

Waitaria Bay School Board of Trustees Meeting Minutes

Thursday June 20th 2024

Meeting opened at 3:15pm with Karakia Whakataka te Hau

Present: Tineke Giddy, Kate Hutterd, Keri Drylie, Stefan Schulz, Braden Moleta, Georgie Gerard

Apologies: Lynley Offen-Minute Secretary

Minutes of the May meeting: Confirmation of draft minutes from May 2024 in the current meeting folder

Signed as a true and accurate record. Tineke/Braden

Review of action points from last meeting:

WHAT	WHO	WHEN	STATUS
School House guttering	Kate	As soon as possible	Contact with Dean Still to be looked at-Kate to contact Mike Richards set date-
Electrical testing	Braden	By the next meeting	Braden certified as a competent person for testing and tagging. Basic multimedia test Mid July *to come up with labels Kate to ask electrician
Complete draft BAS and send off	Tineke	Week 5	Completed- Vic Irvine has our unsigned draft
Complete Rotoiti paperwork	Tineke	As soon as possible	Are in the folder New forms-to be signed off
Health and Safety walk around	All	Monday 17 June	Completed

Business as Usual- Finances

May Finance reports be approved

Moved Georgie Seconded Kate

*Westpac Bonus Saver is being arranged.

Assurance Report (in folder) taken as read

Moved Tineke Seconded Kate

Board Policy Review for this term

Employer Responsibility - completed and approved

*Kate to follow up with NZSTA re Boards responsibility in Principals appraisal.

Appointment Procedure (board)-completed and approved

Safety Checking (board)- completed and approved

Presiding Members Report-

Kate reports everything is going well. There has been some great feedback from the Pelorus Cluster School Speech competition that was held at Waitaria Bay.

Health and Safety Report

Board members completed the annual Health and Safety school walk around. See table below.

Strategic Discussions/ Decisions

Principals Report-

Forms are being completed for the Rotoiti trip - see current meeting Rotoiti folder.

*Event Risk Assessment - completed

*Safety Action Plan - completed

*Emergency Response Guide - completed

*Transport plan and Parent Volunteer Form to go out on 21/06

PLD 10 hours math/assessment to be used by end of 2024

*Week 5, Term 3 with Susan Thomas - PLD provider Cognition.

To work on a cohesive plan for Maths.

General Business-

Storage Container - discussion on looking at options for storage of furniture etc that is not currently required but needs to be kept. Items have temporarily been moved to Kate's woolshed. Possible site next to the bus shed at the school house. Further discussions are required.

School house fireplace - needs new brick and top plate. Tineke to order. Chimney clean has been booked in by Tineke.

Community Grants - Tineke is looking at some options currently. Various options that we could look at applying for through Marlborough District Council. We need to add cut off dates to our annual work plan.

Meeting closed with Karakia Whakamutunga at 5.30pm

Next meeting- Thursday 8th August 2024

Action Points

WHAT	WHO	WHEN	STATUS
Move signs to entrance			
Fort needs some work	Kate		
Linesmen/Powerlines	Stefan/Kate to follow up	With urgency	
Nail in step/deck (deck screws)	Ben J		
Decks/Path (Wet & forget)	Ben J		
Water Blaster required (school to purchase possibly from Drummond & Etheridge)	Tineke		
Grate for drain (Bunnings)	Ben J		
Cracked Window	Stefan		
Boundary Gates - (cones and bar for visual barrier)	Tineke		
Tagging Electrics	Braden	Mid July	