

Waitaria Bay School Board of Trustees Meeting Minutes

Tuesday March 19 2024

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

Present: Tineke Giddy, Kate Hutterd, Keri Drylie, Stefan Schulz
Lynley Offen (Minutes, joined for a portion of the meeting online)

Apologies: Braden Moleta

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

Signed as a true and accurate record. Kate/Keri

Review of action points from last meeting

WHAT	WHO	WHEN	STATUS
School Docs - Cellphone policy	Keri/Tineke	At this meeting	Check on school cell phone policy
Update School Website- 2021-Trophy Holders	Stefan/Kate	December 2024	Still struggling to find the recipients- might have to wait until the Cups come back in
Principals Allocation	Tineke	Still to be done	To contact facilitator/coach
ERO Presentation	Tineke	Still to be done See ERO documents in Current Meeting Folder- ERO folder to come.	Send out ERO Presentation to all board members

Business as Usual

Tineke moved that we minute the out of cycle approval for Returning Officer. Thank you everyone for following up so promptly.

Seconded Kate

We cannot confirm the 2014 Annual budget due to unavailability of the required reports from Solutions and Services. Tineke to contact Solutions and Services for an update and to send through the documents as soon as they are available and upload them to the current meeting folder for Board approval.

Assurance Report (in folder) taken as read

moved Stefan Seconded Tineke

I can confirm that the Strategic Plan has been sent to the Ministry of Education. We have been given feedback, therefore the final version will need to be tweaked to include this.

Board Policy Review

Te Tiriti Waitangi- completed during the meeting

Board Responsibility- completed during the meeting

Documentation and Self Review- completed during the meeting

Cellphones in Schools -we comply with this policy as it applies to students.

Presiding Members Report-

Kate and Tineke had their first zoom meeting with Victoria, our Evaluation Partner. She is very much in favour of the new review process and is looking forward to working with us.

Board Assurance Statement (BAS) to be completed and sent off as soon as possible.

School Improvement Framework (SIF) due by Tuesday 23rd July

Health and Safety Report- Keri

New bark in the playground for soft fall protection- one more load still to come

Personal hygiene (sneezing, coughing etc.) handwashing and sanitizing will come to the fore, in the coming months as we head into winter.

Walk around to be organized followed by an action plan, and working bee, to address any outstanding health and safety items. Potentially Monday (Gymnastics/Fire Party) as people are already here.

Strategic Discussions/ Decisions

Principals Report-

School Production

We have been invited to join Rotoiti School and their production of the Rocky Monster Show. It is a unique chance to be part of the chorus and the villagers Rehearsals will be via Zoom. The Production has professional lighting and sound and will be staged on the 22-24 July at the St Arnaud Community Centre. The school would travel on the Tuesday, the production is on the Wed/Thur and travel home on the Friday which is the end of the term. Tineke requested support from the board to start the process and organize a budget and the required EOTC forms.

Tineke/Kate

Biosecurity Awards Ceremony

3 complimentary tickets and 1 flight/1 accommodation which have been offered to Emma & Agi, along Tineke who will arrange her own flight and accommodation. Tineke requested an extra ticket for Keri as she does all the work. Dan Cowie to provide relief/cover with Lucia confirmed to assist.

Karoly will be on leave and with Agi going there will be an issue with the bus, alternative transport to be arranged. Budget will be managed. It is something very special for the school.

Student Achievement Data

First sets of data available using Etap our student management system. There have been some hiccups along the way with data transfer. Stefan asked if we are making progress. We are

making progress and this will become more apparent and transparent as we enter in further sets of data. Currently all students are reading at the appropriate levels and making progress. Most students are achieving at the appropriate level in math and writing.

Painting Contract

Confirmed and gratefully accepted Our final proposal emailed and confirmed for mid to late spring.

Printed and Signed at the meeting

Audit requirements completed to date

Kiwi sport report - funding and what you spent it on.

Analysis of Variance 2023- Attendance and Math

2024 Maths Baseline Data is looking okay We have identified priority learners for math.

Achievement in math continues to be a concern, it is also a concern at national level.

Clear achievement data will enable the Board to allocate funding via the budget for future training, long term Math plans, PLD support for teaching of Math

Audit requirements still to be completed

Report on Compliance with Employment policies- template available

Annual Plan/Targets taken from the Strategic Plan

Achievement Strategic Plan - Annual targets for the MOE

Strategic Goal No 1 High Level Education for the community

2024 *The board has chosen option 3 ??????

Strategic Goal No 2 Provide a comfortable environment for all

2024* Attractive & Well Maintained

Strategic Goal No 3

Provide a culturally inclusive and supportive environment for all

2024*Develop local knowledge of local areas of significance.

Tineke to further elaborate on these goals using the templates provided.

General Business

Stefan requested an update on the Election Process to date.

Nominations close 25th March 12.00pm

Stefan requested a copy of the draft minutes as soon as possible following the meeting- Tineke to ask Lynley to provide these to Stefan.

Correspondence In

NZEI Paid Union Meeting online for remote schools
NZSTA Term 1 Workshops
Programmed Property Services/Tineke confirm Painting
Education Payroll Holidays Act Remediation Payment
Team MOE Failed Water Test
NZ Biosecurity Awards Finalists Confirmed
Solutions & Services Kate Brown Report time lines changed
School Docs Cellphone changes
Agi Board By-election information

Meeting closed with He Karakia Whakakapi at 5:20pm

Next meeting- Tuesday 14th May 3.15pm