

Waitaria Bay School Board of Trustees Meeting Minutes

Thursday 23 March 2023

Meeting opened at 840am

Present: Kate Hutterd, Tim Rudkin, Keri Drylie, Lynley Offen (Minute Secretary)

Apologies: Tineke Giddy, Kelly Beech

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

Action Points from last meeting

WHAT	WHO	WHEN	STATUS
In-committee item deferred until next meeting due to time constraints and IT issues.	Board	March meeting	See Agenda
Advertise for a cleaner	Tineke	ASAP	Done, but no luck, going in the Bush Telegraph
Organise Debit card	Tineke/Agi	ASAP	Can't do can we have a credit card instead
EEO report	Tineke	for next meeting	Not done
Letter to be sent to the Hall Committee requesting a proposal re: Social Fridays	Tineke	following this meeting	Completed

Principal's Report: *taken as read*

Report was read by all board members

Hall Letter noted as probably not a good deal for the school as all the money is made on the bar, not the food. There could be an issue with the bar licence though. Kate mentioned that the hall was free to hire for members of the community, but this policy may have changed. It was suggested we accept the terms and conditions as listed. A message should be sent to all parents to see whether they will support the school with this fundraising effort as there are not many families close by and doing the social Friday's is really contingent on the interest from the school families. It was also suggested that if there was only going to be \$100 profit then is possibly a better option to ask parents for a \$25 donation each. Kate also mentioned that some people gave extra donations to the school, so this needs to be kept separate from the bar. Can't really discuss without Tineke's input, but noted that she is happy to pitch in and the idea of 4 social Fridays per term was fine if they got the support from parents.

Moved Kate/ Tim Approved

Presiding Members Report

NAG 1 Curriculum

BSLA Lesson Plan - Keri gave a brief overview of this new literacy programme developed by Canterbury University. This programme takes over from Early Words. She mentioned that Tineke has done some training and has started implementing it. Tim mentioned that Mt Pleasant School was one of the first to implement it and were having good results. All Board members are positive about it.

NAG 2 Policies and Procedures:

Privacy & Official Information requests deferred until next meeting

NAG 3 Personnel:

This has been deferred until the next meeting, as the spreadsheet needs to be reviewed. There could be an opportunity for more funding eg power.

NAG 4 Finance and Property:

Fundraising

Local Sounds Hunting Competition 14 April Manaroa Wool Shed. School does the barbeque. Sausages & Bread

Last time Agi organised sausages from Meater's free and they sold out. Kerri mentioned that Helliars also offer free sausages to schools. This is going to be explored & Tim said he has a contact if unsuccessful. Thoughts were to add drinks, fizzy/juice and asking parents for baking.

This is a good community event with a lot of families turning up for the weigh in on the Saturday. Kate to organise and liaise with Tineke to send information with a request for parent help on the day.

SUE - Staffing Usage and Expenditure Report

Tim to discuss with Tineke

Draft Annual Financial Report

Biggest expense - lease for vehicle. Tim is waiting for Jason Donovan to get back to him. There is 32K left on the books with only 1 year of 5 into the lease. It was discussed that the penalty for backing out of the lease might be worth taking.

Confirmed Budget 2023

Deferred to next Meeting

Finance Reports for January February

Deferred to next meeting

Bank Statement Summary

2 Signatories currently on the account, Who are they? Follow up with bank to see if we can drop to just one signatory

Term Deposit

Tim suggested that we transfer additional money into term deposit to gain a higher interest rate

Nag 5

Water Test Result.

Board waiting for retest as the sample might have been compromised on the way to town

Pool Fencing

Fencing is not currently legal. Panels are looking like the cheapest option. There was discussion over when/how you replace the fencing with safety a priority. It was agreed it needs to be replaced but needs an action plan and costs.

Correspondence In

Marsh over Code Insurance Tim working on.

Aramai he Tetekura - Keri taken copy

NMSSA Achievement Study

Keri summarised - A national achievement guide, How your school compares to the national picture.

Marlborough District Council - Proposed Environment Plan variations 2,3,4.

After reviewing on line it was decided that this does not affect the school.

Kelly & Thomas Mcfadyen

Water tank request, deferred until next meeting.

In Committee

1 item deferred to next meeting

Meeting closed 955am

Next meeting: Thursday 11th May 8.30am in the staffroom

Action Points

WHAT	WHO	WHEN	STATUS
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In-committee item deferred until next meeting requiring additional information	Board	May Meeting	
EEO Report	Tineke	May Meeting	
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	
Social Friday's - Need to gauge parent support before accepting 4 dates for the year	Email sent to Parents	May Meeting	
Local Sounds Competition Fundraiser Manaroa,	Kate	14 April	
Kelly & Thomas McFadyen, Water tank. Need to review Spreadsheet	Spreadsheet to be requested from Kelly	May Meeting	
March Insurance - Working on	Tim	May Meeting	