

**Wainui School Board of Trustees
Minutes of the Meeting held on 15th May 2018
at 6.30pm in the School Staffroom**

1.0 Attendance

Attendees	D Gilpin (Chair), N Phillips, G Bray, J Irvine, B Robinson, M Ludwig (Secretary).
Apologies	N Browne, T Woodcock.
In Attendance	N Bradley (arrived at 7.35pm, left the meeting at 8.36pm).
Conflicts of Interest	N Phillips in the process of becoming a tutor teacher for Thinking Caps.

Agenda Item No.	Agenda Item	Discussion	Action/ Deadline
1.0	Welcome Went "Into Committee" at 6.30pm.	G Bray and J Irvine not "In Committee".	
2.0	Minutes	The minutes were taken as read. The following topics were raised: <i>Moved: B Robinson; Seconded: N Phillips; Passed unanimously.</i>	
3.0	Correspondence	Refer Correspondence Register.	
3.01	Inward Correspondence	Correspondence was taken as read.	D Gilpin: Write a letter of reply to S Ross.
3.02	Outward Correspondence	<i>Correspondence was Moved: N Phillips; Seconded: B Robinson; Passed unanimously.</i>	
4.0	Community		
4.01	FOWS	The Community Report was tabled. The trail ride isn't going ahead, agreed to keep the level of fundraising at the same. Approve the Wainui School Sponsorship Final Draft (May 2018). <i>Moved: D Gilpin; Seconded: B Robinson; Passed unanimously.</i> Sponsorship enquiries to go through N Browne or K Allen. Approve the position of Sponsorship Coordinator subject to the role description. <i>Moved: B Robinson; Seconded: N Phillips; Passed unanimously.</i> <i>Community Report Moved: N Phillips; Seconded: J Irvine; Passed unanimously.</i>	M Ludwig & G Bray: Ensure the Board minutes are uploaded to the school website. N Browne: Draft a role description for the Sponsorship Coordinator & distribute to the Board for approval. J Irvine: Report on the sports coordination at the next Board meeting. All: Read through the Delegations and report back to D Gilpin.
5.0	Curriculum		
5.01	N/A	No discussion at this meeting.	
6.0	Policies & Procedures		
6.01	N/A	No discussion at this meeting.	
7.0	Property		
7.01	Property Report	N Phillips presented the Property Report. General discussion on the property report. Motion to approve a Resolution to apply for grants from various community trusts for resurfacing of the courts with artificial turf. Motion to approve the quote from Team Turf with the acceptance that should the additional funds needed not be raised with grants, the Board will underwrite the project and fundraising will begin as soon as possible. <i>Both Motions Moved: B Robinson; Seconded: J Irvine; Passed unanimously.</i> <i>Property Report Moved: N Phillips; Seconded: D Gilpin; Passed unanimously.</i>	G Bray: Inform T Woodcock & D Gilpin as to which budget the school house gutter replacement is coming from.

7.02	10YPP Update	N Bradley, Property Consultant presented the Draft 5YA/ 10YPP Property Plan. Have been given initial funding of \$241,000, top up funding of \$80,000 and catch up funding of \$xxx. Everything needs to go through Greg Irvine, MOE School Property Advisor. Want to make sure we have budgeted enough for the essential items. Keep to the budget but add in removing the large tree overhanging the court and a water tank for use when the power is out. The property funding year runs from 1 st July to 30 th June. <i>Motion to approve Draft 5YA/ 10YPP Property Plan. Moved: B Robinson; Seconded: N Phillips; Passed unanimously.</i>	
8.0	Health & Safety		
8.01	Health & Safety Report	J Irvine presented the Health & Safety Report. <i>Moved: J Irvine; Seconded: N Phillips; Passed unanimously.</i>	
9.0	Finance		
9.01	Finance Report	The Finance Report was tabled. Motion to approve the purchase of two televisions for a total of \$1,320.00. <i>Moved: D Gilpin; Seconded: N Phillips; Passed unanimously.</i> The Garden to Table programme needs to be put on hold until it has been presented to the Board and approved. <i>Moved: N Phillips; Seconded: J Irvine; Passed unanimously.</i>	G Bray: Determine whether insurance would cover changing the locks for a lost key. Change the locks for the lost keys. G Bray: Report to the Board on the pay rates of the support staff. L Stevenson: Present the Garden to Table programme at the next Board.
10.0	Principal's Report		
10.01	Principal's Report	G Bray presented the Principal's Report. General discussion on the Principal's report. Discussed options for the Vibe programme, struggling to fit it in in term 2.	G Bray: Invite Tony Versey to the Board meeting to present their programmes.
10.02	Dashboard Indicators	See Dashboard Indicators. <i>Moved: D Gilpin; Seconded: B Robinson; Passed unanimously.</i>	D Gilpin: Email the teachers of the two new students who sent in the email of praise. M Ludwig: Send D Gilpin the email addresses of the two teachers of the students in above action. D Gilpin: Review the proposal for the year 5/6 camp.

Meeting was closed at 10.15pm.
Next meeting is Tuesday 12th June.