

Waitaria Bay School Board of Trustees Meeting Minutes

Tuesday May 14th 2024

Meeting opened at 3:15pm with Karakia Whakataka te Hau

**Present:** Tineke Giddy, Kate Hutterd, Keri Drylie, Stefan Schulz, Braden Moleta, Georgie Gerard

**Apologies:** Lynley Offen-Minute Secretary

**Minutes of the March meeting:** Confirmation of draft minutes from March 2024 in the current meeting folder

*Signed as a true and accurate record. Tineke/Stefan*

**Review of action points from last meeting**

**N/A**

**Business as Usual- Finances**

Draft Annual Report be accepted.

*Moved Keri Seconded Georgie*

The 2024 Annual budget to be confirmed.

*Moved Kate Seconded Braden*

March/April Finance reports be approved

*Moved Kate Seconded Stefan*

\*Discussion around moving to Kiwibank to earn higher interest on cash at hand.

Assurance Report (in folder) taken as read

*moved Tineke Seconded Braden*

**Board Policy Review for this term-Employer Responsibility (next meeting)**

Appointment Procedure (board)

Equal Employment Opportunities

Teacher Relief Cover

Safety Checking (board)

Police Vetting

Classroom Release Time (primary) Timetable (composite and secondary) N/A

**Presiding Members Report-**

ERO update-Kate and Tineke have worked away on the Board Assurance Statement (BAS)- the final version will be delayed until term 3.

Our Review process has been pushed back to Term 4 with the visit in Term 1, 2025.

School Improvement Framework (SIF) is still to be completed.

School House- maintenance issue- guttering has come away from the barge board, potential leak, water problem. Also issues in the bathroom and other items noted by Kate/Keri in a previous visit. Kate will contact Deano to inspect damage and provide a report to the Board.

## Health and Safety Report

Completed the Health and Safety section of the BAS together.

Electrical testing- Braden will investigate requirements. It has been some time since this was done.

Fire Extinguishers- these are out of date. Tineke has checked with the Ministry of Education. This work is the responsibility of Argest who sub-contract Wormald. Tineke to follow up.

Date for safety check/school walk around- Monday 17th June 4.00pm-5.00pm

## Strategic Discussions/ Decisions

### Principals Report-

Annual Implementation Plan- 3 Annual Goals- drafted for Board approval and sent to our Education Advisor for comment/feedback. To be provided to the Auditor as soon as possible. It will be uploaded to the website.

Rotoiti trip RAMS forms- initial intention form for Board approval, EOTC Safety Plan completed, Budget spreadsheet to be prepared. Accommodation \$850 per night. Complete the remaining items and circulate for out of cycle approval.

Speech Competition- We will be hosting 22 students/adults from the Pelorus Cluster. Our judges are Marion Day, Mel Price and Laurence Mike Clegg. The criteria is very clear. I will ask for parent support for hospitality via the school newsletter. Soup and bun/scone for lunch.

NZEI Rural and Teaching Principals Conference- I would like to attend *Approved All*

### General Business-

Fire Brigade has requested a key to the pool. Tineke will change the padlock and provide a key.

*\*Discussion around possibility of a Matariki bonfire to deal with the pile in the paddock. This requires further consideration.*

HP Laptops- these need minor repairs. Stefan to see what can be done, otherwise we'll take them into town to be fixed.

Meeting closed with Karakia Whakamutunga at 5:00pm

Next meeting- Thursday 20th June

### Action Points

WHAT	WHO	WHEN	STATUS
School House guttering	Kate	As soon as possible	

Electrical testing	Braden	By the next meeting	
Complete draft BAS and send off	Tineke	Week 5	
Complete Rotoiti paperwork	Tineke	As soon as possible	
Health and Safety walk around	All	Monday 17 June	