

# Minutes of the Waipu Primary School Board of Trustees Meeting held at Waipu Primary School on Wednesday 21st May 2025 at 7:00pm

**Present:** Belinda Bunny (Principal), Vaughan Luff, Ella Buckle (BOT Chair), Stacey Dye, Dave Field, Maree Smith (Staff Rep)

**Apologies and Welcome:** Cindy Kane (BOT Secretary)

## Karakia

- **Minutes of Last meeting**

### **Matters arising:**

- **Board Register/Conflicts: to be completed by all Board members.**
- **Zone Enrolments: Belinda to communicate Enrolment Zones to school community on 26 May.**
- **Board approves community consultation. M-Ella, S-Amos.**

Moved Seconded	<b>M/Vaughan /S/ Stacey</b> <b>All in favour</b>
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- **Correspondence**

<b>Discussion:</b>	Fencing: required for a HSE perspective. Proposal provided by MoE. Classed as urgent requirement. MoE to fund. Suggestions to ensure that gates are of sufficient size to permit machinery etc for ongoing school maintenance; discussion on connection to school hall to manage flow into hall and carparks.		
<b>Actions to be taken / motion</b>	Board endorsed the requirement and permission to proceed with plan. Discuss fence connection to hall.	<b>Person(s) Responsible</b>	Belinda

<b>Discussion:</b>	Board Matters News: Work Notice: fire alarms. Actioned and closed.		
<b>Actions to be taken / motion</b>	Nil	<b>Person(s) Responsible</b>	Belinda

- **Confirmation of Agenda**
- **Reports**

<b>Topic:</b>	<b>Principal's Report</b> <i>(Taken as Read)</i>
<b>Discussion:</b>	Watertightness of Rooms 7&8: roof not included in initial scope of work from MoE assessment. MoE will now fund and fix the roof leak. Funding for Cindy Fox through to T4 looks possible, with applications and processes to be complete to confirm.

<b>Actions to be taken / motion</b>	Time of Roof leak remedy TBC
<b>Moved Seconded</b>	M/Belinda /S/ Ella All in favour

<b>Topic:</b>	<b>Finance Report</b> (Taken as Read)		
<b>Discussion:</b>	Nil.		
<b>Actions to be taken / motion</b>		<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>	M/Ella /S/ Stacey All in favour	<b>Results</b>	

<b>Topic:</b>	<b>Health &amp; Safety Report</b> (Taken as Read)		
<b>Discussion:</b>	AIA report: broken bones questioned and accepted.  Health and Safety Sub-committee: Stacey, Belinda and Mike (caretaker) established. Hazard register centralised and available.		
<b>Actions to be taken / motion</b>	Hazard register and plan link to be provided to BoT members for review prior to the next meeting.	<b>Person(s) Responsible</b>	Belinda
<b>Moved Seconded</b>	M/Ella /S/ Maree All in favour	<b>Results</b>	

<b>Topic:</b>	<b>Property Report</b> (Taken as Read)		
<b>Discussion:</b>	Working bee conducted. Good progress and fixed of some health and safety items (trip hazards). Refer to leaking roof for Room 7&8 in Principals report.  Playground: progress on playground replacement - engage suppliers for design, quotes etc.		
<b>Actions to be taken / motion</b>	Playground supplier and design investigations to be undertaken by Belinda.	<b>Person(s) Responsible</b>	Belinda
<b>Moved Seconded</b>	M/Vaughan /S/ELla		

<b>Topic:</b>	<b>Bus Network</b>		
<b>Discussion:</b>	Network meeting delayed until 30 May. Network schools have communicated poor performance standards to Ritchies. WPS appears to have received a higher level of performance than some of the other network schools, but as a combined Network we support the other schools.		
<b>Actions to be taken / motion</b>		<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>	M/ Dave /S/ Stacey	<b>Results</b>	

<b>Topic:</b>	<b>Curriculum Reports</b>		
<b>Discussion:</b>	N/A Now placed on schedule.		
<b>Actions to be taken / motion</b>		<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>			

- **Policies to be reviewed: (*as taken from the work plan*)**

<b>Topic:</b>	<b>Policies &amp; Assurances</b>		
<b>Discussion:</b>	Delivered via Principal report		
<b>Actions to be taken / motion</b>		<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>		<b>Results</b>	

- **Governance Topics**

<b>Topic:</b>			
<b>Discussion:</b>	To consider from School Doc Review for Week 8 Meeting		
<b>Actions to be taken / motion</b>		<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>			

## General Business

<b>Topic:</b>	Uniform: contract with Warehouse is due to expire - July 2025. Regular complaints from the community about supply issues. Alternate local supplier Bethylls engaged to see if viable alternative available.		
<b>Discussion:</b>	Supplier: decision to change Supplier. Price comparison against Warehouse and other online suppliers conducted Proceed with Bethylls.		
<b>Actions to be taken / motion</b>	Seek price check on some items from Bethylls Commence community consultation	<b>Person(s) Responsible</b>	Belinda.
<b>Moved Seconded</b>	M/Belinda/S/ Dave All in favour		

<b>Topic:</b>	<b>Triennial elections for BoT</b>		
<b>Discussion:</b>	Board members to promote the Board and find prospective new members.		

<b>Topic:</b>	<b>Incommitee</b>		
<b>Discussion:</b>	N/A		

<b>Actions to be taken / motion</b>				<b>Person(s) Responsible</b>	
<b>Moved</b>					
<b>Seconded</b>					

<b>Next Meeting Date and Time Confirmation:</b>	<b>Moved to 25th June 7pm</b>
<b>Meeting Closed:</b>	<b>8:32pm</b>