

**Wainui School Board of Trustees**  
**Minutes of the Meeting held on 27<sup>th</sup> February 2018**  
**at 6.38pm in the School Staffroom**

**1.0 Attendance**

<b>Attendees</b>	B Robinson, D Gilpin (new Chair), G Bray, J Irvine, N Browne, N Phillips, T Woodcock (arrived at 6.55pm), M Ludwig (Secretary).
<b>Apologies</b>	
<b>In Attendance</b>	None
<b>Conflicts of Interest</b>	No new conflicts of interest.

<b>Agenda Item No.</b>	<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/ Deadline</b>
<b>1.0</b>	<b>Welcome</b>		
<b>1.01</b>	BOT Delegations	<p>Call for nominations for Chair.</p> <p>B Robinson nominated D Gilpin to the role of Chair &amp; N Phillips to the role of Deputy Chair.</p> <p><i>Moved: B Robinson; Seconded: N Browne; Passed unanimously.</i></p> <p>All other members remain in their current roles. B Robinson would look after HR role and the Principal's Appraisal.</p> <p>Discussed setting up the formal BOT delegations.</p>	<p><b>G Bray &amp; N Browne:</b> Look at setting up the full delegations and circulate to the Board prior to the next meeting.</p>
<b>2.0</b>	<b>Minutes</b>	<p>The minutes were taken as read.</p> <p>The following topics were raised:</p> <p><i>Moved: N Phillips; Seconded: N Browne; Passed unanimously.</i></p>	
<b>3.0</b>	<b>Correspondence</b>	Refer Correspondence Register.	
<b>3.01</b>	Inward Correspondence	<p>Correspondence was taken as read.</p> <p>Discussed the NZEI Notification of Paid Union Meetings for Primary Teachers &amp; Principals and whether the school needs to close on that day.</p>	
<b>3.02</b>	Outward Correspondence	<i>Correspondence was Moved: B Robinson; Seconded: D Gilpin; Passed unanimously.</i>	
<b>4.0</b>	<b>Property</b>		
<b>4.01</b>	Property Report	<p>N Phillips presented the Property Report.</p> <p>Motion to approve the quote from Geraldine Bayley from Kaipara Coast Landscape Architecture for the outdoor spaces.</p> <p><i>Moved: N Phillips; Seconded: D Gilpin; Passed unanimously.</i></p>	
<b>4.02</b>	5YA/ 10YPP Project Management	<i>Property Report Moved: N Browne; Seconded: J Irvine; Passed unanimously.</i>	
<b>5.0</b>	<b>Policies &amp; Procedures</b>		
<b>5.01</b>	2018 School Docs annual review schedule	The School Docs Annual Review Schedule was presented.	
<b>6.0</b>	<b>Health &amp; Safety</b>		
<b>6.01</b>	Report	<p>J Irvine presented the Health &amp; Safety Report.</p> <p><i>Moved: N Phillips; Seconded: N Browne; Passed unanimously.</i></p>	
<b>7.0</b>	<b>Finance</b>		
<b>7.01</b>	Finance Report	There was no Finance Report presented at this meeting.	
<b>7.02</b>	Draft Budget	<p>The draft budget was presented for approval.</p> <p>Motion to approve the draft budget subject to reallocating the available \$6,000.00 currently allocated to Staff Appraisal.</p> <p><i>Draft Budget Moved: T Woodcock; Seconded: N Browne; Passed unanimously.</i></p>	<p><b>G Bray:</b> Give suggestions as to where to reallocate the \$6,000.00.</p> <p><b>G Bray:</b> Obtain some references for Shane Lowe who quoted on the School House roof.</p>
<b>7.03</b>	Wishlist 2018	The wishlist was presented.	

<b>8.0</b>	<b>Principal's Report</b>		
<b>8.01</b>	Principal's Report	<p>G Bray presented the Principal's Report and the Draft 2018 Charter for approval.</p> <p>Motion to approve the 2018 Charter subject to the following:</p> <ul style="list-style-type: none"> <li>- Remove the reference to hosting a hangi listed on the "Cultural Diversity and Maori Dimension" section,</li> <li>- Add L Stevenson to the responsibility section under Goal 2 (NAG 1) 2.2.1.</li> <li>- Add the FOWS to the responsibility section under Goal 3 (NAG 1) 3.3.1.</li> <li>- Add FOWS to the responsibility section Business As Usual Goals (NAG 4) 4.3.</li> </ul> <p><i>Draft 2018 Charter Moved: T Woodcock; Seconded: N Phillips; Passed unanimously.</i></p> <p>Once the target of 82% across the curriculum for reading, writing and maths is reached, B Robinson will present the staff with champagne.</p>	<b>D Gilpin:</b> Invite Paul Rogers to discuss ECE planning to the next Board Meeting.
<b>8.02</b>	Dashboard Indicators	<p>See Dashboard Indicators.</p> <p><i>Moved: J Irvine; Seconded: D Gilpin; Passed unanimously.</i></p>	
<b>9.0</b>	<b>Community</b>		
<b>9.01</b>	FOWS	<p>N Browne presented the FOWS report.</p> <p>General discussion on the Sponsorship package.</p> <p><i>FOWS Report Moved: N Phillips; Seconded: J Irvine; Passed unanimously.</i></p>	<b>N Browne:</b> Contact E Coupe and F McIntyre as the Sponsorship package is to be presented at the next Board meeting.
<b>10.0</b>	<b>BOT Matters</b>		
<b>10.1</b>	Principal Appraisal	<p>General discussion on the Principal's Appraisal for 2018.</p>	
<b>11.00</b>	<b>Other</b>		
<b>11.01</b>	<p>Staff Matters – "In Committee"</p> <p>Student Matters – "In Committee"</p>	<p>Meeting "In Committee" at 6.57pm until 7.31pm.</p> <p>Meeting "In Committee" at 7.32pm until 7.35pm.</p>	

Meeting was closed at 9.04pm.  
Next meeting is Tuesday 20<sup>th</sup> March.