

Waitaria Bay School Board of Trustees Meeting Minutes

Thursday 16th February 2023

Meeting opened at 9.00am

Present: Kate Hutterd, Tineke Giddy, Kelly Beech, Tim Rudkin, Keri Drylie

Apologies: Lynley Offen (Minute Secretary)

Minutes of the December meeting: *Signed as a true and accurate record. Moved Tim Seconded Kelly Approved*

Action Points from the previous meeting:

WHAT	WHO	WHEN	STATUS
Check with Ben to see if he can monitor the pool once a week during the holiday break	Tineke	by December 15th	Completed
Organise a working bee for the beginning of 2023	Tineke	for the next meeting	Completed
SUE Report-upload to meeting folder	Tineke	ASAP	Completed
Cyclical Maintenance-find out when the school was last painted. Contact Programmed Maintenance for a visit/quote etc.	Tineke		Programmed Maintenance has been approached- a visit is yet to be confirmed

Election of Presiding Member

Kate Hutterd and Kelly Beech elected as co-chairs *moved Tineke seconded Keri Approved*

Principal's Report: *taken as read*

Moved Tineke seconded Kelly Approved

NAG 1 Curriculum

Junior Swimming sports 24th Feb. We have 7 students. Travel by bus. Kelly offered to drive seniors to their regular bus stop. Tim to take Baxter and Hazel, liaise with Sam

NAG 2 Policies and Procedures:

Next meeting

NAG 3 Personnel:

Advertise for a cleaner

NAG 4 Finance and Property:

The draft December finance reports and payments within are approved by the Waitaria Bay School Board of Trustees
Moved Keri Seconded Tim Approved

- *Debit Card- provisioned with a \$500 limit moved Kate seconded Tim approved*
- School House oven door-Tineke to liaise with Kelly re:possibility of new hinges
- Diesel Spreadsheet has been completed. Tineke to share with Board
- Bus-It's a 5 year lease and we are 1 year into it. Might there be an option to swop to a cheaper vehicle?
- Marsh Insurance- \$4000 approx for "over code building" Tim to enquire as to which building is overcode- we think it might be the community library. Should all our insurances be with the same company to get a better deal.

NAG 5 Health and Safety:

- Wasp event- see written report

Learning- Check trapline after the school holiday break prior to students doing the first trapline of the year due to 'wasp season'

Text sent needed to include- kids are OK.

Vespex needs to be laid in the wasp bait stations at the right time.

NAG 6 Legislation

Easement- respond to email for clarity about who will pay for what

NAG 7-8 Charter and Analysis of Variance

Meeting closed 10.30am

Next meeting: March 23rd 8.30am in the staffroom

Action Points

WHAT	WHO	WHEN	STATUS
In-committee item deferred until next meeting due to time constraints and IT issues.	Board	March meeting	
Advertise for a cleaner	Tineke	ASAP	
Organise Debit card	Tineke/Agi	ASAP	
EEO report	Tineke	for next meeting	
Letter to be sent to the Hall Committee requesting a proposal re:Social Fridays	Tineke	following this meeting	

