

Wainui School Board of Trustees
Minutes of the Meeting held on 21st August 2018
at 6.40pm in the School Staffroom

1.0 Attendance

Attendees	D Gilpin (Chair), N Phillips, G Bray, J Irvine, N Browne, T Woodcock, B Robinson (arrived at 7.10pm), M Ludwig (Secretary).
Apologies	
In Attendance	
Conflicts of Interest	No new conflicts of interest.

Agenda Item No.	Agenda Item	Discussion	Action/ Deadline
1.0	Welcome		
2.0	Minutes	The minutes were taken as read. The following topics were raised: <i>Moved: N Phillips; Seconded: J Irvine; Passed unanimously.</i>	G Bray: Develop a procedure for teams travelling and competing under the Wainui School banner whereby it is a parent led initiative. D Gilpin: Follow up with the insurance to determine whether it covers changing the locks for a lost key.
3.0	Correspondence	Refer Correspondence Register.	
3.01	Inward Correspondence	Correspondence was taken as read.	
3.02	Outward Correspondence	<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. Form a sub-committee of G Bray, J Irvine and N Browne to investigate employing a Sports Coordinator. <i>Community Report Moved: D Gilpin; Seconded: T Woodcock; Passed unanimously.</i>	N Browne: Contact A Downie in regards to adding "Sponsorship" tab onto the website. N Browne: Coordinate loading all the Ag Day information onto the website. Sports Coordinator Sub-Committee: Present a proposal for employing a Sports Coordinator. G Bray: Email the Board with the expected Grant notification dates.
5.0	Curriculum		
5.01	Self review – a 3 year overview	General discussion on the Curriculum Review Overview.	
5.02	Mid-Year Reporting	General discussion on Mid-Year Reporting.	G Bray & J Irvine: Analyse the mid-year results and present to the Board.
6.0	Policies & Procedures		
6.01	Complaints	Deferred to the next Board meeting.	G Bray: Add the Parents Code of Conduct on School Docs to the next Board Agenda.
6.02	Behaviour Management	Deferred to the next Board meeting.	
7.0	Property		
7.01	Property Report	N Phillips presented the Property Report. General discussion on the Property Report.	G Bray & N Phillips: Ask the MOE as to why they are asking us to contribute to buildings that we have already paid for.

			G Bray: Add Agenda item to the next Board meeting on progressing the Landscape Plan.
8.0	Health & Safety		
8.01	Health & Safety Report	J Irvine presented the Health & Safety Report. <i>Moved: D Gilpin; Seconded: N Phillips; Passed unanimously.</i>	
9.0	Finance		
9.01	Finance Report	T Woodcock presented the Finance Report.	T Woodcock: Determine if three items of capital expenditure budgeted in 2017 but invoiced in 2018, can be expensed back into 2017. G Bray & L Stevenson: Report to the Board on the benefits of Garden to Table.
9.02	Mid-Year Budget Review	General discussion on the Mid-Year Budget Review. <i>Moved: T Woodcock; Seconded: B Robinson; 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. Approval sort for 5 days LWOP for a teacher, the staffing will be coming out of Banked Staffing. Approval also sort for 5 days LWOP for a support staff member, which will be covered by current staff. Motion to approve 5 days LWOP for a teacher and 5 days LWOP for a support staff member <i>Motion to Approve the LWOP: Moved: D Gilpin; Seconded: N Browne; Passed unanimously.</i>	G Bray: Explore the possibility of attracting International Students from China. G Bray: To convene the Appointments Committee and advertise for the Deputy Principal's position internally. J Irvine: Present information on bus transport used within a year per child.
10.02	Dashboard Indicators	Went "Into Committee" at 9.12pm. See Dashboard Indicators. <i>Moved: D Gilpin; Seconded: N Phillips; Passed unanimously.</i>	
11.0	BOT Matters		
11.01		None for this meeting.	

Meeting was closed at 9.48pm.
Next meeting is Tuesday 18th September.