

Waitaria Bay School Board of Trustees Meeting Minutes

Thursday 8 August 2024

Meeting opened at 3:15pm with Karakia Whakataka te Hau

Present: Tineke Giddy, Kate Hutterd, Keri Drylie, Stefan Schulz, Braden Moleta, Georgie Gerard, Lynley Offen-Minute Secretary

Apologies: No Apologies

Minutes of the June meeting: Confirmation of draft minutes from June 2024 in the current meeting folder

Signed as a true and accurate record. Tineke/Kate

Matters Arising:

Fireplace in the school house.

The fire in the school house needs replacing. The Board decided it would need some guidance on make/model, the installation process and what consents were needed. Georgie is to follow up with Heating Marlborough

Tineke still waiting on the Chimney Cleaner

Review of action points from last meeting:

WHAT	WHO	WHEN	STATUS
Move signs to entrance			Completed
Fort needs some work	Kate		In the pipeline postponed due to weather
Linesmen/Powerlines	Stefan/Kate to follow up	With urgency	Site visit 2 weeks ago but no correspondence received as to what trees are included. Kate contacted & they will contact the school when the contractors are coming. Kate to contact again and clarify exactly what is being done and if it includes the pine tree.
Nail in step/deck (deck screws)	Ben J		Completed

Decks/Path (Wet & forget)	Ben J		Completed
Water Blaster required (school to purchase possibly from Drummond & Etheridge)	Tineke		Blaster purchased from Mike's Mowers
Grate for drain (Bunnings)	Ben J		
Cracked Window	Stefan		Stefan has the pane and will fit it as soon as he can
Boundary Gates - (cones and bar for visual barrier)	Tineke		Completed
Tagging Electrics	Braden	Mid July	

Business as Usual- Finances

June/July Finance reports are in the current Meeting folder.
Tineke to check that the Dr/Cr Columns are correct.

Approve Donation Scheme
Tineke has asked the Board to approve the MOE Donation Scheme Application
We qualify with our current equity rating and do not request donations for stationery etc.
(Donations for camps, however, are an exception.) The amount funded by the MOE is \$140 per student.

The Board unanimously approved the adoption of the MOE 2024 Donation Scheme

Moved Tineke Seconded Stefan

Jack Checkley Trust

Letter in folder. Tineke would like to apply for a share of the money allocated this year.
The school has been successful in getting \$2,000 for both years they have applied. The money received if successful must be used for advancing education. The following possibilities were discussed;

New Playground
Shade Cloth over the swimming pool
Library books
Upgrade Chrome books
ASB Fundamental Skill Sessions (Blenheim)
*Swimming Instructor on site/ Sporting Programs to come to Waitaria Bay/Technology/Mr
Science/REAP Workshops/Music
Due date is 27/9/2024.
Georgie to approach the trust for a better understanding of criteria.

Moved Tineke Seconded Kate

Assurance Report (in folder) taken as read
Water sorted - Passed all 3 tests
Strategic Goal 2 A Modern & Safe environment- progress update as per the Board work plan
Tineke is thrilled with the student data (writing) and the progress they are making.
She explained the testing and showed the data with each student achieving at or above the curriculum level.

Presiding Members Report-

Kate reports everything is going well.
The Cross Country was fantastic with a great result. Waitaria came first and the new sports shirts looked fabulous. There were a lot of compliments on the day and the children could be spotted from anywhere. Improvements looking good, the paint job currently underway will make the school look a lot fresher.

Health and Safety Report

Water passed the 3 tests
The company that came and checked the water system said it was ahead of its time. They were impressed with the intake. UV Tubes should be easier to get now.

Heat Pump Fan

Fan blade broken. Possibly the bearing? It was only installed in December so will still be under warranty. Tineke had phoned the company and while the meeting was closing they responded confirming the guarantee and are going to organize parts and it to be fixed.

Paths water blasted and mesh put on steps

Accidents - only minor- see Assurance Report

Moved Keri/ Seconded Kate

Strategic Discussions/ Decisions

Principals Report-

Tineke discussed the Wellbeing Fund.
She has been attending supervision sessions once a month online with Jacqui McGuire, a psychologist/professional supervisor. Tineke has found this to be very valuable.

The board unanimously agreed to the wellbeing fund being spent on supervision/training at Tineke's discretion.

Springboard - Strategic Planning is also of interest and maybe a future possibility/use of the Principal Wellbeing Fund.

Trip to Karaka Point. School trip, this coming Wednesday.
Board/Parents have received proposal
Risk Management analysis nearly complete- to be signed off.
Notice to parents to go out.
Ratio 1 to 4 so no parents required.

The Board all approved the school trip to Karaka Point

School Improvement Framework
There might need to be a separate meeting to work on this.

Moved Tineke/Keri

General Business-

Board Member Role & Responsibilities

It was discussed whether or not each board member should have a role. Eg finance property etc. Tineke suggested it would be good to see someone overseeing Finance.

School House

It was discussed that the school house needs some attention and a schedule made for on-going maintenance.

It was decided to meet at the school at 4pm on Monday to complete a thorough inspection with a view to produce a long term plan re; maintenance and improvements.

Meeting closed at 5:15pm

Next meeting- Thursday September 12th 2024

Action Points

WHAT	WHO	WHEN	STATUS
Fireplace - Contact Heating Marlborough for guidance	Georgie		
Cracked Window Stefan has new pane it just has to be fitted	Stefan		

Linesmen/Powerlines Require Plan	Kate to follow up again		
Jack Checkley Trust Require more information on criteria	Georgie		
SIF - might need a separate meeting	Board		
School House Maintenance Plan	Board	Monday 12 August 4pm	