

**Waitaria Bay School Board of Trustees Meeting
15 December 2020**

Meeting opened at 0908hr

Present: Brenda Sutton, Chris Duckworth Emma Hopkinson, Paula Kawasaki, Nic Sutherland. Sam Jones as observer before co-option

Apologies: Nil

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

Matters Arising:

Nil

GENERAL BUSINESS - AS PER PRINCIPAL'S REPORT

NAG 1: Curriculum - Refer principal's report for detail.

- The Board will need to decide on 3-4 strategic goals for 2021

NAG 2: Self Review and Documentation-Refer principal's report for detail.

- School docs Questionnaire is 100% complete. Just double checking info and submitting for School Docs to set up for us..

NAG 3: Personnel-Refer principal's report for detail.

- *The BoT approves the appointment of Keri Drylie to the Teacher Aide Position for 2021. Nic/Paula*

NAG 4: Finance and Property-Refer principal's report for detail.

- *The monthly finance report for December 2020 and payments within approved by the BoT. Brenda/Paula*
- Brenda is in the process of applying to the MOE approval for the bus lease so that it can be classified correctly for the auditor.
- *The draft 2020 budget is accepted as presented to the BoT at the last meeting. Emma/Chris*

NAG 5: Health and Safety-Refer principal's report for detail.

- Water sample has passed the test.

NAG 6: Legislation-Refer principal's report for detail.

- *The Board approves the appointment of Sam Jones as a co-opted Board Member from the first meeting of 2021 for the reason of gender equity on the Board. Emma/Paula*
- *The Board accepts a leave of absence for Chris as Staff Rep from the first meeting of 2021 while he acts as Principal. Brenda/Emma*
- *The Board approves the appointment of Emma Hopkinson, Paula Kawasaki and Chris Duckworth as the appointments committee for the Principal's appointment. Emma/Paula*
- The BoT Chair needs re-election at the first meeting of 2021.
- Bus Items to note:
 - New lease April 2022
 - Karoly undertaking training including First Aid.

Principal's Report

Tabled and discussed as above.

Meeting closed at 0951hr. Next meeting: