

Waitaria Bay School Board of Trustees Meeting
14 March 2022

Meeting opened at 09:05

Present: Chris Duckworth,, Laura Thompson, Emma Hopkinson-Young, Sam Jones

Apologies: Nil

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

Matters Arising:

No matters arising

GENERAL BUSINESS -

- Laura to investigate using CSE for September BoT election
- Roll = 19 - Attendance is the highest in Marlborough

AoV in progress -will be ready for the April deadline for Auditor. To be approved at the next BoT meeting.

Charter time frame extended by MoE

NAG 1: Curriculum -

- Discussed -
 - Strategic Planning Goals
 - Student achievement to be based on Maths/Reading/Writing- target/priority students
 - EOTC Policy- Spontaneous review by BoT, shows no need for any changes

NAG 2: Self Review and Documentation-

- Discussed
 - *The trustees will undertake training at the beginning of each BoT meeting organised by Laura through STA modules. New Board members will undertake separate training on Governance and Management and other important modules as an introductory meeting before the first BoT meeting they attend. Chris/Emma*
 - School Docs review this term docs
 - Principal appraisal investigated and new regime to be undertaken involving Peorus Cluster
 - *Staff code of conduct approved in principle. Staff input to be undertaken then to be implemented - feedback brought to the next meeting. Sam/Emma*
 - Newsletter - feedback from a cross section of the community has identified that digital means of contact is preferred. Frequency amended to best suit the community needs and wellbeing of staff and students.

NAG 3: Personnel-

- Banked staffing P 25
 - Staff Usage 1.44
 - Entitlement 1.35
 - MoE Adjustments -0.09
 - YTD dollar value of staffing \$321
 - Required staffing to finish year on zero balance 1.35
- Discussed
 - In committee
 - RATS -MoE supplied for essential staff

NAG 4: Finance and Property-

- *The monthly finance report for January/February and payments within are approved by the Waitaria Bay School Board of Trustees. Sam/Emma*
- *The 2022 draft budget approved Chris/Laura*
- Also Discussed -
 - Budget items -caretaker, asset, 10yp awaiting MoE budget to finalise
 - SePE tool completed by Laura for property
 - Glenn Marfell to report on water supply
 - 5yp/10yp - ongoing with MoE. Jody from MoE chaired a property meeting with the advisor regarding our 10yp. This entailed site inspection and decisions on various aspects. Minutes of meeting to be sent by the advisor of decisions. Jody to fast track MoE finance people with our budget for 10ypp.

- **NAG 5: Health and Safety-**

- Discussed
 - DoC to investigate the safety of our water supply from local farm use.
 - Pool closure
 - Boundary fence
 - Speed of vehicles -30kph signs to be installed- Police, MDC, MRoad and Laura involved.

- **NAG 6: Legislation-**
- Discussed
 - Bus grant for Q1 from MoE to be paid soon-Laura awaiting confirmation from MoE/Bernadette.

In-Committee(notes in secure file)

Principal's Report

Tabled and discussed as above.

Also the following document December Financials(4),, Draft budget, March Agenda, Feb Minutes, Draft strategic plan 2022, 10yp property reports, draft Staff Code of Conduct, Draft OTJ Expectations and Assessment Map,

Meeting Concluded 11:00