

Waitaria Bay School Board of Trustees Meeting Minutes

Tuesday November 8th 2022

Meeting opened at 8.30am

Present: Kate Hutterd, Tineke Giddy, Sam Jones, Kelly Beech

Apologies: Tim Rudkin

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

Action Points from the previous meeting

WHAT	WHO	WHEN	STATUS
Contact School Docs and change wording to first point in Healthy Eating policy	Tineke	for the start of 2023	Yet to be completed
TVNZ Follow up with Kristen to see where this is at	Tineke		Completed
Tineke to meet with Jody Re: 10YPP	Tineke/Jody	At a mutually agreeable time- dates keep changing	Completed 18 November 2022
Ensure the school bus is insured taking into account the current road closure conditions.	Tineke/Peter from Flexi Lease	As soon as practicable follow up earlier email.	In hand
Appoint a minute secretary	Tineke/Sam	for the 2023 year	1 expression of interest to date.

NAG 1 Principal's Report: *taken as read*

Moved Keri seconded Kate Approved

NAG 2 Policies and Procedures: Swimming Pool- pool to be open during the holidays. Keyholders \$50 with partial refund when the key is returned at the end of the season. Heat pump to be isolated for the school holiday break.

Moved Sam Seconded Kelly Approved

NAG 3 Personel: Presiding Members Report and allocation of roles

Health and Safety- Keri Drylie (Ben, Tineke)

Finance - Tim Rudkin

Property- (including landlord responsibilities) - Kelly Beech

Secretary- to monitor bot@waitariabay.school.nz and general correspondence (yet to be filled)

Minute Secretary- Advertise position (3 hours per meeting)

Cultural Life of the school (gifts, events, fundraising etc.) - Kelly Beech/Kate Hutterd

PENDING- access to Xero for overview of finances, access to Education Sector Login for Property-Helios etc. for the incoming Board Chair.

View DRAFT CODE of CONDUCT for Trustees in NZSTA Website

NAG 4 Finance and Property:

The monthly finance reports for September/October and payments within are approved by the Waitaria Bay School Board of Trustees *Moved Tineke Seconded Sam Approved*

Tineke moved that the current Cyclical Maintenance Plan be adopted/approved.

Moved Tineke Seconded Sam Approved

School house insurance to be increased to \$700,000 through Crombie Lockwood.

School trips- use of transport options is a management decision however there is a need to explore extra options and funding sources, grants etc.

NAG 5 Health and Safety:

Approval of the Omaka trip Boat/Bus RAMS

Moved Tineke Seconded Sam

NAG 7-8

Strategic Planning/Annual Plan 2023/Analysis of Variance

Separate meeting Thursday 26th January 10.00am-12.00pm followed by lunch at the Portage

Meeting closed 11:40am

Next meeting ??????

Action Points

WHAT	WHO	WHEN	STATUS
Write up a keyholder agreement and arrange signage for pool	Tineke	by December 15th	
Sam to check in with Tim re:finance role	Sam	for the next meeting	
Check in with Ben to see if he is available to treat the pool once a week during the holiday break	Sam	by December 15th	
Gift for Emma Hopkinson	Sam	for end of year prizegiving	
End of Year- School Celebration Tineke to draft order of events etc. Kelly/Kate to organise BBQ/Family Picnic	Tineke/Kelly/Kate		

