

Waitaria Bay School Board of Trustees Meeting Minutes

Thursday 23 May 2023

Meeting opened at 3:50pm

**Present:** Tineke Giddy, Kelly Beech (remote access) Kate Hutterd, Keri Drylie, Lynley Offen (Minutes-remote access)

**Apologies:** NIL

**Minutes of the March meeting:** *Signed as a true and accurate record. Kate/Kelly*

**Action Points from previous meeting**

WHAT	WHO	WHEN	STATUS
In-committee item deferred until next meeting requiring additional information	Board	May Meeting	See May agenda
EEO Report	Tineke	May Meeting	Work in progress
Organise Debit card Board wanting to know, are the current signatories up to date & can we drop to 1 signature to get the card?	Tineke/Agi	ASAP	We can't have just 1 signatory- not best practice. Current signatories are Chris, Agi and Tineke. All payments etc require approval of 2 of the signatories.
Social Friday's - Need to gauge parent support before accepting 4 dates for the year	Email sent to Parents	Following March meeting	5 families have responded. 3 are not keen and 2 are happy to pitch in. Time to think outside the square.
Local Sounds HUNting Competition Fundraiser Manaroa	Kate	14 April	Completed- Thank you Kate Banked \$155
Need to review Spreadsheet	Kelly to provide spreadsheet	May Meeting	Completed
March Insurance	Tineke	Paid/ Completed	Have removed the overcode building (library from the insurance) Insurance bill also covers the turf and the school bus as overcode.

**Principal's Report:** May/June written report to be presented at the next meeting.

**Presiding Members Report**

**Board Vacancy** An email has been sent to the school community and the wider community for expressions of interest. Tineke checked with the NZSTA and the board is required to minute how to fill the vacancy. A Flow Chart with the process is available. It has to be advertised within 8 weeks, nomination forms can be distributed. The parent rep vacancy can be filled by election or selection. Karoly has emailed wanting a nomination form for someone that may be interested. Tineke will respond to Karoly.

Kate moved that the current vacancy be filled by selection. *Seconded Keri Approved*

## **NAG 1 Curriculum**

### **PLD/TOD**

Teacher Only Day was spent in Havelock with Bek Galloway and the Pelorus Cluster, becoming familiar with the Aotearoa New Zealand Histories curriculum. Tineke now has the resources to roll it out at WBS via a shared powerpoint resource developed on the day. Great to have the opportunity to work with other teachers.

### **Principal Growth Cycle (A group of 6 principals working together)**

Looked at the Principal Growth Cycle, which replaces the previous Appraisal system. Tineke discussed having to choose a goal to work towards which the group then holds you to account for. There is a template and an agreed format/framework. Tineke's current goal is to be able to track student data on our student management system in order to report accurately to the Board so that the Board can make informed decisions around achievement goals, budgeting etc. The aim is also to use the SMS to produce written reports for parents/students.

### **Waitaria Bay School Curriculum development-as per the Strategic Plan 2022-2024**

Bek came out to school and worked with Tineke on developing a Waitaria Bay School curriculum document.

(Document in BoT Shared drive)

Currently in draft form and based on the future-focused themes from the New Zealand Curriculum of  
Citizenship

Globalisation

Enterprise

Sustainability

These themes will cover each of the learning areas within the NZC, in a three year cycle.

There is a further PLD day booked with Bek. A parent meeting will be held early in Term 3 to share with the community and gather further input/feedback.

## **NAG 2 Policies and Procedures:**

Privacy Policy Reviewed - No Changes

Official Information Requests Reviewed

EOTC- there is quite a list please preview before the next meeting.

## **NAG 3 Personnel:**

Kelly gave an overview of the time spent managing the pool.

1.5 hours per week. Very brief in the morning and the afternoon any maintenance.

An email is sent by Aquanort with what needs to go in the pool

Summer Maintenance - 2 hours at the start of the season cleaning, scrubbing walls and vacuuming. Not at all time consuming.

As it is so brief in the mornings/afternoons Kelly wondered if the bus driver was in a position to add this to their duties. Discussed the possibility for the more senior pupils to do the strip-alkaline test. It needs to be documented every day and sent to Aquanort once a week for the recommendations.

### **Cleaning Position**

This is an issue as there has been no interest in the position. Kelly has been wonderful filling in and is happy to carry on in the short term. Tineke has had the children helping on a Wednesday and a Friday afternoon with the support staff covering off the toilets. It was suggested a working bee to cover off the end of term/holiday clean each term could be an option. The last Thursday of each term was floated as a possibility, instead of during the holidays.

Another suggestion was to approach the Rural Women's Group to see if there was any interest in the cleaning position.

A further query around who is responsible for cleaning the Community Library was raised.

## **NAG 4 Finance and Property:**

Tineke moved that the 2023 Budget be formally confirmed. *Seconded Kate Approved.*

The monthly finance reports for the months of March and April and payments within are approved by the Waitaria Bay

School Board of Trustees *Moved Tineke Seconded Keri Approved*

### **Water Tank Request /Easement**

Kelly & Thomas would like to relocate their water tank from its current position to the fenced area where the school water tanks are and have them fenced off together.

This was agreed to in principle however clarity around the correct process and requirements in terms of leasehold land, easements and formal authorisation needs to be considered.

**Term Deposit** due to mature in March 2024. Decision made to invest for a further 6 months with a maturing date of December 2023 as we look to the maintenance plan and the 10 year painting schedule.

**Credit Card** Tineke requested the school to have a credit card for ease of online purchasing of school supplies etc. The board has agreed to a credit card with the limit of \$1,000. *Moved Keri Seconded Kate Approved*

**10Y Property Plan** Good News. A meeting with Pete from Onus (our designated project manager) and Ben Curtiess (local builder) was held to progress the work detailed in the 10 YPP.

It includes;

Priority 1 and 2 works which are around Health and Safety standards-Smoothing of footpaths and trip hazards, safety handrail, compliant pool fencing, hazard shed removal

General maintenance items-replacing rotten boards, new roof for the Library building, window replacement, clearlite deck roofing

Capital Works/modernisation- double glazing of windows in top classroom, partial wall removal and enlargement of the wet space/lino area, new whiteboard and storage, new heat pump, new hot water cylinder

Potentially- outdoor blinds to create a useable outdoor space utilising the deck via a Grant Application

Working bee needed to remove the existing pool fence. Pool might need to be emptied during this time. Kelly offered fence gates from Thomas's work. It was thought that legally the pool will have to be fenced whilst work is going on.

### **Nag 5**

#### **General Business**

The annual audit is in full swing with the auditors requesting access to;

Board Minutes

Monthly Accounts

Copies of reports etc. The list is lengthy.

It needs to be done for the board to sign off and meet the Ministry of Education 31 May 2023 deadline.

It will be difficult to meet the deadline. Tineke will work with Chris to see what still needs to be uploaded into the Xero files and to tackle the remaining items during the next office admin day. We will do our best.

#### **Correspondence In**

- EOTC Risk Analysis- current document states Principal Approval for all risk levels. Effectively this means Tineke is signing off her own RAMS forms etc. Will look to make changes via School Docs to include Board approval.
- Marlborough Lines - Clear the trees from the poles
- Graham Weashels (asbestos) coming Friday
- Education, what's new in Education, local iwi Marlborough.

#### **In Committee item**

**Meeting closed at 5:15pm to go into committee.**

**Next meeting: Thursday 15 June 3.30pm**

#### **Action Points**

WHAT	WHO	WHEN	STATUS
End of Term Clean-working bee digipol/survey	Tineke	Next school newsletter	

Water tank request- find out what the correct process is.	Board	As soon as practicable	
Board Vacancy- follow the process for selection	Tineke will assign to Agi to manage this process as part of Office Admin	Following this meeting	