

Waitaria Bay School Board of Trustees Meeting
09 February 2021

Meeting opened at 0905hr

Present: Chris Duckworth Emma Hopkinson, Sam Jones, Laura Thompson as observer before taking over as principal in Term 2

Apologies: Paula Kawasaki

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

Matters Arising:

Principal reports to be streamlined and only matters from last meetings of relevance to be included. Board feels they are wading through a mountain of paper or digital scrolling causing RSI. Laura to investigate how she would like to present the report to the Board.

GENERAL BUSINESS - AS PER PRINCIPAL'S REPORT

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

- Annual plan to be coordinated by Laura and Chris and emailed to Board for approval and then added to character to be to the MoE by 01 March 2021
- Board with Laura will need to develop the next three year strategic plan and also the changes that charters etc are undergoing.

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

- School docs are now up and running and the Board decided that they just wished for parental access only. The review was shared with the Board and this term we need to review Home Learning and Financial Planning and Management. This process for this will be sent to the Board, parents and staff for their input. We need to approve these policies at next meeting.

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

- *The Board accepts the recommendation of the Appointments Committee to appoint Laura Thompson as Principal of Waitaria Bay School from the beginning of Term 2 2021. Emma/Chris*
- Laura has signed the relevant agreement and Chris will undertake to ensure there is a smooth transition through Novopay and other areas. Laura has been enrolled in First Time Principals. We will find out our Performance Appraisal will work from this. Laura will also investigate what she is entitled to shifting to a remote school e.g. paid shift.
- Chris Grant is happy to continue this role for term 1. Chris to investigate if he wishes to continue in this role as a contractor after this time.
- All teaching staff have current first aid certificates now.

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

- The draft budget has been put into Monty and was shared with the Board for further approval. Discussion ensued on Fundraising income and it was decided to cut this to \$1000. Also an amount for VLN learning of approximately \$600 was budgeted for. This is no longer happening so it should be put into Maths and Local Curriculum Budget.
- *The draft budget is reapproved by the Board with the above alterations. Emma/Chris*
- *The interim Finance report for December and payments within are approved. Sam/Emma*
- A walk through of the house was undertaken by the Board. It was decided to accept the \$16000 quote to complete interior and exterior painting. Chris to contact Mike Richards to fix rotten and broken windows and cracked glass in the fireplace. Chris to also organise for the servicing of the heat pump. The school heat pumps should be serviced at the same time.
- *The Board accepts the Quote of \$16000 from Grant baker Property Services for the interior and exterior painting of the school house. Sam/Emma*
- Discussion ensued on swimming in particular the fencing and the need to have newly trained staff to maintain and test the pool regularly. Chris to find out about courses and pool fencing requirements.

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

- Water sample to be taken in March.
- Safety drill to be undertaken in April

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

- Chris took the chair and called for nominations for Board Chair. Emma Hopkinson-Young was nominated by Sam Jones and Chris Duckworth. There were no further nominations. Emma was declared the Chair of the Waitaria Bay Board of Trustees for 2021.
- Bus Items to note:
 - New lease April 2022
 - New MOE contract in April 2022
 - Karoly and Agi have passed all required assessments and tests as well as first aid certificates.

Principal's Report

Tabled and discussed as above.

Meeting closed at 0951hr. Next meeting: 15 March