

# Wainui School Board of Trustees

## Minutes of the Meeting held on 8<sup>th</sup> May 2019

### at 6.42pm in the School Staffroom

#### 1.0 Attendance

|                              |   |
|------------------------------|---|
| <b>Attendees</b>             | D Gilpin (Chair), N Phillips, G Bray, J Irvine, N Browne (arrived at 7.46pm), B Robinson, M Ludwig (Secretary). |
| <b>Apologies</b>             | T Woodcock  |
| <b>In Attendance</b>         |   |
| <b>Conflicts of Interest</b> | No new conflicts of interest.   |

| Agenda Item No. | Agenda Item                    | Discussion  | Action/ Deadline   |
|-----------------|--------------------------------|---|--|
| 1.0             | Welcome                        |   |  |
| 2.0             | Minutes                        | <p>The minutes were taken as read.</p> <p>The following topics were raised:</p> <p><i>Moved: N Phillips; Seconded: J Irvine; Passed unanimously.</i></p>  |  |
| 3.0             | Correspondence                 | Refer Correspondence Register.  | <p><b>G Bray:</b> Feedback to C Penk:</p> <ul style="list-style-type: none"> <li>- Funding for Special Needs students.</li> <li>- Property MOE – lack of consultation on enrolment zones &amp; new builds.</li> <li>- Student Councillors speak to offer their perspective of the issues.</li> <li>- Speed on the main road.</li> <li>- What makes us different GTT, bush.</li> <li>- Follow up on Stand-downs.</li> </ul> |
| 3.01            | Inward Correspondence          | <p>Correspondence was taken as read.</p> <p>Approve S &amp; M Blackburn Hall Hireage for 7<sup>th</sup> March 2020.</p> <p>Inform her of the risk that we could be in a construction zone at that time.</p>   |  |
| 3.02            | Outward Correspondence         | <p><i>Correspondence was Moved: B Robinson; Seconded: N Phillips; Passed unanimously.</i></p>   |  |
| 4.0             | Property                       |   |  |
| 4.01            | Property Report                | <p>N Phillips presented the Property Report. General discussion on the Property Report.</p> <p>Motion to Approve that we accept the Carus quote to paint 7 external doors at a cost of \$1,980.00 plus GST (to be paid from Long Term Maintenance funds).</p> <p>Motion to Approve that we accept the Carus quote to paint the soffits, walkway, bargeboards and x5 poles at a cost of \$4,870.00 plus GST (to be paid from Long Term Maintenance funds).</p> <p>Motion to Approve that we accept Brett Taylor's quote to create a field drain in front of the big playground and construct a retainer wall at a cost of \$7,127.02 plus GST (to be paid from Playgrounds funds in capital works budget).</p> <p>Motion to approve that if no further grants are raised for the Cushion Fall Bark, the Board will underwrite the project, approximately \$1,000.00 (from the Playgrounds R&amp;M budget).</p> <p>Motion to Approve that we accept the Tradeline Painters quote to paint the exterior of the schoolhouse at a cost of \$7,500 (to be paid from Long Term Maintenance funds).</p> <p><i>Report and All Motions Moved: N Phillips; Seconded: N Phillips; Passed unanimously.</i></p> | <p><b>R Lee:</b> Resurface the Boardwalk.</p>  |
| 5.0             | Policies & Procedures          |   |  |
| 5.01            | Swimming Pool                  | General discussion and review on the Swimming Pool policy and Pool Rules.   | <p><b>G Bray:</b> Ensure the correct SMS system is named on the policy.</p>  |
| 5.02            | Legislation and Administration | <p>No changes to the Legislation and Administration policy is needed.</p> <p><i>Moved: D Gilpin; Seconded: B Robinson; Passed unanimously.</i></p>  |  |

|              |   |  |   |
|--------------|---|--|---|
| <b>6.0</b>   | <b>Health &amp; Safety</b>                        |  |   |
| <b>6.01</b>  | Health & Safety Report                            | <p>J Irvine presented the Health &amp; Safety Report.</p> <p><i>Moved: N Browne; Seconded: D Gilpin; Passed unanimously.</i></p>   | <p><b>J Irvine:</b> Enquire about the sand sitting on the surface of the artificial turf and if it needs to be sprayed for weeds.</p>   |
| <b>7.0</b>   | <b>Finance</b>                                    |  |   |
| <b>7.01</b>  | Finance Report                                    | <p>The Finance Report was taken as read. General discussion on the Finance Report.</p> <p>The board agreed for all school activities there will be a cut off date for payment of two weeks before the event and then the school will contact those that haven't made arrangements for payment.</p> <p><i>Finance Report and all Motions Moved: N Phillips; Seconded: D Gilpin; Passed unanimously.</i></p> |   |
| <b>8.0</b>   | <b>Principal's Report</b>                         |  |   |
| <b>8.01</b>  | Principal's Report                                | G Bray presented the Principal's Report. General discussion on the Principal's Report.   | <b>G Bray:</b> Put together some costings for Japan.  |
| <b>8.02</b>  | Dashboard Indicators                              | See Dashboard Indicators.  | <b>J Irvine:</b> Circulate the Code of Conduct for Parents from Marshland School.   |
|              |   | <i>Moved: N Browne; Seconded: N Phillips; Passed unanimously.</i>  |   |
| <b>9.0</b>   | <b>Community</b>                                  |  |   |
| <b>9.01</b>  | FOWS Report                                       | <p>N Browne presented the Community Report. General discussion on the Community Report.</p> <p><i>Community Report Moved: N Phillips; Seconded: T; Passed unanimously.</i></p>   | <p><b>J Irvine:</b> Draft new rules for the use of the Hall and distribute to A Rowlands for the coaches/ managers, Kelly Sports and HCAFC.</p> <p><b>N Browne:</b> Draft a letter of thanks to A Rowlands for coordinating the sports.</p> |
| <b>10.0</b>  | <b>Curriculum</b>                                 |  |   |
| <b>10.01</b> | Reporting and Assessment – year overview children | J Irvine presented the Reporting and Assessment overview. General discussion on the curriculum report.   |   |
| <b>10.02</b> | Curriculum focus term 2 school wide               |  |   |
| <b>11.0</b>  | <b>BOT Matters</b>                                |  |   |
| <b>11.01</b> | Election  | General discussion on the Board of Trustees Election.  |   |
| <b>11.02</b> | Principal Appraisal – In Committee                | Went "Into Committee" at 9.05pm.   |   |
| <b>11.0</b>  | <b>Other</b>                                      |  |   |

Meeting was closed at 9.05pm.  
Next meeting 5th June 2019.