

**Waitaria Bay School Board of Trustees
Meeting Minutes Monday 30 March 2026**

Meeting opened at 3.32pm

Present: Georgie Gerard, Agnes Takacs, Kate Hutterd, Tineke Giddy, Lynley Offen (Minutes)

Apologies: Braden Moleta

Confirmation of February meeting minutes

Moved Tineke Seconded Georgie

Declaration of Interests- Parent/Board Member request

Review of Action Points from the previous meeting;

WHAT	WHO	WHAT/WHEN	STATUS
Bus driver reimbursement for 700km at IRD rate	Tineke/Agi	ASAP	Completed
Purchase of a school phone to support the Attendance Plan	Kate	By the end of Term 1	Kate to do in town tomorrow Spark Network
Purchase of new sports shirts	Tineke/Agi	ASAP	Ordered
Attendance Plan to be personalised and on the website and shared with the MoE and published in the school newsletter for all families.	Tineke/Agi	Thursday 26/2/2026	Completed
Order Water Tank	Agi	ASAP	Kate collecting tomorrow
Update Current Meeting folder with Maths LTP	Tineke	by the next meeting	Completed
Working Bee List and Welcome BBQ invitation to go out	Tineke/Agi	next Tuesday	Great success

Business as Usual

Finance Reports

January and February reports were reviewed by the board. Agi went through the fundraising profit for 2025 to the board.

Moved Kate Seconded Georgie

Assurance Report

In the current meeting folder.

Tineke presented graphs with the overall teaching judgements on the students

It is based on Teacher observations, various testing, running records, spelling tests etc PAT and EAssTle formalised data also. Compares the children nationally with other schools on Reading Maths & Writing.

Writing 2 samples of writing, one in Term 2 and one in Term 4 tracking well.

Kids rank themselves for interest and attitude. Positive general interest in writing

EAssTle is being phased out. Nobody below all kids are tracking where they should be.

Their attitude is excellent

Moved Tineke Seconded Agi

Presiding Members Report

Follow up note from the fundraising last year, a good amount raised. Maybe get a bit more organising on the fundraisers this year. Need to raise some more money for the playground. Raffle and Hopai Sports are great opportunities for fundraising. No set up costs. Tineke confirmed the school is running the Social Saturday in August.

Great feedback after the last one and well supported by the community. Tineke thought a surf and turf, or a fish meal was a good idea. Kate to ask Braden to approach a mussel and oyster company for sponsorship. Maritime costumes also would be fun. Advertise in time. Still go with a Saturday. Use the school facebook group for communication. Organise a few smaller raffles for the night.

Health and Safety- Bus Report

EOTC event overnight in Blenheim - Foundation Skills Initial approval from parents received. I need adults to maintain a ratio of 1:4 near water. Activities include swimming, basketball etc.

Emergency Drills for Term 1 have taken place. Marion ran them with the students

Bus Report - in folder, tyres are fine. Bought a gauge to check the tyre pressure. Opportunity to take the bus in for a tyre check when the school trip happens in Term 2. Book into Toyota.

Tineke presented the bus daily checklist to the board, including diesel supply figures.

Principals Report

Annual report - Tineke explained the report to the board. Running document adding data to be ready for the 31 May 2026 deadline. Just the financial reporting from Solutions and Services/BDO to add.

Strategic Planning/Discussions/Decisions

Bus decisions

Need to organise Karoly to test drive vehicles at Blenheim Toyota. Decide how many seats we need. Tineke thinks 10 seats is enough as we need a second vehicle on school trips.

Tineke takes her car on school trips for Health and Safety which adds 3 more seats and it's good practice. Lease from a local company is an option. Loan is also an option.

Go to the Ministry and put forward a plan.

Test Drive, create a relationship with Blenheim Toyota.

School bus lease ends in 2027 Diesel or Petrol Hybrid .

Get a quote on lease agreement 5year option recommended.

Contact the Ministry, audited financial statements will be required.

Another option discussed is to take out a loan. Both options to be presented to the Ministry

Might be a better option to own the vehicle to have more control and to have value at the end of its life.

Water Tank Have quote for installation of water tank. The board is happy to confirm.

Callum has recommended rerouting the water to the pool so it doesn't go through the filtration system, and to change the supply to the hall because then we have less than 25 regular users which means you don't legally require a water safety plan. In addition the water pump etc would last longer. The board were concerned as to how the hall would manage their water. It would need to be discussed with the hall committee so they could look at an alternative system for the future. Contract to be confirmed and unhooking of the pool to proceed.

Tineke to check requirements from the ministry before confirming the split from the hall.

Copper line being disconnected as of 31 March. The school to let the community know.

Policies for Review by the board this meeting

Alcohol Drugs and other harmful substances policy

Sun Protection

Digital Technology and online safety

All policies reviewed by the board.

General Business

Meeting Closed 5:10pm and moved into in-committee.

Next Meeting TBC

Action Points from the meeting

WHAT	WHO	WHAT/WHEN	STATUS
School bus to be booked in for tyre check alongside Foundation Skills trip	Agi	ASAP	
Check MOE water requirements	Tineke	Before next meeting	

WHAT	WHO	WHAT/WHEN	STATUS
Water tank installation quote to confirm	Tineke/Agi	ASAP	
Test drive mini buses and query lease agreements	Tineke/Karoly	EOTC event Blenheim	
Collect Phone & Water Tank from town and let community know new phone details	Kate/Agi/Tineke	Wednesday	