

**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'S 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 - Refer principal's report for detail.

- 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-Refer principal's report for detail.

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

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

- 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-Refer principal's report for detail.

- *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-Refer principal's report for detail.**

- *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-Refer principal's report for detail.**
- *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

In-Committee(notes in secure draw)

Board appointment
Staff illness

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,