

**Waitaria Bay School Board of Trustees Meeting**  
**27 September 2022**

9.00am Teams Meeting with Jody-MoE Property Advisor 10YPP

Meeting opened at 10:10

**Present:** Tim Rudkin, Kate Hutterd, Tineke Giddy, Sam Jones, Kelly Beech (remote access)  
Visitor - Agnes Takacs

**Apologies:** Nil

**Minutes of the last meeting:** *Signed as a true and accurate record. Moved Sam Seconded Tineke Approved*

**Election of Presiding Member:** Sam Jones nominated and accepted for the remaining 2 meetings concluding in December 2022, expressed a desire for a fresh face to take the reins. *Moved Tim Seconded Kelly Approved*

**Principal's Report**

- Tineke took the Board through her report based on the NAGs (National Administration Guidelines) and moved that the report be accepted.

*Moved Sam Seconded Kate*

**August Finance Reports**

- The monthly finance reports for July/August and payments within are approved by the Waitaria Bay School Board of Trustees *Moved Sam Seconded Keri Approved*

**Policy Review**

- Tineke/Sam took the Board through the School Docs Policy review as per the cycle

Child Protection

Sun Protection

Harassment

***Policy/procedure assurance can be found in the Principal's Report- August 2022***

**Risk Management**

- House insurance renewal coming up in October
- Tineke working with Barbara Fauls to obtain funding for all terrain tyres for the School Bus given the current state of the road.

**TVNZ request**

- TVNZ Sunday programme have approached the school on the back of the Kea Kids segment, looking to do a feel good story of thriving Country School. Good angles, approach families in the area

**Correspondence In/Out**

- Taken as read-available to BoT in the shared google drive folder

**Presiding Members Report**

- Sam took the new Board through the role of the Board/Board Members
- Support, advice and training available through NZSTA (New Zealand School Trustees Association) check out the website
- Ensure you have completed the link and registered yourselves as Board members as per the instructions of the Returning Officer via email.
- The Board has legal obligations in relation to the operation of the school while the Principal is employed to manage the running of the school
- There is a webinar coming up for new trustees
- Meetings are open to the public, however guests do not have speaking rights.
- It's important that the school is seen in positive light and what is discussed in meetings, stays within the meeting
- When Confidential matters arise the Board will move "in-committee" with the public and any conflict of interest parties removed from that section of the meeting.

**Action Points**

WHAT	WHO	WHEN	STATUS
Contact School Docs and change wording to first point in Healthy Eating policy	Tineke		
TVNZ Follow up with Kristen to see where this is at	Tineke		
Tineke to meet with Jody Re: 10YPP	Tineke/Jody		
Ensure the school bus is insured taking into account the current road closure conditions.	Tineke/Peter from Flexi Lease		
Appoint a minute secretary	Tineke/Sam		

Meeting Concluded 11:00am

Next Meeting: Friday 4th November 8.30am start with a view to being finished by 10.30am