

Waitaria Bay School Board of Trustees Meeting Minutes

Monday 16 June 2025

Meeting opened at 3pm with Karakia Timatanga

Present: Tineke Giddy, Kate Hutterd, Georgie Gerard, Braden Moleta - (via google meet)

Apologies: Lynley Offen - Minute Secretary

Minutes of the February meeting: Confirmation of minutes from May 2025 in the current meeting folder

Signed as a true and accurate record. Kate/Braden

Business as usual

Review of action points from last meeting:

WHAT	WHO	WHAT/WHEN	STATUS
Caretaking/Cleaning overspend \$400	Tineke	Query and look into this	Complete
Rental appraisal	Tineke	To confirm boards reviewed amount with Martyn Birch	Complete
Auditor	Kate/Georgie	Response to Auditor's report	Complete (minutes sent to auditor)
Slurry Grass	Braden	Check with MDC	Complete - MDC to assist with this in October.
School House Title	Tineke	To follow up with Jodi	Complete - Jodi has sent us an email with title,

Finances

The May finances were discussed and approved.

Addendum-WBS resolves to continue with the MoE donations scheme for 2025/2026.

Moved Tineke Seconded Kate

Assurance Report -

The latest assurance report to be circulated via email out of cycle.

Policies reviewed -

Planning and Preparing for Emergencies, Disasters and Crises (board)
Tineke has documented some notes on what needs to be implemented.

Communication During and Emergency, Disaster, or Crises (board)

School Closure (board)
Trish has completed this policy.

Emergency Management
Disaster Management
Crisis Management

Principal Report -

Life Education RAMS and Cross Country RAMS to be circulated via email out of cycle.

Presiding Members Report-

Judith Wallace has agreed to be our Returning Officer for our Board Election. We need to alert the school board association of this. Agi will assist Judith with any support she needs. Election date will likely be Monday 8th September, the last day of term 3 is 19th September.

A discussion was had between parents at the working bee regarding transport to the Pelorus Cluster Cross Country. It was decided that parents would transport their own children rather than use the water taxi. This is due to the local road closures and parents not having enough time to get through after school drop off.

The Kenepuru water taxi has been arranged for transport to the Life Education Visit in Havelock on Tuesday 24th June.

General Business

School bus tyres

A discussion was had on what other options we have to prolong the life of the school bus tyres.
Consider using another place for the wheel alignment
Ask Blenheim Toyota where they go for their wheel alignment or who they outsource to,
To look at previous wheel alignments to compare where the tyres are wearing.
Braden to ask Adam Coleman, Rural Post, what his tyre choice is due to driving a similar vehicle frequently on the road.

VFI - to ask about the possibility of swapping the lease vehicle for the remainder of the term rather than cancelling the lease.

School House

The school house has received some damage in the lounge ceiling due to the roof leaking. This has been inspected by the insurance company and insurance has been approved to repair

internal damage including ceiling, lounge walls, repaint of the lounge. The insurer will not payout/ repair until the roof has been repaired/replaced. We are awaiting a quote from Shaun Ford, Sounds Contracting Ltd to reroof the entire house.

Braden oversaw a building inspection of the school house by Paul Stewart. We received a report of what needs to be addressed in order of urgency. These will be added to the School house property document in the google doc drive.

Meeting closed at 4.00pm

Next meeting- 2.45pm Monday 28th July 2025

Action Points

WHAT	WHO	WHAT/WHEN	STATUS
Emergency and disaster policy	Tineke	To ensure there are printed copies in the office and everyone knows where they are.	
Bus Tyres	Braden	To make enquiries as stated in General Business	
Talk to Mike, Lake Rotoiti School re: their school van.	Kate		
School House	Braden	Contact Cherry Plumbing to request hot water cylinder job is fitted in with another client	
School House	Kate	Awaiting response from Shaun Ford re replacing roof. Kate following up asap.	