

Wainui School Board of Trustees

Minutes of the Meeting held on 27th November 2018

at 6.30pm in the School Staffroom

1.0 Attendance

Attendees	D Gilpin (Chair) (arrived at 6.55pm), N Phillips (Acting Chair for the Meeting), G Bray, J Irvine, N Browne, B Robinson, T Woodcock, M Ludwig (Secretary).
Apologies	
In Attendance	L Stevenson (left at 7.30pm), S Blackburn (left at 8.40pm).
Conflicts of Interest	No new conflicts of interest.

Agenda Item No.	Agenda Item	Discussion	Action/ Deadline
1.0	Welcome L Stevenson	Presented the Garden to Table report.	
2.0	Minutes	The minutes were taken as read. The following topics were raised: <i>Moved: D Gilpin; Seconded: N Phillips; Passed unanimously.</i>	
3.0	Correspondence	Refer Correspondence Register.	
3.01	Inward Correspondence	Correspondence was taken as read. Approval given to A Goodyer to enter into negotiations with Carey Park Camp for 2019.	M Ludwig: Draft letter of reply to W MacLenna, Orewa College Board Chairman confirming Kahui Ako presentation dates to Board of Trustees.
3.02	Outward Correspondence	<i>Correspondence was Moved: T Woodcock; Seconded: D Gilpin; Passed unanimously.</i>	
4.0	Curriculum		
4.01	Summative data for the year	J Irvine presented the Writing Target data. General discussion on the Comparative Data.	Senior Management Team: Report back to the Board via email as to whether another year 3/4 teacher is needed for 2019. Senior Management Team: investigate the reading percentages. L Stevenson: Circulate the plan for Garden to Table in 2019 and funding needed. S Blackburn & G Bray: Take the lead in setting up meetings between the Across School Leaders and Principals. S Blackburn: Report back to the Board on the breakdown of the programmes implementation, what's going to change in the classroom and what is the methodology in the classroom.
4.02	Goal 2 Innovations – Garden to Table report back	L Stevenson presented the Garden to Table report. General discussion on the Garden to Table programme.	
4.03	Writing Target	Covered under the Summative data report.	
4.04	Kahui Ako Report	S Blackburn presented the Kahui Ako Report. General discussion on the Kahui Ako Report.	
4.05	Innovation Target	G Bray tabled the Innovation Target for the Board to review.	
5.0	Policies & Procedures		
5.01	Religious Instruction	General discussion on the Religious Instruction.	
5.02	Improving Educational Outcomes for Maori Students	No discussion at this meeting.	
5.03	Harassment	General discussion on the Harassment Policy.	

6.0	Principal's Report		
6.01	Principal's Report	G Bray presented the Principal's Report. General discussion on the Principal's Report.	
6.02	Dashboard Indicators	See Dashboard Indicators.	
6.03	Annual Report	General discussion on the NZPF Conference. <i>Moved: B Robinson; Seconded: N Browne; Passed unanimously.</i>	
7.0	Property		
7.01	Property Report	N Phillips presented the Property Report. General discussion on the Property Report. As per email previously circulated, approval has been given to appoint DLM Architects as architects for the Modernisation Project of Matai and Rimu. <i>Moved: D Gilpin; Seconded: N Phillips; Passed unanimously.</i>	N Phillips: Contact A Pellow to report on the timeline of the New Classrooms.
8.0	Health & Safety		
8.01	Health & Safety Report	J Irvine presented the Health & Safety Report. <i>Moved: B Robinson; Seconded: D Gilpin; Passed unanimously.</i>	B Robinson: Reported the crack in the concrete path down to the bottom classrooms, has reopened.
9.0	Finance		
9.01	Finance Report	T Woodcock presented the Finance Report. General discussion on the Finance Report. <i>Moved: T Woodcock; Seconded: B Robinson; Passed unanimously.</i>	All: Email T Woodcock with items to be wishlist and budget for 2019. N Phillips: Draft a job description for the Sports Coordinator.
10.0	Community		
10.01	FOWS Report	N Browne presented the Community Report. General discussion on the Community Report. The Board would like to contribute \$300.00 to the FOWs Christmas Dinner and appreciate all the work they have done this year. <i>Community Report Moved: N Phillips; Seconded: J Irvine; Passed unanimously.</i>	
11.0	BOT Matters		
11.01	BOT Elections 2019 – Appoint Returning Officer	Motion to appoint M Ludwig as the Returning Officer. <i>Moved: D Gilpin; Seconded: B Robinson; Passed unanimously.</i>	

Meeting was closed at 9.32pm.
Next meeting will be February 2019.