor breakdowns into departments such as IT school classrooms Drama, English, Maths etc. Checks need to be actioned on all school assets before end of December 2023 explained why this needs to be actioned at least yearly and updated as purchase are made throughout the year. Any asset that is either disposed of need to be removed to represent the true assets dollar figure throughout the school for depreciation balances on the school accounts. Current amount seems to be extremely high for the size of the school.

Explained Finance meetings must have at least one board member 2, if possible, not to be Principal and Business Manager only. Emailed a copy of the latest FISH manual to Business Manager and Finance chairperson.

Purchase order books will be used going forward as these have not been used within the school. All order to commence from purchase made for 2024.

Bank Accounts still not moved to sub accounts Business Manager assures me this will be actioned by end September or early October. Xero checked by me on 29th September still not actioned.

Property.

Painting quotes for school property that is overdue with maintenance issues Business Manager has received one quote informed again they must have more than one quote amount of quote received was \$38,000 budget was set for \$28,000.

Weekly meetings with Business Manager and Property grounds staff have apparently been put in place. Business manager and property person will revisit the JD for this position as it seems the property person is not actioning the duties; he is arranging for outside contractors at unnecessary cost to the school.

List of all duties and time frame sent to Business Manager by me for this area to discuss with property personnel.

Removal and demolishing of old buildings set for December buildings are currently being emptied of furniture and equipment still ongoing.

Business Manager to meet with Ministry property personnel in October.

House owned by Board has finally been agreed to sell and paper work process has started by way of communication to person renting the property and information sent to property division in the Ministry of request to start process to sell which can take some time for all parties and documentation to be completed. I restated when funds arriving from the sale to be in sub bank account and to be used for property grounds within the school such as artificial turf and covering, seating etc for students.

Still ongoing with Student built flat still no further progress. Auction later this year agreed value between. \$30,000 to \$35,000.

Summary:

New Appointments: 2023.

Principal

Principals PA.

Office Manager

Pay roll Manager.

Business Manager.

These staff have a good understanding of their responsibilities they will improve the systems policies and procedures within Mercury Bay Aera School going forward.

They all understand how the financial situation within a school can have a huge impact of the teaching and learning within their school.

The current Presiding member and the excellent support of the Financial Chairperson from the board is a benefit to the structure of the existing Board members of Mercury Bay Aera School. Board members have had a folder with information explaining their role and responsibilities regarding Management and Government for the school.

9(2)(a)

9(2)(a)

9(2)(a)

#110 Mercury Bay Area School Review Statutory Intervention – August 2023 – Statutory Provider/ Board Chair/ Principal/ ERO/ NZSTA/ Other Perspective (Highlight as appropriate)			
Intervention Outcome - Board's Governance role: (as per Outcomes Plan)	Expected Status: LSM will (as per Outcomes Plan)	Progress over past year	Next steps? What do you see is still required?
The Board will ensure that the school complies with financial requirements.	The LSM will support the Board in growing its financial knowledge and skills with regards to school finance, forecasting and expenditure.	<ul style="list-style-type: none"> We have ensured that our budget is monitored with regular finance meetings and an established finance committee. Anomalies are discussed and action points are put in place. We have restructured the Administration team and created a separation of duties of payroll and business manager. Based on the restructure we have filled the roles of Business Manager, Payroll facilitator, Office Manager and a Personal Assistant to the Principal. 	<ul style="list-style-type: none"> We will establish further financial measures such as a more robust orderbook system. We will upskill our middle management to ensure a level of understanding of school finances and budgeting expectations. We will have a Term 2/3 budget review with budget holders to ensure we are monitoring spending and ensuring we're all on the same page.
The Board will ensure that human resource management procedures and practices promote and support high quality education outcomes and safety.	<p>The LSM has been advised that the support staff is overstaffed, and that staff do not have current job descriptions or contracts. The LSM will support the principal with updating these documents.</p> <p>The LSM is to support the new Principal with the establishment of administrative systems and procedures.</p>	<ul style="list-style-type: none"> Our Administrative team have been formally and correctly appointed into the current structure. Job descriptions have been updated. I have introduced the Exit interviews and a Board member is in attendance if appropriate. The Board is kept abreast of Staffing updates. The LSM has supported me to make the necessary employment decisions. I have been considered in regards to our Staffing allocation. I have also taken into account our Banked Staffing. 	<ul style="list-style-type: none"> We will restructure the timetable to enable a better use of our Staffing Allocations for 2024. Continue with the process of updating job descriptions, working through old files to bring them all up to date and accurate.
The Board will have a shared understanding of individual roles and responsibilities and distribution of tasks.	The LSM will advise the Board on understanding their roles and responsibilities.	<ul style="list-style-type: none"> I feel the Board is moving in the right direction regarding understanding their roles. I see the Board has enough experience to make the right decisions and keep moving forward with Policies and Governance. 	<ul style="list-style-type: none"> I believe, as I do for all new Board Members, that they would benefit from Professional Development in this space from someone such as NZSTA who do some great workshops.

<p>The Board will ensure that regular monitoring, evaluation, and reporting in relation to property management delegations takes place.</p>	<p>The Board will follow all Ministry policies and procedures regarding the school's property portfolio.</p>	<ul style="list-style-type: none"> • The Board has taken advice from the LSM regarding property. • We are actively engaged with our Property advisers from the Ministry. • Weekly meetings with Property manager, principal and business manager. • Joint decision making model - business manager / property manager in constant communication. • Re-looking at all external contracts / contractors and weighing up the cost options of in house vs contract. (on going process) 	<ul style="list-style-type: none"> • The Board although advised in certain directions regarding property is cautious and considered regarding property. Scenarios are discussed thoroughly and all possibilities are explored prior to making a decision. • Regular meetings continued, closer working relationships between property and business manager - open communication lines and joint decision making. • Continuous communication with the team at the Ministry to guide us through funding/changes as needed.
<p>Do you support the intervention remaining in place after this review? Please give reasons to explain your answer.</p>		<p>I do not believe the intervention is still required. We have the right people in the right places and I believe the evidence shows that the school has addressed the ministry concerns.</p>	