

Waitaria Bay School Board of Trustees Meeting Minutes

Thursday 8 December 2022

Meeting opened at 8.30am

**Present:** Kate Hutterd, Tineke Giddy, Kelly Beech \*Sam Jones, Tim Rudkin, Keri Drylie

\*=via remote access

**Apologies:** NIL

**Minutes of the November meeting:** *Signed as a true and accurate record. Moved Sam Seconded Keri Approved*

**Action Points from the previous meeting**

WHAT	WHO	WHEN	STATUS
Write up a keyholder agreement and arrange signage for pool	Tineke	by December 15th	Completed
Sam to check in with Tim re:finance role	Sam	for the next meeting	Completed
Check in with Ben to see if he is available to treat the pool once a week during the holiday break	Sam	by December 15th	Completed
Gift for Emma Hopkinson	Sam	for end of year prizegiving	Sam has this in hand
End of Year- School Celebration Tineke to draft order of events etc. Kelly/Kate to organise BBQ/Family Picnic	Tineke/Kelly/Kate		Completed

**NAG 1 Curriculum**

**Principal's Report:** *taken as read*

*Moved Tineke seconded Sam Approved*

**NAG 2 Policies and Procedures:**

School Bus Transport-

- The bus driver is required to check the external technical condition of the bus on a daily basis (tyre pressure, fluid levels, strange noises etc) If he/she notices any changes or strange things regarding the technical condition of the bus, he/she is required to report it immediately to the Bus Controller who is required to take action to rectify the problem as soon as possible. (Cover off in job description)
- The bus driver is responsible for the cleanliness of the interior and exterior of the bus and is required to clean the bus fully once a week (weekends). **(Already in the job description)**
- The bus driver must immediately report to the controller/director any observations concerning the route of the bus (road works, mulcher/kerb cutting, road defects, livestock herding, etc.) (Cover off in the job description)

*In terms of policy wording- the bus driver is to follow all operating procedures- amend in school docs*

- It is recommended that it be written into the bus contract that parents notify the bus driver no later than the bus departure time if there are any changes to the passenger/s. Provide new parents with the bus driver's contact information.

*All parents/staff need to be given a bus passenger contract, not just the regular users. The bus passenger contract needs updating to be in line with NZTA-Waka Kotahi Guidelines.*

School Bus Diesel- general discussion and consensus that the School Bus diesel be used exclusively for the school bus only. 1 key to be held in the bus, and the other by the Principal. The expectation is that staff will source their own fuel for private use from the regular available sources.

### **NAG 3 Personnel: Presiding Members Report**

<https://docs.google.com/document/d/12i97WxnLLWfqoDof0EjDBqYLHSTtpH1/edit>

Attendance codes and offsite tuition- Decision for 2023

Toilets will be locked over the Summer break

Working bee to be arranged as there is lots of maintenance to catch up on that can't be completed in allocated caretaker hours.

NZSTA training is available, the website is particularly useful for Board members.

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

The monthly finance reports for November and payments within are approved by the Waitaria Bay School Board of Trustees *Moved Kelly Seconded Keri Approved*

### **NAG 5 Health and Safety:**

Head knocks- Tineke outlined the school procedures for these. Noted in the First aid register and parents contacted immediately or alerted on pick up depending on severity, mostly just to ensure parents are monitoring for any side effects during the course of the afternoon/evening.

Safety equipment for pool- apron still to be purchased.

### **NAG 6 Legislation**

### **NAG 7-8**

### **Strategic Planning/Annual Plan 2023/Analysis of Variance**

Separate meeting Thursday 26th January 10.00am-12.00pm followed by lunch at the Portage

**Meeting closed 5.30pm**

**Next meeting: February XXXX**

### **Action Points**

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	
Organise a working bee for the beginning of 2023	Tineke	for the next meeting	
SUE Report-upload to meeting folder	Tineke	ASAP	
Cyclical Maintenance-find out when the school was last painted. Contact Programmed Maintenance for a visit/quote etc.	Tineke		

