

**Waitaria Bay School Board of Trustees Meeting  
15 November 2021**

Meeting opened at 0905

**Present:** Chris Duckworth, Sam Jones, Laura Thompson, Emma Hopkinson

**Apologies:** Paula Kawasaki,

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

**Matters Arising:**

No matters arising

**GENERAL BUSINESS - AS PER PRINCIPAL'S REPORT**

Roll = 18. 4 new students in Term 1. 2 x Year 8's leaving this year.

**Strategic Goals -**

**Goal 1 - On Target**

**Goal 2 -** Continue into next year. Senior breakout room set up. New equipment in place for all students.

**Goal 3 -** Working with Sabine Harper RE bees on site. Working with Keri for possum traps.

**Goal 4 -** Jam/Gloss shows progress for all students. Teacher aide and voluntary teacher plus collaborative teaching have aided this.

Quotes for chromebook being evaluated- 5 to be ordered.

**NAG 1: Curriculum - Refer principal's report for detail.**

- Discussed -
  - Annual Goals -4 main goals with two subgoals for 2022
  - Upcoming events Life Ed, The BoT agreed that the Teacher Aide and Office manager traveling to Blenheim with a group of children was covered by our EOTC policies. Principal and vaccinated community volunteer will travel with another group of students.
  - TOD - no boats available to travel to Havelock. Important aspects will be attended by Zoom and rest of the day will be used for assessment moderation, report writing and teacher collaboration.
  - Start dates - BoT agreed to follow MPA dates with 3 accord days to be used at the beginning of the year.
  - Testing and assessment- schedule of assessment under review.

**NAG 2: Self Review and Documentation-Refer principal's report for detail.**

- Discussed
  - School Docs review this term docs
  - *The BoT approves the policies reviewed in Term 3 by School Docs. Emma/Laura*
  - Charter/Strategic Plan 2022
  - ERO - have we achieved some of the recommendations and continue to work through a PGC with staff and BoT to consider how to implement their own self review.
  - Principal Appraisal -Laura to investigate and bring favoured ideas with costing to the next meeting.
  - Everyday Matters Term 3 report tabled.

**NAG 3: Personnel-Refer principal's report for detail.**

- Banked staffing P16
  - Staff Usage 1.3
  - Entitlement 1.35
  - MoE Adjustments 0
  - YTD dollar value of staffing \$1610
  - Required staffing to finish year on zero balance 1.44

Bank staffing to be used as needed for extra days required for school planning and development.

- Discussed
  - T/A first aid
  - Pool training school attendance confirmed.
  - Teacher registration
  - Police Vetting
  - Staff Timetable
  - Staff support during road closure and using MoE money- Board agrees with principal to support parking costs for teaching staff if a reasonable figure can be negotiated with the harbourmaster office (under \$300).
  - Staffing 2022

**NAG 4: Finance and Property-Refer principal's report for detail.**

- *The monthly finance report for October and payments within are approved by the Waitaria Bay School Board of Trustees. Sam/Emma*
- *The Board approves the inclusion of a budget for the 2021 Statement of Financial Position and a budgeted Cash Flows which are/is derived from the Board's 2021 operating and capital purchases budgets. Emma/Sam*

- *The Board authorises the Board Chairperson and Principal to sign the Statement of Responsibility for the 2021 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.*  
*Laura/Chris*
- *That the Board approves the inclusion of a budget for Ministry paid teacher salaries in the 2021 Statement of Comprehensive Income. The budget shall be equal to the actual teacher salary costs for the 2021 year and will include an income amount and an equivalent expenditure budget.*
- *That the Board approves the inclusion of a budget for the use of land and buildings equal to the Ministry of Education estimate of notional lease cost for 2021. The 2021 figure will include an income amount and an equivalent expenditure budget.*
- Also Discussed -
  - Auditor engagement letter and Audit questionnaire- Board Chair signed and approved.
  - Solutions and Services rate and engagement for 2022
  - Auditor General report - follow up about this to be done with S&S, BDO and MOE.
  - 5ya/10yp -Laura to continue to follow up why MoE has rescheduled us in the system?
  - December walkabout before the next meeting. Will MoE attend?
  - Fencing - Recommended to contact MoE regarding flight risks.
  - Fundraising discussions on future fundraising. Calendar, lambs progressing and fete cancelled. Talking with MOIA to fund some community equipment
  - Community hall - Invoice for caretaker hours. This was untaken voluntarily by the last caretaker. The school hardly uses the hall any more.
  - Board requests that the Punga social friday event profits come to the school as this was a school event.  
*Laura/Emma*
  - Enquire if the hall pays water consent if not they can pay half of our consent as we provide them with water.
  - Building maintenance
  - Gum tree removal. Sam to undertake pending availability.
  - No pool hire this year due to COVID restrictions
  - Sofffall- Tiger turf enquiry. Quote is high for replacement bark.
  - Pool fencing
  - *The BoT approves the purchase of a new dishwasher for the school house to replace the unfixable one.*  
*Sam/Emma*
- **NAG 5: Health and Safety-Refer principal's report for detail.**
- Discussed
  - Covid vaccination mandate - Principal gave an update on current guidelines.
  - Water supply and testing - looking at ways of getting our tests out. ARGEST understanding at the moment.
  - Vaccination again happening onsite 19 Nov. Parents informed. Some may keep their children from school.

*Board agrees that they have a shared responsibility (PCBU) with PHO for these events and agrees to the vaccination day going ahead on the 19th November 2021 and future vaccination events will be covered by this PCBO. Emma/Laura*

- Use of school grounds outside school hours- Closed except for BOT and Staff during level 2. New traffic light system may mean this continues.
- Evacuation practices conducted this term by both teachers and teacher aide. Tsunami evacuation was also put in place and practiced. Evacuation point is on the far right of the top field following inundation map guidelines from the MDC. Fire brigade have been advised of this change.
- Principal to place the gym mat under swing as a temporary soft fall; low height of swing means the mat is sufficient.

**NAG 6: Legislation-Refer principal's report for detail.**

- Discussed
  - Dash camera purchased to be used in bus. With the number of road works and dangerous spots this will allow us to know exactly what occurred if there is an accident or near miss and to also monitor the driving of the bus.
  - CoF will be undertaken by Laura by barge out. *Use of Agi/Laura's vehicle for bus pupils for Friday 26th 2021 and Monday 29/11/2021 driven by Karoly, agreed by Emma/Chris.*
  - Vaccinations -General discussion
  - Mask mandate -General discussion

In committee 9:45am

**Principal's Report**

Tabled and discussed as above. Also the following documents OctoberFinancials(4), Nov Agenda, Sept Minutes, Tsunami map,  
Meeting closed at 1020hr. Next meeting: 16 August 2021 9.00am Principal's Office