

**Wainui School Board of Trustees**  
**Minutes of the Meeting held on 18<sup>th</sup> September 2018**  
**at 6.38pm in the School Staffroom**

**1.0 Attendance**

<b>Attendees</b>	N Phillips (Acting Chair), G Bray, J Irvine, N Browne, T Woodcock, B Robinson (arrived at 6.50pm), M Ludwig (Secretary).
<b>Apologies</b>	D Gilpin.
<b>In Attendance</b>	W Taylor (left at 7.39pm).
<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>
<b>1.0</b>	<b>Welcome</b>		
<b>2.0</b>	<b>Minutes</b>	The minutes were taken as read. The following topics were raised:  <i>Moved: N Browne; Seconded: T Woodcock; Passed unanimously.</i>	<b>G Bray &amp; L Stevenson:</b> Report on Garden to Table at the next Board Meeting.
<b>3.0</b>	<b>Correspondence</b>	Refer Correspondence Register.	
<b>3.01</b>	Inward Correspondence	Correspondence was taken as read.	
<b>3.02</b>	Outward Correspondence	G Bray recommends to accept the request from P Millar to end her Refreshment Leave as of 5 <sup>th</sup> November 2018. The Board accepts this.  <i>Correspondence was Moved: N Phillips; Seconded: T Woodcock; Passed unanimously.</i>	<b>G Bray:</b> Write a letter of reply to P Millar.
<b>4.0</b>	<b>Policies &amp; Procedures</b>		
<b>4.01</b>	Behaviour Management	General discussion on the Behaviour Management Policy.	<b>G Bray:</b> Add section on first page as discussed, to the last bulletin point on Step 4.
<b>4.02</b>	Playground Duty Procedures	General discussion on the Playground Duty Procedures.	
<b>4.03</b>	Complaints	General discussion on the Complaints Policy.	
<b>5.0</b>	<b>Curriculum</b>		
<b>5.01</b>	Mid-Year Data	J Irvine presented the Mid-Year Data. General discussion on the Mid-Year Data.	<b>G Bray:</b> Keep the Board informed on CCC.
<b>5.02</b>	SENCO Report	W Taylor presented the SENCO Report. General discussion on the SENCO Report.	
<b>6.0</b>	<b>Principal's Report</b>		
<b>6.01</b>	Principal's Report	G Bray presented the Principal's Report. General discussion on the Principal's Report.	
<b>6.02</b>	Dashboard Indicators	See Dashboard Indicators.  <i>Moved: G Bray; Seconded: B Robinson; Passed unanimously.</i>	
<b>7.0</b>	<b>Property</b>		
<b>7.01</b>	Property Report	N Phillips presented the Property Report. General discussion on the Property Report.  <i>Moved: N Phillips; Seconded: N Browne; Passed unanimously.</i>	<b>N Phillips:</b> Invite the MOE Property team to a Board meeting and ask them for a timeline for the new classrooms.  <b>G Bray:</b> Ask N Bradley for a timeline for the building works.
<b>8.0</b>	<b>Health &amp; Safety</b>		
<b>8.01</b>	Health & Safety Report	J Irvine presented the Health & Safety Report.  <i>Moved: J Irvine; Seconded: T Woodcock; Passed unanimously.</i>	
<b>9.0</b>	<b>Finance</b>		
<b>9.01</b>	Finance Report	T Woodcock presented the Finance Report.  Motion to proceed with the Kindo system for payments. <i>Moved: T Woodcock; Seconded: N Browne; Passed unanimously.</i>  <i>Moved: T Woodcock; Seconded: N Phillips; Passed unanimously.</i>	<b>T Woodcock:</b> Inform Orewa College that the 2017 accounts have been closed and audited and can not be altered.

<b>10.0</b>	<b>Community</b>		
<b>10.01</b>	FOWS Report	<p>N Browne presented the Community Report.</p> <p><i>Community Report Moved: N Browne; Seconded: J Irvine; Passed unanimously.</i></p>	<b>M Ludwig:</b> Upload the signed BOT Minutes onto the website.
<b>11.0</b>	<b>BOT Matters</b>		
<b>11.01</b>		None for this meeting.	

Meeting was closed at 9.45pm.  
Next meeting is Tuesday 6<sup>th</sup> November.