

**Waitaria Bay School Board of Trustees Meeting**  
**20 June 2020**

NZSTA online training: Carried over until next meeting  
Meeting opened at 15:02hr

**Present:** Brenda Sutton, Chris Duckworth, Emma Hopkinson, Paula Kawasaki,

**Apologies:** Nic Sutherland

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

**Matters Arising:** Nil

**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:

- Board thinks that Life Education every even year with fundamental skills in odd years is a better fit for our school. *We will be involved in Life Education every even year and fundamental skills or some other suitable programme in odd years. Chris/Emma*

**NAG 2: Self Review and Documentation**

- **Brenda:** Staff Performance Policy to be reviewed. Classroom Release Time Policy, Staff Appointments, EEO Policy to be rolled over.
- **Emma:** Principal Performance Appraisal Policy, Concerns and Complaints Policy, to be rolled over.
- **Paula and Nicky:** Protected Disclosures Policy to be rolled over
- *Classroom Release Time Policy, Staff Appointments, EEO Policy, Principal Performance Appraisal Policy, Concerns and Complaints Policy, and Protected Disclosures Policy to be accepted as presently drafted. Paula/Emma.*
- *Brenda to investigate Staff Performance Policy in light of recent professional developments and report back to Board at next meeting. Brenda/Emma*

**NAG 3: Personnel-**

- .Surveys completed for Rongoheia te Hau

**NAG 4: Finance and property**

- **Financial Reports**
- *The monthly finance report for April & May and payments within are approved by the Waitaria Bay School Board of Trustees. Paula/Emma*
- **Annual Report:** additional funding for the operation of the bus is received annually via quarterly instalments, not included in the operational grant, so therefore not included as income, therefore funding is not recognised as funding to support the lease payments (expenditure), of our school bus, and hence statement of external statutory borrowing limit calculations comment on rating, on the advice of the Office of the Auditor General. Brenda to notify MoE of this ruling. *The Waitaria Bay School Board of Trustees accepts and adopts the 2019 Annual Report. Emma/Paula*
- **Banked Staffing:** *2021 Sue Alftoft to be appointed for one day a fortnight as the teacher of sustainability, funded by the board out of our bulk grant. Emma/Chris*
- **Painting Maintenance:** *The Waitaria School Board approves the appointment of Grant Baker to this role and will follow procedures and protocols appropriate to this contract., and to ensure open, and honest transparency in the payments for the painting, of which are budgeted for in our 2020 budget. Paula/Chris*
- **Toilet Block:** Ben Curteis to begin work 15 June and complete in July

**NAG 5: Health and Safety-**

- Water test undertaken and passed
- Earthquake Drill undertaken

**NAG 6: Legislation**

- The Board would like to attempt to go paperless and have a minimum of paper. Electronic copies of most items to be made available. They would like Principal's report and front page of finance reports to be sent home.
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**Principal's Report**

Tabled and discussed as above.

Meeting closed at 1546hr. Next meeting: 2nd July @ 9.00 a.m.