

**Wainui School Board of Trustees**  
**Minutes of the Meeting held on 10<sup>th</sup> April 2018**  
**at 6.40pm in the School Staffroom**

**1.0 Attendance**

<b>Attendees</b>	N Phillips (Acting Chair), G Bray, J Irvine, B Robinson, N Browne, T Woodcock, M Ludwig (Secretary).
<b>Apologies</b>	D Gilpin.
<b>In Attendance</b>	W Taylor (arrived at 6.48pm, left the meeting at 7.30pm).
<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>
1.0	Welcome		
2.0	Minutes	<p>The minutes were taken as read.</p> <p>The following topics were raised:</p> <p>Motion to approve to give two non-teaching staff, B De Cort and R Alexander, permission to apply physical restraint should it be necessary.</p> <p><i>Motion Moved: N Phillips; Seconded: N Browne; Passed unanimously.</i></p> <p>The Principal's appraisal process has started. The Board of Trustees is a team and individual Board members can't speak for the Board. Direct any complaints firstly to the manager who is G Bray and then if need be to the Board.</p> <p><i>Moved: N Phillips; Seconded: T Woodcock; Passed unanimously.</i></p>	<p><b>G Bray &amp; N Browne:</b> To meet to set up the full delegations and circulate to the Board prior to the next meeting.</p>
3.0	Correspondence	Refer Correspondence Register.	
3.01	Inward Correspondence	Correspondence was taken as read.	
3.02	Outward Correspondence	<p>Orewa College are reducing their enrolment zone.</p> <p><i>Correspondence was Moved: N Phillips; Seconded: B Robinson; Passed unanimously.</i></p>	
4.0	Community		
4.01	FOWS	<p>N Browne presented the FOWS report.</p> <p><i>FOWS Report Moved: N Browne; Seconded: T Woodcock; Passed unanimously.</i></p>	
5.0	Curriculum		
5.01	Teacher Aide/ SENCO/ PL	W Taylor presented an overview of the SENCO role.	<p><b>W Taylor &amp; N Browne:</b> Add the "Supporting Priority Learners" information onto the website.</p>
6.0	Policies & Procedures		
6.01	Restraint	All agree the Restraint policy is adequate.	
6.02	Financial control and expenditure	General discussion on the Financial control and expenditure.	<p><b>T Woodcock, G Bray &amp; M Ludwig:</b> To meet to go through this policy.</p> <p><b>J Irvine:</b> Develop a BYOD policy.</p>
7.0	Property		
7.01	Property Report	<p>N Phillips presented the Property Report.</p> <p><i>Property Report Moved: N Phillips; Seconded: B Robinson; Passed unanimously.</i></p>	
8.0	Health & Safety		
8.01	Health & Safety Report	<p>J Irvine presented the Health &amp; Safety Report. Today two trees fell on the chicken coop.</p> <p><i>Moved: J Irvine; Seconded: N Phillips; Passed unanimously.</i></p>	<p><b>J Irvine:</b> Arrange to have our trees assessed in regards to safety.</p>
9.0	Finance		
9.01	Finance Report	T Woodcock presented the Finance Report.	

9.02	Financial Statement 2017	<i>Moved: T Woodcock; Seconded: N Browne; Passed unanimously.</i>	<b>M Ludwig:</b> Distribute the Financial Statement 2017 to the Board. <b>All:</b> Approve the Financial Statement 2017 by email.
10.0 10.01 10.02	<b>Principal's Report</b> Principal's Report Dashboard Indicators	G Bray presented the Principal's Report. General discussion on the Principal's report.  See Dashboard Indicators.  <i>Moved: G Bray; Seconded: N Phillips; Passed unanimously.</i>	
11.0 11.01	<b>BOT Matters</b> Appointments committee and process  Went "Into Committee" at 9.05pm.	All senior management have a conflict of interest, recommended the appointment committee be made up of G Bray, D Gilpin and B Robinson as the rest of the senior mgmt have conflict of interests.  J Irvine left the meeting at 9.05pm.	

Meeting was closed at 9.45pm.  
Next meeting is Tuesday 15<sup>th</sup> May.