

**Waitaria Bay School Board of Trustees Meeting
20 September 2021**

Meeting opened at 0902

Present: Chris Duckworth, Paula Kawasaki, Sam Jones, Laura Thompson

Apologies: Emma Hopkinson

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

Matters Arising:

No matters arising

GENERAL BUSINESS - AS PER PRINCIPAL'S REPORT

Roll = 16. 2 possible new enrolments for this year. Still unsure of Curteis' situation which may give 2 more.

Strategic Goals -

Goal 1 - On Target- considering challenging year so far

Goa 2 - Behind due to COVID. Barb and Laura discuss a framework for using Key competencies as a guide to student agency and play based learning.

Goal 3- Local history inquiry continued into next year. 'Shaping Our School's Local Curriculum' continues into next year as COVID and road have impacted access to PLD. Enviro Schools has had to take a bit of a back seat due to Sue not being able to get to school. Keri has continued KEGs and projects like trapping along top field.

Goal 4- Steady improvement in maths despite lockdown and road. Using our profile tracking sheets as this line up with our students' needs. Using Mathletics, RTLB has paid the subscription for 14 Students. New pupils will be referred to RTLB as they have arrived with learning challenges.

Laura introduced her initial finding regarding our current position in digital technologies in line with a continuum that she has been using. This has shown that due to our roll growth and higher learning needs of students we need to purchase more devices. This will enable support with learning activities such as reading eggs, mathletics, epic, and using tools like speech to text)

The school to purchase 5 chrome books using the money available from the Learning term deposit for this purchase.

Sam/Paula

NAG 1: Curriculum -

- Discussed -
 - COVID Update
 - Use of Reading Eggs etc
 - Reporting and Policy Review
 - Teacher Only Day
 - Science Fair
 - Choir cancelled
 - Sewing and other Tech opportunities
 - Camp Cancelled
 - Updated school website

NAG 2: Self Review and Documentation

- *The BoT approves the school docs policies reviewed in term 2 Chris/Laura*
- It was agreed that NZSTA modules to be seen prior to each BoT meeting.

NAG 3: Personnel

- Banked staffing P12
 - Staff Usage 1.3
 - Entitlement 1.35
 - MoE Adjustments 0
 - YTD dollar value of staffing \$1858
 - Required staffing to finish year on zero balance 1.41

Bank staffing to be used as needed for extra days required for school planning and development.

- Policy states that Principal and staff member to make up an appointments committee for the caretaker. Laura and Chris will undertake this task and ensure we have a caretaker in place for the beginning of Term 4. A long discussion was held on suitability of employees for the position and Laura outlined requirements the school needs to undertake.
- A discussion was also held around the aspects of child safety at school and how duty etc is undertaken. It was felt that we had a gap on Thursday afternoons when only one adult may possibly be on site. It was resolved by the Board that :
 - *We increase the Teacher Aide Hours by 2 hours per week on a Thursday afternoon Paula/Laura. Laura to approach T/A regarding this.*
- Sam to have any agenda items regarding Health and Safety to the BoT agenda 3 days prior to the meeting.

- Also discussed
 - Caretaker mention in newsletter for work done over term 1-3
 - Cancellation of various PLD
 - Phonics training for TA

NAG 4: Finance and Property-

- *The monthly finance report for August and payments within are approved by the Waitaria Bay School Board of Trustees. Sam/Paula*
- *The Board approves the Statement of Financial Position as supplied by Solutions and Services. Paula/Sam*
- Also Discussed -
 - Pool fencing -too expensive. More scenarios to be looked at.
 - 5YA/10YPP - Laura discussing with MJ Properties on Tuesday
 - Auditor preparation is about to begin and Auditors present most probably via Zoom in late Nov. A checklist to complete for them
 - Some budget overspend but this was signalled in earlier BoT meetings.
 - \$5500 grant given by ministry to cover costs due to road closure
 - \$5000 given by Jack Cheatley Trust for music. Some of this will transfer to 2022 when Kristina and Paul will continue their music work.
 - Depreciation - S&S has advised that most schools use the figure from last year's budget. We should do this as good practice from now on. Up until now we seem to have used a guess figure that has had no real bearing on our true depreciation level.
 - Laura to look at putting excess money into our Learning/Painting/Grounds term deposits. Also to find out about amounts to be put aside for cyclic maintenance etc. Solutions and Services query?
 - Paul Mander installed new lights to replace dangerous non-complaint ones.
 - *The BoT approves the expenditure of \$1119.20 for new classroom lights. Chris/Sam*
 - School paddock use - to clear up any confusion regarding the use of the paddock Laura has drawn up a usage document. Please see attached file. Board approve this. Emma/Chris
 - Fundraising - Calendar underway. Loss of fundraising through COVID suggested we start a mini Christmas Fete.
 - School House has had sensor lights replaced. Dishwasher needs fixing or replacing. A house inspection needs to be carried out so we are seen as good landlords
 - A small valve leak behind the staffroom needs attention soon.
 - Auditing fee increase
 - Tools for a caretaker needed. Looks like former caretakers used many of their own.
 - Electricity - Due to increased usage for new pump and heating Laura to follow up with MOE.

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

- Discussed
 - The road has finally been opened so we can run the school bus
 - New softfall needed under the playground to bring it up to code.
 - Accumulated Rubbish and unwanted old school items need removal
 - Gum tree on the top playground to be removed in due course.
 - Possible path hazard due to flood.
 - Emergency kit for school being sourced by Office admin.
 - New Evac signals and meeting places in place
 - New locks on doors installed

NAG 6: Legislation

- A new vehicle lease of a 12 seater bus has been agreed in principle with the lease company. This will mean that we will limit the number of trips required each day.
 - *The BoT approves the new lease of a 12 seater vehicle to be used as a school transport vehicle. Sam/Paula*
- New fire extinguisher in the bus
- 1500l of fuel has been ordered from Allied Fuel to come into te Mara on the barge.
- New bus contract signed
- Roll return sent in on time.
- A discussion was held that quite often the Chair is in Titirangi now and not easily accessible on that farm. The Bot resolved that a BOT parent representative in that case would have BoT approval to sign any documentation requiring the boT signature.
 - *A parent representative of the BoT may sign documents on behalf of the chairperson if they are not readily available. The reasons for this will need to be documented and presented at the next BoT meeting. Paula/Sam*

Principal's Report

Tabled and discussed as above. Also the following documents MarchFinancials(4), Statement of financial position, Sept Agenda, June Minutes, Lights invoice, Pool fence quotes, Bus funding agreement

Meeting closed at 1020hr. Next meeting: 16 August 2021 9.00am Principal's Office