

Waitaria Bay School Board of Trustees Meeting
30 August 2022

Meeting opened at 09:05

Present: Chris Duckworth, Sam Jones, Tineke Giddy
Visitor - Agnes Takacs

Apologies: Emma Hopkinson Young, Kelly McFadyen

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

Matters Arising:
No matters arising

GENERAL BUSINESS -

- Emma Farewell from long service to BoT. Sam to organise a gift and farewell possibly for end of year assembly.
- Chris was thanked for his time as staff representative. Tineke to organise a minute secretary for new BoT
- BoT elections will be finalised on September 8. Next BoT meeting is Sept 12. Tineke will liaise with the new BoT if this is suitable timing.
- Calendar events and high level summary in principal report

NAG 1: Curriculum -

- Discussed -

NAG 2: Self Review and Documentation-

- Discussed
Policy/Procedure Assurance
 - Principal Appraisal -Current system to stay in place for 2022. A chance for Tineke to network with local principals. She stated a preference for an outside person to conduct her appraisal in the future
 - School Swimming Pool - New BoT to decide risk management and safety assessment as part of the annual health review
 - Safety Management System - At present this is Sam. Tineke suggested a wider group would lighten this load
 - Surrender and retention of property and searches - none done
 - Physical restraint - n/a
 - Risk Management- Hazard register, daily checks undertaken

NAG 3: Personnel-

- Discussed - The following are a work in progress
 - New IEA's to be undertaken/Update of job descriptions
 - Police vetting
 - The BoT approves the attendance of the principal at the NZPF conference September13-16 September 2022. Sam/Chris

NAG 4: Finance and Property-

- *The monthly finance report for June and payments within are approved by the Waitaria Bay School Board of Trustees. Chris/Sam*
- *The due investment accounts to be reinvested. Sam/ Tineke*
- *The Board approves the 2022 budgeted Statement of Financial Position and 2022 budgeted Statement of Cash Flows, which are both derived from the Board's approved 2022 operating and capital budget. Sam/Tineke*
- Also Discussed -
 - Pool - New Skimmers installed.
 - Pool chemicals need purchasing
 - Need to have persons trained by Sam to do daily pool checks
 - Water to house needs an easement over Kelly's place
 - Maintenance of system to be initially undertaken by Glenn and replacement of antiquated components
 - Servicing water system to be a caretaker job
 - Water testing to be a caretaker job. How can we get it to town?
 - Building checks to be undertaken by caretaker under the supervision of principal
 - Bus maintenance - cleaning and general maintenance part of a bus driver's role. Extra hours in contract to allow for this
 - Sam has a powerpoint presentation of water system for future reference
 - Rubbish disposal - Chris to contact Brian Clarke re schoolhouse rubbish and a skip.
 - Building checks to be undertaken by a caretaker. Tineke to enter into Argest
 - Tineke is to put together an option for MoE to help with costs of travel while the road is closed to the bus.

- New BoT needs to look at bus financing and the impacts of the shortfall between Moe direct resourcing and the actual costs. Due consideration to social implications needs to be taken account of especially in light of MoE visit to evaluate our resourcing.
- Bike track proposed by children. Sam to reply and investigate. Childre to supply a design.
- A list of tasks needed at the schoolhouse in the principal's report. Mike can undertake many of these -plumbing, lighting, wardrobe door, kitchen cupboards, window stays, pantry blind, fireplace door, glass replacement, vent and vanity. Sam to investigate and organise replacement of Oven and rangehood. New BoT to investigate boundary fence, shed maintenance, driveway metal, carport,
- **NAG 5: Health and Safety-**
- Discussed
 - Accident register
 - Hazard Register
 - Tineke discussing with moE and others new water testing compliance
 - Staff/family illness and no longer any need to report Covid to the MoE
 - Emergency exit door needs attention so it is easier to open for young children
- **NAG 6: Legislation-**
- Discussed
 - Chris to undertake as part of his office responsibilities the termly attendance report to the MoE. He will teach Agi how to do this as well.
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Principal's Report

Also the following document Financials June Agenda, March Minutes, Meeting Concluded 11:03am