

**Waitaria Bay School Board of Trustees Meeting
02 March 2020**

NZSTA online training: Carried over until next meeting

Meeting opened at 0907hr

Present: Brenda Sutton, Chris Duckworth Emma Hopkinson, Paula Kawasaki, Nic Sutherland

Apologies: None

Minutes of the last meeting: Signed as a true and accurate record. Emma/Paula

Matters Arising: 2020 Budget Manually adjusted to reflect extra \$17000 from MOE. This must be used for stated purposes.

Emergency Policy and Pandemic Plan reviewed updated. This now covers all possible contingencies. This will be sent to families with the newsletter.

GENERAL BUSINESS - AS PER PRINCIPAL'S REPORT

NAG 1: Curriculum -

Brenda spoke to this and the following was presented to the Board for discussion, as per the Principal's Report:

- Assessments began and parent interviews will follow in week 9.
- LTP is a living document and is adjusted to the needs of children and school.
- Planning and teaching takes consideration of teachers expertise.
- Digital tech part of curriculum. Attached info page
- Speech/language therapist referral in for some pupils. End of Term is looking likely for assessments.
- EOTC - Golf, Top team, Maud Island and marae visit possibly at Te Hora
- Need to work up measurements for engagement - PLD such as Poutama Pounamu to assist with this

NAG 2: Self Review and Documentation-

- 2020 Charter and Strategic Plan developed through community consultation and Kahui Ako.
- *The Waitaria Bay School Board of Trustees approves the 2020 strategic plan to be forwarded to the Ministry of Education and as a foundation document for our school. Emma/Nic*
- *Changes to Nag 1 Curriculum Delivery Document Policy and Student Achievement Policy be accepted. Paula/Nic*
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NAG 3: Personnel-

- Emma shared a summary of Brenda's appraisal of 2019 with the Board.
- Brenda shared her goals and is working with staff regarding their goals.
- Support staff being paid living wage.
- PLD being undertaken this term
- Grant undertaking his P licence renewal.

NAG 4: Finance and property

- **Financial Reports:** Dec 2019 Jan Feb 2020 monthly financial reports will be presented at next meeting due to change over of service providers.
- **2020 Budget:** *The Waitaria Bay School Board of Directors approve the principal to spend within the budget for 2020. Any over or under expenditure will be brought to the board's attention through the principal reports and permission granted at Board meetings. Emma/Paula*
- **Toilet Block:** Waiting to hear back about this .
- **Schools Investment package:** Board would like Brenda to investigate various possibilities for this money around the swimming pool and balustrade around the music room deck.
- **Accounting Providers:** School Support notified us on 13 Jan to take immediate effect they would no longer be providing their services. Investigation into options was undertaken and Solution and Services is the preferred provider. *Waitaria Bay School Board of Trustees approves retrospectively the appointment of Solutions and Services as Waitaria Bay School financial management providers. Paula/Emma*
- **IRD:** Brenda and Chris at times need to discuss matters with IRD. They need to be executive officers of The BoT. *Waitaria Bay School Board of Trustees approves the appointment of executive office holders*

Brenda Rosaleen Sutton And Laurence Christopher Duckworth to act on the Waitaria Bay School Boards of Trustees behalf with Inland Revenue. Emma/Nic

- **Budget Spending:** refer to Principal's report
- **Fundraising:** refer to Principal's report

NAG 5: Health and Safety-

- Bus signs in progress with Marlborough Roads
- Water test undertaken

NAG 6: Legislation

- **Bus:** Contract extended to 2021
- **AOV:**Analysis of Variance submitted.
- **BOT Code of Conduct:** Signed at meeting
- **New BoT Members:** *Waitaria Bay School Board of Trustees has co-opted Nic Sutherland - parent rep to the board. Chris Duckworth has been nominated as Staffrepresentative. Emma/Paula*
- **Board Chair:** *Waitaria Bay School of Trustees elects Emma Hopkinson as the 2020 Board Chair. Brenda/Nic*
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Principal's Report

Tabled and discussed as above.

Meeting closed at 0955hr. Next meeting: