

Waitaria Bay School Board of Trustees Meeting Minutes

Monday 10 February 2025

Meeting opened at 2.40pm with Karakia Timatanga

Present: Tineke Giddy, Kate Hutterd, Georgie Gerard,
Braden Moleta (via video link) Lynley Offen - Minute Secretary

Apologies: Keri Drylie

Minutes of the December meeting: Confirmation of minutes from December 2024 in the current meeting folder
Motion to approve addition to December minutes out of cycle to add Kate as authoriser for Westpac Bank

Signed as a true and accurate record. Georgie/Braden

Business as usual

Review of action points from last meeting:

WHAT	WHO	WHAT/WHEN	STATUS
Confirm Financial Provider for 2025	Tineke	Friday 9th December	Done
Parents to be advised that the school has opted into a scheme for school donations	Tineke	Wednesday 11th December	Done
Policies School Docs Changes to the Income & Expenditure Doc	Tineke		\$50 cash on hand - still to respond waiting for other schools specific needs. Might change the entire document
Marlborough Lines	Tineke/Kate Backup	Visit 8th January	Done, thanks to Kate & Josh

WHAT	WHO	WHAT/WHEN	STATUS
Linkwater - Foundation Skills Camp & Camp Donation Policy	Tineke	Discuss with Parents	Meeting last Wednesday with parents

Finances

The latest Finance reports are in the current Meeting folder which the board reviewed and approved.

Moved Tineke Seconded Kate

Assurance Report -

The latest assurance report is in the current meeting folder which the board reviewed

Annual Work Plan - Reviewed Annual Work Plan, which was approved by the board

Annual Work Plan - Moved Georgie/Seconded Kate

Annual Implementation Plan - Tineke to send separately to board - not completed

Draft Budget - Tineke worked with Katie from Solution & Services Ltd. She is using a program called Monty with all the hints & tips and is a lot more accurate. Working on a 20k deficit. Tineke is still to finalise.

Moved Georgie/Seconded Kate

Policies to be reviewed next meeting - Whole year based around Health & Safety, see Work Plan 2025

Presiding Members Report-

Professional Growth Summary 2024

Current system for Principal appraisals explained to the board.

Board can have input for the 2025 goal.

A discussion was had on the most effective way to manage the school staffing now Keri has resigned from her teachers aide position.

Tineke will advertise for the position next week, once a decision has been made on the ideal daily staffing structure.

Moved Kate/Seconded Georgie

Health and Safety Report

A huge thank you to Kate & Josh for the management and cleanup of the trees felled

An account is expected from Lyall for the pine needle cleanup.
 Maybe sow some slurry grass MDC use on the side of the road. Braden to check with MDC
Moved/Tineke Seconded Kate

Principals Report-

Health & PE Curriculum - Linkwater School - Smith's Farm for the week, leaving on the school bus Monday and returning Friday. Costs and logistics with food to be forwarded to parents by Friday. Tineke & Agi will be there for the week with a parent organising the food & dinners
 The board approved this trip
Moved/Tineke Seconded Kate

General Business-

Waitaria Bay Wharf - Tineke talked about the vitalness of the Waitaria Bay Wharf to the school & School community. The school can't be without it for 12 months. It is used by the second teacher, any MOE/Education provider visitor, Potential students and school trips etc.
 She would like the board to get active in the schools case to retain the wharf where it is and to do it quickly. Braden to contact Dave Parsons Emergency Management MDC

Attendance Codes - Tineke explained the new attendance codes required by the ministry. As a board we need to create a policy and approve off-site learning for any student. Tineke is to provide a letter from attendance staff and MOE for parents to sign. The board approved one student to work off-site 3 days a week.

Meeting closed at 4.05pm

Next meeting- Monday 17th March 2025

Action Points

WHAT	WHO	WHAT/WHEN	STATUS
New Policy for off-site learning	Board	Tineke to locate letter from Attendance staff for parents to sign	
Waitaria Bay Wharf	Board	Lobby on behalf of the school	
Slurry Grass	Braden	To check with MDC	
Linkwater - Foundation Skills Camp & Camp Donation Policy	Tineke	Full detail to parents	