

Waitaria Bay School Board of Trustees Meeting Minutes

Thursday 27 November 2025

Meeting opened at 3.10pm with Karakia Timatanga

**Present:** Agi Takacs, Georgie Gerard, Tineke Giddy, Kate Hutterd, Lynley Offen - Minute Secretary

**Apologies:** Braden Moleta

**Minutes of the October meeting:** Confirmation of draft minutes from October in the current meeting folder. Now finalised. *Moved/ Georgie Seconded Kate*

*Signed as a true and accurate record.*

*(The board reviewed the minutes from the **In Committee Meeting** and Kate signed off)*

**Review of action points from last meeting:**

WHAT	WHO	WHAT/WHEN	STATUS
5k Building Fund	Window Sink Bench Pool Paint	By end of March	See notes below
Shade Pro Structure progress	Tineke to check in with Judith		See notes below
Well being Fund	Tineke	To confirm how it can be used	Tineke to look at using it for extra staffing. To see if it fits the criteria
IEA	Tineke/Kate	November- Tineke to download and sign. Kate to sign	Completed
LAT renewal	Tineke	To check dates and process for renewal	Lucia is renewing hers. Board will fund for another year

## **Notes from action points-**

**5 k Building fund** - Approach builder for measurement of window and send onto Glazier so they don't have to come out. New window or just the flashing & seals replaced.

Kate to ask Chad to measure up & Geogie to approach Glazier.

Envision & Marlborough Glass people have used before.

**Sink Bench - Picton Kitchens?** Thinking we might not have enough money for the bench unit. Take measurements and get a quote for a stainless steel bench. Might even get one second hand. Kate will look at a bench unit from home.

**Pool Paint** - Tineke talked to Resene and they are going to send a quote. Tineke to check what has been used previously and this will determine what and cost of the upgrade.

**Shade Sail Progress** - The Company has asked us to put the poles up first and then the company will fit the shade cloth. The poles have been sent to Nelson and Judith asked for them to be sent to Blenheim. We will be sent directions of how to put them up next week.

## **Business as usual**

October Finance reports - Not available for this meeting.

## **Assurance Report**

**Assurance Report** - Taken as read

Tineke shared Health and Safety-first aid register, 2 students with minor incidents.

*Moved/ Tineke Seconded Kate*

## **Strategic Planning/Discussions/Decisions**

**Water Supply** - Drinking water safety plan is required, specific to our school. It has to be done by the start of 2026. Jody from the ministry has started the document which the board reviewed. Tineke will amend and complete the plan. **Back Flow Prevention** - All taps don't have a hose vacuum breaker. Tineke has ordered one for the garden hose, the black tank and the swimming pool. There is a recommendation to replace the 2000l water tank with a 5000l water tank. To be actioned.

**Bactosure Water testing-**

It's not that straight forward to use. A lot of time was spent trying to sort it and we failed the e-coli count so now we need 3 clear tests.

Notify the community, put up boiled water notices, isolate taps/drinking fountains. Serena from Taumata Arowai requesting photographic evidence of preventative actions. Low trust, time consuming model.

Consecutive days of testing needed. New unit coming as the one sent faulty, then another test to be done in December. The water test result is clear now. UV light to be replaced every 12

months- add to calendar/BoT annual workplan. The counter is broken for sometime, replacing parts might fix it.

Attendance Policy & Procedures Plan- Attendance plan to be completed by the start of term 1  
A link has been sent on how to complete it.

### **Presiding Members Report**

Strategic Plan now not due until 2027 We carry on as normal in our school. Katie from Impact ED is working on gathering the information for the new strategic plan. Tineke has asked for feedback re: Te Titirti. Get the feedback from the community first and discuss whether to keep it in the strategic plan. This plan will run from 2026-2028 to coincide with the next board elections.

*Moved/ Tineke Seconded Kate*

### **Health & Safety Report**

Smoke detectors went off in the bottom classroom. New smoke detectors have been ordered, with a 10 year expiry.

Logic/Graham meant to get new carpet by Christmas. Asbestos possibly under the carpet and lino in the bottom classroom. Doing the removal & laying of the carpet altogether. Not happening until the end of March Can be done from the 23 January 2025 to the 2nd February 2026. Cut a piece of carpet which needs to be repaired.

### **Policies to Review**

Swimming Pool - The pool contract in schoolDocs to be updated by the board annually in line with the user agreement.

School Bus - Audit Check List needed.

The information might be needed for the board monthly. This is currently not happening.

Tineke suggested we add a school bus discussion under Health and Safety each meeting, but assured the board there is a comprehensive check done each week and shared the paperwork with the board. Tineke also does a Principal check at the start and end of each term as well.

Tineke to check with SchoolDocs to see if we can take this requirement out.

Tineke to add as a link to the agenda. Tineke to add the Annual Bus Review to the Board work plan, in the month of June.

Bullying and Harassment The board reviewed this policy.

Behavior Management The Board reviewed this policy.

Minimising Physical Restraint The Board reviewed this policy.

Staff Wellbeing and Safety Tineke completed this review.

### **General Business**

Bus Tyres- There is an issue with the bus. We had another destroyed tyre today. The bus isn't fit for purpose. Since the start of the contract we have seen the road closures and added a run to accommodate new enrolments. The tyre damage is significant. The inside tyre on the drivers side. A decision needs to be made re the future of the contract.

The bus is going into Toyota on Monday with a view to sorting out the wheel alignment. Three different companies have been doing the alignment. Outcome the same. Automotive Solutions did the most recent wheel alignment. The bus certainly is not safe. We currently do two wheel alignments a year at 6 monthly intervals in recognition of the conditions of the roads.

Tineke recommends we return the van in January, end the lease a year early. Take the financial hit, with the penalty clause.

New vehicle needed with strict criteria to be met. Can't go smaller.

Could approach MOE for extra funding. Where does the money come from for a new vehicle?

Two options to consider: Either lease a new vehicle or take a bank loan and buy the vehicle.

Both options will need approval from the Finance team at the Ministry of Education. Big decision needed, do we lease or buy? We will still get the funding to run the bus as per our contract.

Karoly to use his own vehicle this week as the school bus is not fit to drive. Karoly, the Principal, the board and parents are happy with this. Temporary bus transport form to be completed by parents today.

Meeting closed at : 5.15pm

Next meeting- February 2026, Planning Meeting in January 2026

### Action Points

WHAT	WHO	WHAT/WHEN	STATUS
5k Building Fund	Kate	By end of March	Kate will ask Chad to measure up & Geogie to approach Glazier.
Window Sink Bench Pool Paint	Kate Agi Tineke		
Wellbeing Fund	Tineke	Confirm what it can be used for	
IEA Tineke to download and sign.	Tineke/Kate	November- Kate to sign	
School Bus	Board	Review/Discussions	
Water Safety Plan	Tineke	To complete	
Attendance Plan	Tineke	Complete In	

WHAT	WHO	WHAT/WHEN	STATUS
		January	