

Waitaria Bay School Board of Trustees Meeting Minutes

Thursday 30 November 2023

Meeting opened at 3:35pm with Karakia Timatanga.

Present: Tineke Giddy, Kate Hutterd, Keri Drylie, Stefan Schulz, Lynley Offen (Minutes)

Apologies: Kelly Beech Braden Moleta

Minutes of the October meeting: Confirmation of draft minutes from October in the current meeting folder
Signed as a true and accurate record. Keri/Kate

Review of Action Points from last meeting

A

WHAT	WHO	WHEN	STATUS
Consult with school families-change of school year	Tineke	before the next meeting	School Year - 2024 Start time 8:30am finish 2:30pm Confirmed with parents
Tineke to share Strategic Planning templates with the Board	Tineke	as soon as possible	Shared. Strategic Meeting January
Complete an annual work plan for the BoT using the NZSTA template	Tineke/Kate	before the next meeting	Done
Check outstanding assurance items and compile an emergency kit	Tineke/Keri	before next meeting	Done

Finance Reports

Available and printed off during the meeting and added to the Current Meeting shared folder for further perusal.

Tineke did a summary of the report, currently operating in surplus.

Moved *Tineke/Kate*

Assurance Report

Assurance Report in shared folder & a copy has been printed for all members

Kate queried the mileage that Tineke wasn't claiming and is entitled to. Tineke, happy with it, and the board confirming she is entitled to claim.

Hardware Upgrade - didn't happen

Hazard Register - 12 minor Injuries

Policy Review

Risk Management

Board completed this online

Extra Notes

Curriculum Delivery Statement & Implementation Plan - To be updated, new plan to be added - In Action Plan

Health Education

Health Consultation Action Plan Do Bi-Annual Health Consultation 2024, Remove the Health statement.

Presiding Members Report

Board Membership discussed- Kelly is no longer a board member. Kate to formally thank her for her service.

Kate is looking at the next process to replace Kelly as she is now the only elected member of the board. Her understanding is that there needs to be more elected than selected board members.

Ideally the school wants a full operating board. Next step is to call for nominations from the community.

Place the request in the school newsletter, Bush Telegraph & Community Facebook page.

Kate to look at process and timing and discuss with Agi.

Health & Safety Report

Restraint Training - Tineke has completed this course

New Bus Tyres - \$1380 just paid for new All Terrain tyres, especially fitted for our road conditions.

This is the 3rd set into the 5 year lease. The contract only supplies 3 sets.

Every 13,000Kms the tyres need to be changed as part of the contract.

The school has been asked to add \$100 plus GST per month to be held in trust for tyres for the rest of the contract.

Stefan queried this and it was decided that we would keep the money ourselves earmarked for tyres. This is to be confirmed in writing.

Principal's Report:

Report in folder - Extra notes to the Principal's report

Curriculum Update Pelorus Cluster day - Janine Higgins of the Ministry attended. Tineke showed slides and gave an overview to the board. All slides in the board folder.

Tineke also showed the board a new Waitaria Bay School curriculum draft based on meetings with the families

Stand Tall Be Brave Fly High-as our motto

Aspiration, Respect, Initiative, Achievement (ARIA)

Staffing-No suitable applicants received another ad to go out.

Current support staff have been encouraged to complete the LAT paper, which will give additional support to Tineke in the absence of a second teacher. How else can she be supported?

Board Annual Work Plan

Tineke spoke to draft, to be completed in January

Rai Valley Boat Trip - Rams to approve this trip

End of Year event & Farewells Discussions over format for these functions

Other Business

Glenn Higham from Programmed Property Services Nelson joined the meeting to talk to his proposal for the painting of the school facilities

All board members have a detailed copy of the information

Other notes

Looking at a Spring job in 2024.

A return in 2025 to check any failing areas and high use areas.

An annual return over the 7 years to wash and maintain their work has also been included

Looking at sending 3 painters for a time period of 3-31/2 weeks.

Pricing outline, Spread cost over the 7 years, travel and accommodation was a significant extra cost to the work, also the scaffolding. Stefan to look at the school providing this locally to reduce overall cost.

Payment can be spread over the 7 years - with a bulk of the sum the first year then a reduced sum over the next 6 years, or 7 years of even payments.

There is 50k in the reserve now for the painting, Tineke to find out how much the yearly annual grant is from the Ministry. Tineke moved to accept a draft painting programme for painting with amendments. School to look at scaffolding and accommodation options. She showed the board the paint colours chosen.

Moved Tineke/Kate

Correspondence In

- Tuamata Arowai - Drinking Water Registration
- STA - Newsletter
- ischools - School Website Template
- School Docs - Advisory Term 4
- MOE Water Services - Assessment of school water supply
- NZSTA - Regional Matters Newsletter
- SWE Group - Installing new water meter & monitoring
- MOE Small schools Project - Nylon carpet update
- MOE NMWC Region - Workshops on offer
- NZSTA – Input for briefing new government
- NZSTA - Resources for workshop Tineke attended
- Carey Huria - Rapara School -Strategic Planning Templates for board
- NZSTA - Regional Newsletter

Meeting closed at 5:40pm

Next meeting: TBC

Action Points

WHAT	WHO	WHEN	STATUS
Painting - Scaffolding	Stefan		
Painting - Accommodation	Lynley	January 2024	
Painting - How much do we get from the Ministry for Painting annually	Tineke		
School Bus Tyres, respond to extra payments - not at this stage, will see how long these ones last	Tineke		
Policies Do Bi-Annual Health Consultations 2024 - get the health statement taken off the policy	Tineke		
Curriculum Delivery Statement Send email to remove the one dated 2019	Tineke		

