

Waitaria Bay School Board of Trustees Meeting Minutes

Thursday 26 October 2023

Meeting opened at 3:40pm with Karakia Timatanga.

**Present:** Tineke Giddy, Kate Hutterd, Keri Drylie, Braden Moleta, Stefan Schulz, Lynley Offen (Minutes)

**Apologies:** Kelly Beech

**Minutes of the September meeting:** Confirmation of draft minutes from September in the current meeting folder  
*Signed as a true and accurate record. Stefan/Braden*

**Review of Action Points from last meeting**

**Action Points**

WHAT	WHO	WHEN	STATUS
Bus loading zone	Braden	as soon as possible	Complete
Upload August Finance Reports to the Current Meeting folder in the shared drive	Tineke	following this meeting	Complete
Response to correspondence	Tineke	as soon as possible	Complete

**Finance Reports**

Available and printed off during the meeting and added to the Current Meeting shared folder for further perusal.

Tineke happy with the status of the current financial report.

Moved *Tineke/Kate*

**Assurance Report**

Pool fence is up. An excellent job, first day of swimming today.

Heater is on and the water is perfect and at 22 degrees.

NZSTA, all the information available for board members on this website, also via phone to a call centre. Stefan joined.

Braden still to join, Stefan to send details.

Report Moved *Tineke/Kate*

**Presiding Members Report**

Kate congratulated Tineke on a successful pets day, kids left on a high for the holidays.

Pool fence looks fantastic.

**Health & Safety**

Pool fence is completed

Pathways, and the lips into the toilets have been made much safer. The surface was quite uneven. The concrete has been ground down which makes it less hazardous.

Looking at shade protection for the pool area. Will use the old sandpit cover if it fits, otherwise will purchase new shade sail.

## **Principal's Report:**

### **Report in folder - Extra notes to the Principal's report**

Enviroschools, not doing the award system anymore, it's going to be more student driven.

Planned trips in the local area, these will be planned in advance in 2024. Possibilities include;

-Titiangi Visit

-Karaka Point in Picton

Fantastic student progress in reading

Tineke gave an update of the current strategic plan and the requirements for the new strategic plan.

Farewell to organise for Chris & Barb, any suggestions from the Board.

Discussed NZSTA Website, has excellent learning & resources for board members. There is a template for meetings that can be completed prior and a board tool kit. Tineke to look at the Principal Checklist for Term 4.

### **Staffing 2024**

Tineke showed the board the advertisement in the gazette, and she has put it online. Part-time permanent position. The board might need to look at accommodation. Ideally the candidate would be interested in the sustainability focus of the school and be able to be in sole charge when required.

### **Budget 2024**

Funding discussed.

Tineke outlined the funding model

March and July roll return, predicting new entrants and then a wash up is done later in the year to the Operations Grant.

### **Strategic Planning 2024**

Folder given to Kate with the templates.

A separate board meeting to complete the plan was decided on.

Monday 22nd January suited everyone. 9am start.

### **School Bus Run**

Tineke proposed to the board to change the school start and end day to 830am-230pm. This timing would suit the double run of the school bus and the teaching time in a school day would be more efficient. The board supports this change and recommended consultation with the school community first.

### **Correspondence In**

MDC - Gary Spence VHF Radio Review - Wanting more adults to be able to operate the VHF.

Education Outdoors NZ New Tools & Templates

Onus Construction - Peter Chisholm Schedule and update on building work

NZSTA Collective Agreements & Other Updates

Code of Conduct for Board Members

Learning Events Local Area (book if you want to attend anything)

Board Matters T4 Board Task Checklist

Learning Events

IEA's Salary- Tineke to action immediately

Workshop - School Planning & Reporting

Survey

NZEI Members Update

NAIT Registration for Calves Confirmation

Taumata Arowai - Drinking Water Registration & follow up information from Stefan Schulz

Extra Discussion

Stefan ran through how the water system works. Do we need to look at Easements?

Anita Phillips - Free Internet for families without a current connection

Southern Property - Confirmation of building project

Retention Money Amendment ACT

NZ Government Procurement - Contract Bulletin Update

Min of Ed Nelson - Janine Higgins - Common practice model & update timeline

Te Poutahu Curriculum Centre - Special Issue Compulsory Teaching Requirements

School Docs - Term 4 Review & Board Assurances

Policy Clarification Gender Pronoun Policy

Updates & Upcoming changes

**Meeting closed at 5:20pm**

**Next meeting:**

**Action Points**

WHAT	WHO	WHEN	STATUS
Consult with school families-change of school year	Tineke	before the next meeting	
Tineke to share Strategic Planning templates with the Board	Tineke	as soon as possible	
Complete an annual work plan for the BoT using the NZSTA template	Tineke/Kate	before the next meeting	
Check outstanding assurance items and compile an emergency kit	Tineke/Keri	before next meeting	