

Waitaria Bay School Board of Trustees Meeting Minutes

Thursday 7 September 2023

Meeting opened at 3:30pm with Karakia Timatanga.

**Present:** Tineke Giddy, Kate Hutterd, Keri Drylie, Braden Moleta, Stefan Schulz, Lynley Offen (Minutes-remote access)

**Apologies:** Kelly Beech

**Minutes of the August meeting:** Confirmation of draft minutes from August in the current meeting folder  
*Signed as a true and accurate record. Kate/Keri*

**Action Points from previous meeting**

WHAT	WHO	WHEN	STATUS
Follow up with new Board members-confirm and inform the community	Kate/Agi	as soon as possible	COMPLETED
Organise new oven for the school house	Kate	as and when practicable	COMPLETED- awaiting an electrician
Gauge interest in Mussel Festival Fundraising	Tineke	Next newsletter- Friday	COMPLETED- will get Agi to follow up with phone calls

**Finance Report- August**

Available and printed off during the meeting and added to the Current Meeting shared folder for further perusal.

Moved *Tineke/Kate*

**Policy Reviews**

A summary of the process was given by Tineke for the benefit of the new board members.

There are 2 options when reviewing a policy, one is accepting the policy the other is requesting a change to personalise it to the school. Some changes are unable to be made as it would become a legislative change.

An example is the EOTC policy was changed to personalise it to WBS so that the principal (Tineke) wasn't signing off all the health & safety RAMS forms herself. The more high risk projects have to be signed off by the Board.

**Scheduled**

Inclusive Education- completed

Māori Educational Success- completed

Learning Support- completed

**Assurance Report**

[https://docs.google.com/document/d/1eHRzpnt1TzgMkZgB4M\\_V7ry-ibsH0K-v/edit](https://docs.google.com/document/d/1eHRzpnt1TzgMkZgB4M_V7ry-ibsH0K-v/edit)

Health & Safety - it was noted that this report shouldn't include children & adults names as it can be viewed by the public

It was also noted that Tineke is not always able to take her principal release days

Report Moved *Tineke/Kate*

## Presiding Members Report

Kate welcomed Stefan & Braden to the board.

She also discussed the recent school trip to St Arnaud and said she was proud of all the kids that went. They took on all the challenges and all ended up on skis without an instructor. They were all buzzing from the day.

## Health & Safety

Keri said bus loading of children in the driveway is an issue. The ruts need some gravel and the Board will need to look at it. The best approach was to ask Marlborough Roads if the school could have a small load from the supply at Taradale. They would require a tractor to load and unload. Braden will follow up Lucan Orchard and Pete Evans.

## Principal's Report:

### Learning Cycle

Tineke is to meet with families twice a year. There is a student report that is co-constructed by her and the parents/caregivers so there can be a deeper discussion around the child.

The second meeting of the year will include the child. Some meetings will be scheduled for T1 & T3 or T2 & T4, dependent on birth dates/start dates.

### Parent Meetings

While gym is on all the parents are at the school so Tineke has been using this time to get feedback on policies and procedures.

### *\*Extra notes to the Principal's report*

Tineke is from 2024 going to be using a new computer system called ETAP for children's learning intentions and reporting.

She is also going to review the school trips and is thinking of a three year cycle for trips under the following themes Local, Marae, City as possibilities.

The Rotoiti School Exchange will be an annual event and not necessarily tied into the 3 yearly Ski Trip.

Tineke has also suggested to the Pelorus Cluster that the schools combine their ski trips and all go together, in a 3 year cycle.

### Marlborough Principals Conference

A valuable opportunity for Tineke to meet the local Principals. She thanked the Board for being able to attend.

She got some offers of support on the ground from Principals, who offered to come out and give her some principal release time.

Peter Burden ran a session on Media Training and there was also another workshop on Wellbeing

Discussion on relievers for Tineke, at the moment it is difficult to get anyone at late notice, e.g. if she is unwell.

## Correspondence In

- School Docs Safe Drinking Water Policy - Changes need to specific WBS  
Currently don't store drinking water onsite. Tanks supply the school and the school house.
- SSLConsulting- Emergency Response Coordinator for South Island
- Jessica Donaldson Supporting whanau through emergencies
- Jody Nicols- Septic Tank info filed in Building Maintenance folder
- MOE Physical Restraint Policy- Tineke to complete online module
- NZEI Future Budgeting \$6000 for Principal Wellbeing- tagged and must be accounted for
- Anita Phillips Seddon School Planning and Reporting (SPAR) Workshops

- Solutions & Services Road Shows for 2023- circulate to all of the Board
- Seddon School Swimming pool compliance course- Ben to train
- Stefan Schulz Co-opt acceptance to the Board
- Karoly Radzik Bus information 2023 Letter  
 A summary of bus information and how it works went out to the school community as there was confusion as to where the bus can operate as the landscape has changed so much with the road closures.  
 Karoly's letter summarised a history of the school bus service and the efforts the community went to to keep it.  
 Tineke to clarify Karoly's letter directly with him and respond accordingly.

**Meeting closed at 5:48pm**

**Next meeting:**

**Action Points**

WHAT	WHO	WHEN	STATUS
Bus loading zone	Braden	as soon as possible	
Upload August Finance Reports to the Current Meeting folder in the shared drive	Tineke	following this meeting	
Response to correspondence	Tineke	as soon as possible	