

Waitaria Bay School Board of Trustees Meeting Minutes

Thursday 15 June 2023

Meeting opened at 3:30pm

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

Apologies:

Minutes of the May meeting: *Signed as a true and accurate record. moved Kate/Seconded Keri*

Action Points from Previous Meeting

WHAT	WHO	WHEN	STATUS
End of Term Clean-working bee digipol/survey	Tineke	Next school newsletter	Completed
Water tank request- find out what the correct process is.	Board		As soon as practicable, Keep in touch with Kelly & Thomas
Board Vacancy- follow the process for selection	Tineke will assign to Agi to manage this process as part of Office Admin	Following this meeting	Process is underway. Agi managing.

Finance Reports (hard copies and in Current Meeting folder)

Budget for the year is tracking fine. We earned a little more interest than budgeted for and are also up on locally raised income. Expenses are tracking well, a little over in consumables and it was noted that the school management system has been re-coded to subscriptions.

The Photocopier Lease has been queried - unsure of lease expiry *Finance Report Moved Kelly/ Seconded Kate*

Policies and Procedures

<https://waitariabay.schooldocs.co.nz/CombinedReviewSchedule.pdf>

Policies and Procedures for review this term:

EDUCATION OUTSIDE THE CLASSROOM (board)

EOTC Planning and Review

EOTC Risk Management

EOTC Coordinator

EOTC External Providers

EOTC Staff Competence

EOTC Event Categories

EOTC Communicating with Parents

The board has reviewed the policies and procedures. Keri had concerns about the Event Categories, and after discussion it was decided that low risk events, Tineke is happy to sign off, but any medium to high risk excursions need to be signed off by the Board/Presiding Member.

There was also a conversation about what we consider as local regarding the generic signed consent form at the beginning of the year. It was decided that there needs to be a Board lead consensus on what the community perceive as local and what they consider they have signed off.

ACTION

Event Categories - School Docs is advised of the amendment to event categories which will be personalised for Waitaria Bay School.

The board has accepted all other points.

Assurance Report

Staff Health & Safety to be added. Want to look at the procedure when following up absences. Tineke hasn't got time when she is teaching. She would like the phone/emails checked, then teacher aides follow up with a phone call if the student is absent.

Add Community Consultation/Health and Physical Education Statement to the next meeting, Chris might know the cycle.

Tineke noted the school is without an asthma kit, and the epi pen is out of date.

ACTION- Tineke to check whether the school can obtain an asthma kit

Kate suggested that if a child suffers from asthma, then it is the parents responsibility to provide the necessary medications for the school to keep in stock if needed.

ACTION-Put a note in the school newsletter requesting personalised asthma medication

Donations- Tineke advised that schools can opt into a scheme where if a school doesn't ask parents for a donation they can opt into the Ministry of Education Donation scheme. This gives the school an annual amount of approx \$150 per child. The board approved opting into the ministry donation scheme. *Moved Keri/Seconded Kelly*

Presiding Members Report

Selection for New board member.

Kate gave an overview of where we are at with the new board member. There has been interest from 2 people with one of those on condition that another person with experience is co-opted as well for support and experience.

There is still time to apply, and the board does not have to conduct interviews.

ACTION- Kate to check with the NZSTA to seek advice on the nomination with the co-opt option.

Principal's Report: (May/June written report in folder)

Tineke talked to her report which is covered in the June Meeting folder

Strategic plan update, 3 year plan and we are at the halfway point. It is a live document and there is progress all the time.

A focus on moving from the EnviroSchools Bronze Award to the Silver Award. Students are required to create their own environmental programme/project. *Moved Kelly Seconded Kate*

Action Points

WHAT	WHO	WHEN	STATUS
Event Categories - School Docs is advised of the amendment to event categories which will be personalised for Waitaria Bay School.	Keri/Tineke	ASAP	Completed
Tineke to check whether the school can obtain an asthma kit	Tineke	during management release time	Monday
Put a note in the school newsletter requesting personalised asthma medication	Tineke	next school newsletter- August	
Kate to check with the NZSTA to seek advice on the nomination with the co-opt option.	Kate	ASAP	Complete

Next meeting: Thursday 3 August 3.30pm