

Waitaria Bay School Board of Trustees Meeting
02 July 2020

NZSTA online training: Carried over until next meeting
Meeting opened at 1507hr

Present: Brenda Sutton, Chris Duckworth Emma Hopkinson, Paula Kawasaki, Nic Sutherland

Apologies: Nil

Minutes of the last meeting: *Signed as a true and accurate record. Emma/Brenda*

Matters Arising: Bus contract is now through until 2021. This needs to be discussed next year at this time.

Sherrington Honey may not be able to supply the usual donation. After discussion *Brenda to delicately enquire about a donation.*

GENERAL BUSINESS - AS PER PRINCIPAL'S REPORT

NAG 1: Curriculum -

Brenda spoke to this and the following was presented to the Board for discussion, as per the Principal's Report:

- Assessment data for term three shared and discussed
- Last Thursday MDC Enviro Schools visited and we have just had confirmation that we have attained our bronze status. We are now going to work towards our silver.
- The Board supported the idea that Brenda attends the review into the systemic failure of agencies involved in a family who used to attend this school.

NAG 2: Self Review and Documentation-

- **Brenda:** Staff Performance Policy being reviewed by Brenda. She has done many enquiries through other schools and discovered that many use School Docs. This keeps all policies up to date automatically to legislative requirements. The Board thought this would be worth finding out about. If it does what it is purported to do the Board feels the cost would be value for money. *The principal to make enquiries into the School Documents Application/Programme an purchase if she feels this fulfils our needs Chris/Nic*
- Brenda - Property Policy to be rolled over.
- **Emma:** Finance and Expenditure and Travel and Entertainment Policies to be rolled over.
- **Paula and Nicky** Theft and Prevention Policy to be rolled over
- Chris -Purchasing Card Policy - #5 Remove the word 'new'. #6 remove altogether. #11 Remove 'cardholders are not allowed to approve their own expenditure' and replace it with 'all spending will be authorised by signatories to bank accounts.' *The above changes to the Purchasing Card Policy are approved. Paula/Nic*
- *Property Policy, Finance and Expenditure and Travel and Entertainment Policies, Theft and Prevention Policy to be accepted as presently drafted. Brenda/Emma.*

NAG 3: Personnel-

- Board pleased with progress on trial Principal Appraisal. Brenda is enjoying the process
- Rongohea te Hau/Poutamu-Pounamu graphs shared to show snapshot and areas we are thinking of going. A fruitful discussion was held.

NAG 4: Finance and Property

- **Financial Reports** - No June accounts as meeting too early in the month.
- **Toilet Block:** A progress payment has been made to BC Builder to purchase goods for the project as per MOE guidelines.
- **Pool heating** - as per Principals report. *BOT approves Brenda applying through the Sustainability Funding to heat our pool. Emma/Paula*
- **WBSH Donation:** *Brenda to write a thank you for their donation.*

NAG 5: Health and Safety-Refer principal's report for details

NAG 6: Legislation-

- **School bus** discussed as per Principal's report
- **Paperless** -from next term

Principal's Report

Tabled and discussed as above.

Meeting closed at 1537hr. Next meeting: @ 9.00 a.m. 18th August