

Waitaria Bay School Board of Trustees Meeting Minutes

Thursday 5 December 2024

Meeting opened at 2.10pm with Karakia Timatanga

Present: Tineke Giddy, Kate Hutterd, Georgie Gerard,
Braden Moleta, Stefan Schulz, Lynley Offen - Minute Secretary

Apologies: Keri Drylie

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

Signed as a true and accurate record. Georgie/Kate

Conflicts of Interest - Nothing Noted

Review of action points from last meeting:

WHAT	WHO	WHAT/WHEN	STATUS
Board Self-Review feedback on Hautū document	Tineke	When completing the SIF for ERO	
Health Consultation Feedback form- complete and send out	Tineke	To give out to parents tomorrow	
Heating Payment	Tineke		Correct payment given
Container Confirmed			Thank you

Business as usual Finances

The latest Finance reports are in the current Meeting folder.
Manual entries by Katie discussed. The board discussed the process.
Auditor coming Friday 5th December. Finances looking healthy
Confirm Financial Provider for 2025 - Stay with current which includes a &18.00 increase per month, but make a diary entry to get to other quotes next year.
Kate to be added as a signatory/authoriser to the Westpac Business Online Banking

Moved Tineke Seconded Georgie

Assurance Report -

Student Achievement Data.

Presentation by Tineke, who was thrilled to show a significant improvement in the OTJ data for every student. The data presented was from the beginning of the year to the end with standardised testing and progress/observations. The board thanked Tineke for all her hard work. Tineke gave the board an overview of the conference she went to in Christchurch, All the speakers were fantastic, I with Tineke recommending the board watch "Becoming Super Human Property questionnaire for auditor reviewed by the board and signed off by Kate

Moved Tineke Seconded Kate

Policies

All the policies were reviewed and signed off or amended on school docs

Changes to note

Managing Income & Expenditure - Cash received is not used to pay other school expenses in cash beyond \$50 (due to remoteness)

- Eftpos is not available in the school office.
- Tineke to request special amendment

Presiding Members Report-

ERO - Prepare for review, ERO onsite 18 - 20 March 2025.

Marion to come in extra days

BAS updated/changed

Tineke was asked if she needed any help, but really it's just time in the office to prepare.

Health and Safety Report

Marlborough Lines confirmed 8th January, Tineke will be here with Kate as a backup.

Principals Report-

Event proposal document

Foundation Skills - Stadium Marlborough

Health & PE Curriculum - Linkwater School - Smith's Farm for the week, leaving on the school bus Sunday. Discussion around if it would be too much for the junior children and how much of

the costs would be parent funded. Letter to go to parents about the camp, also to outline MOE policy for the school being able to request money from parents for camps.

Marion and Tineke have had a planning Session for 2025

Marion has Term 3 in Europe, Tineke to look at getting a reliever or use LAT's

Office staff to change day to a Wednesday

Moved/Tineke Seconded Kate

General Business-

Turf Care, in folder 3rd Clean

Shade Sail - Coming next year

Meeting closed at 4.10pm

Next meeting- 27 January 2025 (Planning Meeting & Pizza at Punga)

Action Points

WHAT	WHO	WHAT/WHEN	STATUS
Confirm Financial Provider for 2025	Tineke	Friday 9th December	
Parents to be advised that the school has opted into a scheme for school donations	Tineke	Wednesday 11th December	
Policies School Docs Changes to the Income & Expenditure Doc	Tineke		
Marlborough Lines	Tineke/Kate Backup	Visit 8th January	
Linkwater - Foundation Skills Camp & Camp Donation Policy	Tineke	Discuss with Parents	