

Waitaria Bay School Board of Trustees Meeting
15 March 2021

Meeting opened at 0905hr

Present: Chris Duckworth, Emma Hopkinson, Paula Kawasaki, Sam Jones, Laura Thompson as observer before taking over as principal in Term 2

Apologies:

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

Matters Arising:

Principal reports to be streamlined and only matters from last meetings of relevance to be included. Board feels they are wading through a mountain of paper or digital scrolling causing RSI. Laura to investigate how she would like to present the report to the Board.

GENERAL BUSINESS - AS PER PRINCIPAL'S REPORT

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

- The Board approved in principle the spending of up to 15% of the Learning Investment Account if needed for children's learning development of resources. Requests for this expenditure above budget to be put to the Board.

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

- School docs reviews are due by end of term. Sam suggested that the Board may wish to look at some policies as a whole rather than in isolation. This can be requested as an agenda item as at the beginning of each term policies for review are advertised. The Board likes the process so far as it streamlines the process but enables personal viewpoints to be put.
- *The Waitaria Bay [School Charter 2021](#) and annual plan, as circulated via email and approved by Board via email and uploaded to the MoE data portal on 25 February 2021, is adopted for 2021. Paula/Emma*
- The Board prefers to receive all Board documents via email pdf rather than google docs.
- Laura will send a link to the Board for Hautu review tool

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

- Also discussed -Training, Staff timetable, Banked staffing, Police Vetting, Cleaners job description

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

- *The monthly finance report for January February and payments within are approved by the Waitaria Bay School Board of Trustees. Sam/Emma*
- *The Board continues to employ Chris Grant as a grounds/caretaking contractor for the remainder of this year and looks to formalise this position as a permanent job for 2022. Emma/Paula*
- *The Board formally wishes to remove Brenda Rosalie Sutton as an executive officer to act on our behalf with the IRD. The appointed Laura Grace Thompson from 16 March 2022 to act on its behalf with the IRD. Chris/Emma*
- Also Discussed -Bank Accounts, Pool fencing, Heat pumps, Tenancy of school house, Tiger Turf completion, School house painting, School painting, Pool closure

NAG 5: Health and Safety-Refer principal's report for detail.

- New Argest Building Compliance register underway.
- Safety drill to be undertaken in April

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

- Bus Zoom meeting to discuss a new contract. Chris and possibly Emma to attend. Chris will contact Bernadette about our unique situation.
- All audited requirements are now in place with a folder of policies, requirements, drivers qualifications etc in place. A spreadsheet checklist for driver schedule 2 requirements is being developed. All schedule 2 requirements are in place for the existing and the for the new contract.
- There have been no incident reports or complaints to date.
- Daily inspections of the vehicle as required have been undertaken.
- On Feb 17 -Power steering problem. It has been rectified. I understand from the mechanics and the lease company that this was due to incorrectly tightened hoses. The driver stopped the vehicle immediately and it was picked up by the lease company and taken to Havelock Automotive. It was picked up the following Saturday.
- Chris is investigating a new lease of a bigger vehicle due to our growing roll.

Principal's Report

Tabled and discussed as above. Also the following documents - draft Annual Report, jan/Feb Financials(4), Vetting Schedule, Meeting Timetable, Staff Timetable, School Docs review process, March Agenda, Feb Minutes

Meeting closed at 0951hr. Next meeting: 17 May 2021 9.00am Principal's Office