

**Waitaria Bay School Board of Trustees Meeting**  
**17 May 2021**

Meeting opened at

**Present:** Chris Duckworth, Emma Hopkinson, Paula Kawasaki, Sam Jones, Laura Thompson

**Apologies:**

**Minutes of the last meeting:** *Signed as a true and accurate record. Emma/Sam*

**Matters Arising:**

Laura Executive is from 2021 not 2022 as stated in minutes.

**GENERAL BUSINESS - AS PER PRINCIPAL'S REPORT**

**NAG 1: Curriculum -**

- *The Board approves the expenditure of Money for Junior Reading Resources with approval via email of final costings. Paula/Emma*
- Explanations given regarding school trips, music tuition, Phonics Books training, Y7/8 Enrichment Day.

**NAG 2: Self Review and Documentation-**

- School docs reviews for T1 have been finalised. This term these policies are up for review
  - Protected Disclosure -Board and staff
  - Reporting to Parents on Student Achievement -Board, staff, and Parents
  - Visitors -Board and staff

Chris to send review link and explanation to various groups

**NAG 3: Personnel-**

- Also discussed -Training, possible teacher aide hours extended, First aid course for Laura and Keri. Cleaner Police vetting is clear, Caretaker to be asked to be police vetted,
- Banked staffing is in positive amount for this year of approximately \$400
- *Sam Jones is nominated to be Health and Safety Representative. Laura/Emma*
- *The payment of vouchers for Brb and Chris was approved via email/phone by BoT and reimbursement to Sam Jones is approved by the Board. Paula.Emma.*

**NAG 4: Finance and property**

- *The monthly finance report for March/April and payments within are approved by the Waitaria Bay School Board of Trustees. Sam/Emma*
- Also Discussed - Pool fencing,, Tenancy Bond, School house painting, School painting, Pool closure, Rubbish removal, number of grounds account codes, Final Annual Report,

**NAG 5: Health and Safety-**

- Discussed Argest training for building compliance, na vaping, emergency drills

**NAG 6: Legislation-**

- Every Day Matters information available
- Bus contract -Laura to chase up MoE regarding this
- Bus Lease and possible purchase - Laura to approach lease company and look at possibility of owning our own bus

**Principal's Report**

Tabled and discussed as above. Also the following documents MarchFinancials(4), School Docs review policies x 3, March Agenda, March Minutes

Meeting closed at 0951hr. Next meeting: 14 Jun 2021 9.00am Principal's Office