

**Waitaria Bay School Board of Trustees Meeting
25 November 2020**

Meeting opened at 0856hr

Present: Brenda Sutton, Chris Duckworth Emma Hopkinson, Paula Kawasaki

Apologies: Nic Sutherland

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 -

- Items of note for the Board were Localised curriculum and training on tool, the possible Pelorus Cluster TOD dates that will concentrate on Pause Breathe Smile, the initial information for us to work towards the 2021 charter and strategic plan.
- Fundamental skills will look towards 2022 as date available for 2021 is not suitable for our school,

NAG 2: Self Review and documentation

- School docs Questionnaire is 40% complete. Should be finished in the next fortnight.
- *Privacy Policy, Conflict of Interest Policy, Child Passenger Safety Policy, to be accepted as presently drafted. Paula/Emma.* Brenda to investigate former staff aspect of **Protected Disclosures Policy**

NAG 3: Personnel-

- The Board took note of proposed staffing for 2021 and agreed to the following classroom staffing One day a fortnight for Sustainability/Enviroschools, 0.3 principal release, teacher aide 3 days a week till 8.45-12.45. The Teacher aide and Enviroschools will be funded through Small Schools Payment from the MOE. *The Board agrees to the use of the Small Schools Funding for the proposed employment of a teacher aide and Enviroschools teacher. Paula/Chris.* The position of teacher aide will need to be advertised. Sue will be offered a continuation of her role as Enviroschools teacher.
- *The Board accepts the resignation of Brenda Sutton as School Principal and Mary Peters as the school bus driver. Emma/Paula*
- *The Board approves the appointment of Chris Duckworth as relieving Principal for Term 1 of 2021. Emma/Paula.* Chris withdrew from discussion of this topic.
- *The Board approves the appointment of Agnes Takacs as Office Manager for Term 1 of 2021. Brenda/Chris*
- The principal's appraisal was tabled at the meeting and signed by Emma
- *The Board agrees to pay half the costs of driver training for our new bus driver. Paula/Brenda*
- *The Board agrees to offer Kaoly Radzik the position of bus driver if conditions set out in the principal's report are resolved. Chris/Paula*

NAG 4: Finance and Property-

- *The monthly finance report for September and October 2020 and payments within approved by the BoT. Brenda/Paula*
- Insurance for overcode items at school to be investigated by Chris.
- 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 was tabled for discussion at the next meeting.
- Statement of Financial Position (also known as Balance Sheet). *The Board approves the inclusion of a budget for the 2020 Statement of Financial Position and a budgeted Cash Flow which are derived from the Board's 2020 operating and capital purchases budgets. Emma/Paula*
- Possible upgrades for school house discussed.

NAG 5: Health and Safety-

- Water sample has passed the test.

NAG 6: Legislation-

- Bus Items to note:

Draft Contract received.

Driver appointment for 2021

Checklist: Cof completed, Flat tyre week two, repaired, Lease up for renewal 2021 - need to consider options.

- With Brenda's resignation we still have enough signatories for our bank accounts.
- School dates for 2021. *The Board approves the start date of 4 February 2021 and the End date 17 December 2021. Emma/Paula*

Principal's Report

Tabled and discussed as above.

Meeting closed at 0954hr. Next meeting: @15 December