

Waitaria Bay School Board of Trustees Meeting Minutes

Monday 17 March 2025

Meeting opened at 3pm with Karakia Timatanga

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

Apologies: Braden Moleta

Minutes of the February meeting: Confirmation of minutes from February 2025 in the current meeting folder

Signed as a true and accurate record. Georgie/Kate

Business as usual

Review of action points from last meeting:

WHAT	WHO	WHAT/WHEN	STATUS
New Policy for off-site learning	Board	Tineke to locate letter from Attendance staff for parents to sign	Letter located needs to be amended to specific WBS criteria
Waitaria Bay Wharf	Board	Lobby on behalf of the school	Tineke met with Steve Murren. 4 promising options from WSP
Slurry Grass	Braden	To check with MDC	Braden still to advise
Linkwater - Foundation Skills Camp & Camp Donation Policy	Tineke	Full detail to parents	Done

Finances

No accounts provided. Katie from Solutions and Services advised that there would be no accounts for Jan to Mar. Tineke expressed concern as it is a long time to be flying blind in terms of finances and day to day management of the school.

Moved Tineke Seconded Kate

Assurance Report -

The latest assurance report is in the current meeting folder which the board reviewed

LAT - one staff member has gained their LAT and 2 still working on theirs.

Auditors Report - It was noted that we do not have the 2023 Annual Report up on the website. Tineke contacted Katie from Solutions and Services who said she is still waiting for the auditor to approve it. Rent review recommended. *Moved Tineke/Seconded Kate*

Annual Implementation Plan - Tineke presented the final plan to the board including some additions. The board approved the plan. Plan to go on website

Moved Tineke/Seconded Georgie

Final Budget - Katie from Solution & Services Ltd is happy with the final budget which shows a deficit of approx \$4000.00 for the financial year. Tineke presented this to the board who approved it.

Moved Tineke/Seconded Kate

Policies to be reviewed

Health Safety & Welfare policy

Safety Management System

Risk Management

Health Care

The board spent a bit of time reading through the policies. Kate added notes to the Health & Safety & Welfare Policy for feedback.

Principal Report

Tineke attended a MOE Roadshow which was excellent.

The Government target of schools attendance should be 80% with a recommendation to 94%

The Attendance officer is coming to WBS to advise Tineke on procedures in relation the new Attendance Codes & STAR Framework

If there is a student absent for 10 days there is a templated letter to go out to parents/caregivers.

Tineke to have a conversation with ERO re part-time students and sport off-site. Tineke also to find out if the attendance policy can be tailored to the uniqueness of WBS

Board needs to provide Tineke with guidance. What do the board consider is a justified absence?

Discussion points included;

*sport outside of school, considering there are no sporting opportunities close to the school because of its remoteness.

*children need to go to town for appointments with parents due to the remoteness and no childcare facilities.

Term 4 2024 regular attendance was 71% double that of the previous year. The board current attendance policy, which includes 1 weeks notice for a planned event, and up to 5 days of justified absences at the Principal's discretion.

Presiding Members Report-

The recent working bee was amazing. Excellent turnout. Wood all sorted. The wood splitter was not working so a chainsaw was used. Sawdust to be bagged for this year's lambs.

There were a few more things put on the list for the future

A gate where the stile is for ease of access into the school paddock

Shade Sail - Another pole needed to be added to where the children eat lunch. It could be incorporated as part of the new playground structure.

Staff Rep - With the resignation of Keri the board decided not to fill the staff rep role as the BOT Elections are in September. This has been researched and does comply with Ministry guidelines.

Mistletoe Bay- Discussion re the camp programme and the information to go out to parents.

Tineke produced the forms and advised that the funding had been confirmed.

Accommodation configuration discussed, but not confirmed. Will still need final approval from the board at a later date when the RAM forms etc are completed.

Correspondence-

Insurance- Renewal of insurance policy from Marsh NZ for the bus. The board approved to pay but to also look at the value of the bus and depreciation. If this is adjusted the policy might be cheaper.

Moved/Tineke Seconded Kate

Schooled Email -

An offer to run the next board elections online through a company. The cost would be significantly more than the school running it themselves. It was decided to continue to manage it in house and to see who we could approach.

Water Testing-

The board also reviewed an email offering procedures and kits to run the water testing programme within the school. It was decided it was still cheaper to send the test out to Hills but would review that sometime in the future.

Principals PGC Goal-

Tineke still advised the board of her goal. Kate said the board would support her in her choice and reiterated the excellent job she was doing and they were all very grateful.

Moved Kate/SecondedTineke

Health and Safety Report

EpiPen purchased, it was recommended in the policy that it be kept in the staff room.

1 bee sting on the register.

Moved/Tineke Seconded Kate

General Business

Water - Correspondence discussed regarding recommended urgent upgrade of the schools water system. MOE funded.

Some recommendations to consider were -

Seclude the school from the hall and school house

Easement to use the water from DOC/Resource Consent possibly also needed.

Options to be reviewed alongside the costs at a later date.

Auditors Report

Some action items from the auditors reports. Some recommendations have already been actioned. Kate and Georgie to respond to some specific concerns related to remoteness.

A school house rent review to be initiated by the board

Meeting closed at 5.22pm

Next meeting- Monday 12 May 2025

Action Points

WHAT	WHO	WHAT/WHEN	STATUS
Mistletoe Camp Final board approval	Tineke	Prior to camp	
Rent Review	Board	Rent appraisal of schoolhouse.	
Auditor	Kate/Georgie	Response to Auditor's report	
Slurry Grass	Braden	Check with MDC	