

Wainui School Board of Trustees
Minutes of the Meeting held on 12th June 2018
at 6.30pm in the School Staffroom

1.0 Attendance

Attendees	D Gilpin (Chair), N Phillips, G Bray, J Irvine, N Browne, T Woodcock, M Ludwig (Secretary).
Apologies	B Robinson.
In Attendance	Becks Kelleher (Garden to Table) (Left at 7.10pm). Leanne Stevenson (arrived at 6.35pm, left at 7.25pm).
Conflicts of Interest	No new conflicts of interest.

Agenda Item No.	Agenda Item	Discussion	Action/ Deadline
1.0	Welcome Becks Kelleher – Programme Coordinator, Garden to Table Trust and Leanne Stevenson	<p>B Kelleher presented what Garden to Table looks like and what it can bring to Wainui School. General discussion followed. There is an initial cost of \$2,500 +GST and also staffing costs of \$1,899.00. S Tucker, Kitchen Expert and M Steen, Gardening Expert. Garden to Table provides training for the programme. Initial cost \$2,500 +GST, in subsequent years the cost decreases.</p> <p>L Stevenson presented her report on the Garden to Table programme and how it is run under the PEEPs name. She wants the school to be a “Leader not a follower” in the Garden to Table programme. Teachers involved in the PEEPs programme are enthusiastic and excited by the programme.</p> <p>The funds needed for the programme will come from the increase in the Operations Grant due to roll growth.</p> <p>Motion to approve the Garden to Table programme and the costs as outlined coming from the increased Operations Grant.</p> <p><i>Moved: N Browne; Seconded: T Woodcock; Passed unanimously.</i></p>	
2.0	Minutes	<p>The minutes were taken as read.</p> <p>The following topics were raised:</p> <p><i>Moved: G Bray; Seconded: N Phillips; Passed unanimously.</i></p>	<p>All: Read through the Delegations and report back to D Gilpin.</p> <p>G Bray: Determine whether insurance would cover changing the locks for a lost key. Change the locks for the lost keys.</p> <p>D Gilpin: Write a letter of reply to S Ross.</p> <p>D Gilpin: Email the teachers of the two new students who sent in the email of praise.</p>
3.0	Correspondence	Refer Correspondence Register.	
3.01	Inward Correspondence	Correspondence was taken as read.	<p>M Ludwig: Forward D Gilpin information to put into a letter of reply to the proposed amendment to Orewa College’s enrolment scheme. Include the question: <i>Is there a future plan to shift Wainui School out of their enrolment zone?</i></p>
3.02	Outward Correspondence	Discussed the proposed amendment to the Orewa College enrolment scheme. <i>Correspondence was Moved: N Phillips; Seconded: T Woodcock; Passed unanimously.</i>	
4.0	Community		
4.01	FOWS Report	N Browne presented the Community Report. Decision to allow the Homeschoolers to join Group Day.	<p>G Bray: Send N Browne the list of Trusts that accept applications for grants.</p> <p>G Bray: Include in the next newsletter the decision to not have calves at Ag Day due to the Mycoplasma Bovis disease.</p>
4.02	Enrolment Zone Orewa College	See Correspondence. <i>Community Report Moved: N Phillips; Seconded: T Woodcock; Passed unanimously.</i>	

5.0	Curriculum		
5.01	Self Review Cycle	To be presented at the next meeting.	
5.02	Writing Target Mid Year Report	To be presented at the next meeting.	
6.0	Policies & Procedures		
6.01	Term one reviewed: - Home Learning - Financial Control and Expenditure		All: Review the policies and email G Bray with any queries by end of week 9, Friday 29 th June. If you don't reply then it will be deemed that you agree with the current policy.
6.02	Term two to review: - Protected disclosures - Visitors - Reporting to Parents		
7.0	Property		
7.01	Property Report	N Phillips presented the Property Report. General discussion on the property report. <i>Moved: D Gilpin; Seconded: J Irvine; 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	T Woodcock presented the Finance Report. Motion to remain with the current Auditors for the next three years. <i>Moved: T Woodcock; Seconded: N Phillips; Passed unanimously.</i> <i>Finance Report Moved: T Woodcock; Seconded: N Browne; Passed unanimously.</i>	
10.0	Principal's Report		
10.01	Principal's Report	G Bray presented the Principal's Report. General discussion on the Principal's report.	G Bray: Invite the CoL leaders to the next Board meeting.
10.02	Dashboard Indicators	See Dashboard Indicators. <i>Moved: D Gilpin; Seconded: N Browne; Passed unanimously.</i>	
11.0	BOT Matters		
11.01	DP Appointment Process	G Bray presented the appointment process for the Deputy Principal role. As there is not a vacant position and simply one management unit, the role can be advertised internally.	G Bray: Circulate the description for the Deputy Principal unit to the Board. G Bray: Check that the School Docs policy on the appointment process is in-line with the policy from NZSTA.

Meeting was closed at 9.46pm.
Next meeting is Tuesday 24th July.