Waitaria Bay School Board of Trustees

Meeting Minutes Monday 13 May 2026

Meeting opened at 3:23pm

Present: Georgie Gerard, Agnes Takacs, Kate Hutterd, Braden Moleta, Tineke Giddy, Lynley Offen (Minutes)

Apologies: N/A

Confirmation of MARCH meeting minutes *Moved Kate Seconded Georgie*

Declaration of Interests - No

Review of Action Points from the previous meeting;

WHAT	WHO	WHAT/WHEN	STATUS
School bus to be booked in for tyre check alongside Foundation Skills trip	Agi	ASAP	Completed
Check MOE water requirements	Tineke	Before next meeting	Tineke Written to MOE no reply
Water tank installation quote to confirm	Tineke/Agi	ASAP	Installed
Test drive mini buses and query lease agreements	Tineke/Karoly	EOTC event Blenheim	Braden contacted Toyota directly. They will send through the options. Adam likes his new van and has recommended it. Toyota had a good finance option with an October deadline. Have to get out of the current contract. Braden thought it would be a better option to buy not lease. Toyotas hold their value. Go to Ministry. Braden said it's a more cost effective going for a 10 seater not a 12 seater. Braden to follow up with Toyota. Agi and Tineke to check the government contract.
Collect Phone & Water Tank from town and let community know new phone details	Kate/Agi/ Tineke	Wednesday	Phone collected and now has call forwarding.

Business as Usual

Finance Reports

Reports in the folder - Not all reports have been sent through in time for the meeting,

No monthly report received. GST Return also late, Tineke filed after a conversation with Katie from Solutions and services.

Solutions and Services have prepared 2026 budgeted statement of financial position & statement of cashflows extracted from the Board, prepared 2026 operating & capital budgets, and provided all 2026 budget documents required for approval. These reports have been prepared prior to the 2025 audit finalisation. Where any audit adjustments arise for 2025, these budgeted balances will require adjustment to ensure that the statements continue to balance for use in the 2026 annual accounts (i.e. retained earnings).

On this basis the Board approves the 2026 budget statements, subject to any opening balance changes to the statement of financial position and cash flow amounts, necessitated by 2025 audited adjustments.

Electricity Meter Upgrade

Tineke attended a zoom meeting regarding the small schools upgrade. Possibly implementing a smart meter which can be read remotely.

Moved Tineke Seconded Kate

Assurance Report

Report in Folder

Staff sickness but Marion is in next week.

School Docs have made a change in their plan for assurances relevant to your school.

Work Plan - Still strategic Aim.

Moved Braden Seconded Agi

Presiding Members Report

No report this meeting

Health and Safety- Bus Report

Wheel Alignment done, bus drivers immediately noticed the difference.

Principals Report

PLD Fund option

Tineke doesn't belong to the NZEI, she joined the PPCBU in 2023, which has been set up for Principals only. They negotiated a different deal for their members to the NZEI. There is a lump sum payment option directly to members for Change Management or you can choose to have the payment come through to the school tagged as PLD. Tineke has opted for the lump sum payment this time around. Kate asked if it would affect the tax

bracket. The board is happy for Tineke to take the money directly and pay for her own conference for the first tranch payment.

PPCBU Details here

https://www.ppcb.nz/wp-content/uploads/2024/02/primary-principals-ppcbu-collective-agreement-24303.pdf

Strategic Plan Progress

Katie from Impact ED has had no feedback from parents. The new plan for consultation will be via individual phone calls. Some board members have sent in their feedback forms. Tineke to check in again with Katie.

Strategic Planning/Discussions/Decisions

Bus decision Refer to action points below

Policies for Review by the board this meeting

No policies this meeting

General Business

August Fundraiser - A discussion took place on the August School Fundraiser at the hall. Decisions as follows:

Theme PIRATES

Food SURF and TURF

SURF possibilities/options could include- mussel Fritters, mussel and bacon on a stick, shrimp or cocktail, seafood chowder, smoked fish pie. Braden to seek sponsorship/donations of seafood- scampi, mussels and white wine. Actual menu to be confirmed depending on seafood availability and once we know what the Rural Women offering is for July.

TURF Kate volunteered Joshua to do either Beef or Venison in the Traeger (Smoker)

SIDES to include mixed roast vegetables, green salad, garlic bread or home baked bread/buns

DESSERT- Judith has offered to do a ginger cake type pudding. Kath Janmaat is happy to help in the kitchen, she has baking credentials. Other ideas were either steam pudding or fruit sponge pudding with hot runny custard and a scoop of ice cream

Look at sponsored wine.

Bonfire would be a good idea to toast marshmallows on.

Meeting Closed 4:35pm

Next Meeting TBC

Action Points from the meeting

WHAT	WHO	WHAT/WHEN	STATUS
School Bus	Tineke/Agi	Look at bus contract - check with Ministry on guidelines for a bus that isn't new	
School Bus	Tineke/Braden	Look at Ford minibus options and approach Toyota head office directly	
School Fundraiser Need to start working on the August fundraiser.	????? Braden Agi/Tineke	Wine sponsorship to approach contacts for seafood contribution To put it out the parent community to see what each family is able to help with via newsletter/ phone calls	
Policy review	Board/Tineke	Next meeting	