

**Waitaria Bay School Board of Trustees Meeting**  
**14 February 2022**

Meeting opened at 10:05

**Present:** Chris Duckworth,, Laura Thompson, Emma Hopkinson, Sam Jones (visitor)

**Apologies:** Nil

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

**Matters Arising:**

No matters arising

**GENERAL BUSINESS - AS PER PRINCIPAL REPORT**

- The BoT appoints Sam Jones as a Co-opted member of the BoT until the end of 2022. Laura/Chris
- The BoT will go through a By Election to Select 2 new parent reps who will hold office until the September election. Returning officer position will be offered to Mathilda. Laura/Emma
- Roll = 17 - 2 new students begin 21/2/22 (this term) - 19.
- Term Dates: 3 accord days used in February. Further term dates are as follows:

T1- 16April

T2- 2/5 to 8/7

T3- 25/7 to 30/9

T4-17/10- 17-12

BoT contributed to Strategic planning in a workshop.

AoV in progress -will be ready for the March deadline for MoE. To be approved at the next BoT meeting.

Charter time frame extended by MoE

**NAG 1: Curriculum**

- Discussed -
  - Annual Goals -from AOV
  - Upcoming events: Swimming instruction, Steadfast Trip, First aid in schools.
  - PLD by Core Ed on Digital Fluency
  - STEM and localised funding awaiting MoE funding round to close in February.

**NAG 2: Self Review and Documentation**

- Discussed
  - School Docs review this term docs
  - Principal appraisal investigated and new regime to be undertaken involving Peorus Cluster

**NAG 3: Personnel**

- Banked staffing P18
  - Staff Usage 1.3
  - Entitlement 1.35
  - MoE Adjustments 0
  - YTD dollar value of staffing \$372
  - Required staffing to finish year on zero balance 1.35
- Discussed
  - 2022 Staffing and volunteer work
  - Bus driver Medical -annual
  - Teacher Registration signed
  - Core Education 20 hours for us from Kahui Ako for digital technologies

**NAG 4: Finance and Property-**

- The monthly finance report for December and payments within are approved by the Waitaria Bay School Board of Trustees. Sam/Emma
- The Board ratifies the proposed staffing for next year. Chris/Sam
- The draft budget in progress was approved with final approval via email, or at the next meeting. Chris/Laura
- The BoT approves the removal of the old chemical shed and workshop based on comments by our building assessor that it is not compliant- Sam to remove this independent of the school. Emma/Chris
- Also Discussed -
  - Fencing - including pool
  - Sherry Valley Grant
  - Gum tree - Sam to possibly help if quotes are expensive- Laura to assess safety of this.
  - Interim Financial report items discussed
  - 5yp/10yp - ongoing with MoE. Inspection carried out last term.
  - Water supply- Area requires a working bee to clear around the water tank and intake.

● **NAG 5: Health and safety**

- The lockdown plan/procedure is approved. Emma/Laura
- Discussed

- Vaccination mandate
- Water testing
- Pool closure
- Boundary fence
- Speed of vehicles - Council to provide signs? TBC
- **NAG 6: Legislation-**
- *The BoT approves the signing of the Bus lease by Chris Duckworth on behalf of the BoT Chairperson as in text message 02/02. Emma/Laura*
- *The BoT approves the Red Light school settings. Laura/Chris*
  - Discussed
    - Bus insured as per lease agreement
    - Bus route amended as per lease companies requests.
    - Vaccination of staff up to date.
    - Cleaner still on leave until they get a medical clearance to return. A performance document will be put in place.
    - Entry to school

### **Principal's Report**

Tabled and discussed as above.

Also the following document December Financials(4), Interim Annual Report, Draft budgetFeb Agenda, Dec Minutes, Covid Traffic Light Settings,