

Wainui School Board of Trustees

Minutes of the Meeting held on 6th June 2019

at 6.37pm in the School Staffroom

1.0 Attendance

Attendees	D Gilpin (Chair), N Phillips, G Bray, J Irvine, N Browne (arrived at 6.51pm), L Ledger, B Robinson (Newly elected Chair), T Woodcock, M Ludwig (Secretary).
Apologies	P Adlam
In Attendance	
Conflicts of Interest	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>C Penk's visit went really well, the children were great.</p> <p><i>Moved: N Phillips; Seconded: T Woodcock; Passed unanimously.</i></p>	<p>J Irvine: Confirm what the spray to be used on the court is and any residual affects.</p>
3.0	BOT Matters		
3.01	Farewells to BOT	B Robinson formally thanked the departing Board members D Gilpin and T Woodcock for their time and contribution on the Board.	
3.02	Election of BOT Chair	<p>G Bray called for nominations for the role of BOT Chair.</p> <p>N Browne nominated B Robinson to the role of Chair.</p> <p><i>Moved: N Browne; Seconded: T Woodcock; Passed unanimously.</i></p>	
3.03	Delegations	<p>D Gilpin and T Woodcock are granted speaking rights for the rest of the meeting.</p> <p>B Robinson nominated N Phillips to the role of Property.</p> <p><i>Moved: B Robinson; Seconded: G Bray; Passed unanimously.</i></p> <p>N Phillips nominated N Browne to the role of Community.</p> <p><i>Moved: N Phillips; Seconded: J Irvine; Passed unanimously.</i></p> <p>G Bray nominated J Irvine to the role of Health & Safety.</p> <p><i>Moved: G Bray; Seconded: B Robinson; Passed unanimously.</i></p> <p>B Robinson nominated L Ledger to the role of Finance.</p> <p><i>Moved: B Robinson; Seconded: N Phillips; Passed unanimously.</i></p> <p>A period of hand-over with T Woodcock was suggested.</p> <p>Motion to formerly co-opt T Woodcock for the finance hand-over project for a period to be determined.</p> <p><i>Motion Moved: B Robinson; Seconded: J Irvine; Passed unanimously.</i></p> <p>T Woodcock nominated N Phillips to the role of Deputy Chair.</p> <p><i>Moved: T Woodcock; Seconded: J Irvine; Passed unanimously.</i></p>	
3.04	Governance/ Management	B Robinson outlined the role of the Board. General discussion on Governance/ Management.	
4.0	Correspondence	Refer Correspondence Register.	
4.01	Inward Correspondence	Correspondence was taken as read.	
4.02	Outward Correspondence	<i>Correspondence was Moved: B Robinson; Seconded: N Phillips; Passed unanimously.</i>	
5.0	Property		
5.01	Property Report	<p>N Phillips presented the Property Report. General discussion on the Property Report.</p> <p>Motion to approve the increase in the quote for the mulch from \$3,480 to \$7,030 from Reharvest due to the misquote of the original quote.</p> <p><i>Motion Moved: B Robinson; Seconded: J Irvine; Passed unanimously.</i></p> <p>Tradeline Painters Ltd will repaint the School House when there is a window of fine weather.</p> <p><i>Moved: N Phillips; Seconded: N Browne; Passed unanimously.</i></p>	

6.0	Policies & Procedures		
6.01	School Docs	<p>General discussion on School Docs.</p> <p>General discussion on the updates on the Draft Code of Conduct Policy for Parents, Guardians, and Visitors.</p> <p>Motion to adopt the Draft Code of Conduct Policy for Parents, Guardians, and Visitors.</p> <p><i>Motion Moved: D Gilpin; Seconded: B Robinson; Passed unanimously.</i></p>	<p>M Ludwig: Send link and access to School Docs to L Ledger and P Adlam.</p> <p>G Bray: Ensure Code of Conduct Policy for Parents, Guardians, and Visitors is uploaded onto School Docs with a link to it on the school website.</p> <p>M Ludwig: Add the Code of Conduct Policy for Parents, Guardians, and Visitors to the Enrolment Pack.</p> <p>D Gilpin: Write a letter to send out to the school community introducing the Code of Conduct Policy for Parents, Guardians, and Visitors.</p> <p>All: Look at the 2 policies to review and discuss at next meeting.</p>
6.02	Curriculum and Student Achievement		
6.03	Emergency Planning and Procedures.		
7.0	Health & Safety		
7.01	Health & Safety Report	<p>J Irvine presented the Health & Safety Report.</p> <p><i>Moved: J Irvine; Seconded: L Ledger; Passed unanimously.</i></p>	
8.0	Finance		
8.01	Finance Report	<p>T Woodcock presented the Finance Report. General discussion on the Finance Report.</p> <p>Motion to approve quote from Noel Leeming \$6,546.26 for IT expenditure.</p> <p>Motion to approve quote for furniture for the junior area.</p> <p><i>All Motions Moved: T Woodcock; Seconded: N Browne; Passed unanimously.</i></p> <p>General discussion on using part of the surplus from 2018 fundraising on a swing for the playground.</p> <p><i>Finance Report Moved: T Woodcock; Seconded: L Ledger; Passed unanimously.</i></p>	<p>T Woodcock: Put together a cost proposal for the swing and the budget to be used.</p>
9.0	Principal's Report		
9.01	Principal's Report	G Bray presented the Principal's Report. General discussion on the Principal's Report.	<p>G Bray: Look into enrolment data to present to the Board.</p>
9.02	Dashboard Indicators	<p>See Dashboard Indicators.</p> <p><i>Moved: G Bray; Seconded: N Phillips; Passed unanimously.</i></p>	
10.0	Community		
10.01	FOWS Report	<p>N Browne presented the Community Report. General discussion on the Community Report.</p> <p>Motion to approve the following procedure: When the school requires a teacher to attend an event on behalf of the school, their mileage will be reimbursed. A staff member will not be reimbursed for mileage if their travel is related to a voluntary activity.</p> <p><i>Motion Moved: B Robinson; Seconded: N Phillips; Passed unanimously.</i></p> <p><i>Report Moved: N Browne; Seconded: L Ledger; Passed unanimously.</i></p>	
11.0	Curriculum		
11.01	Curriculum review/ Overview	General discussion on Curriculum review/ Overview	
11.02	WS Curriculum Philosophy	To be reviewed at the next meeting.	

12.0	Other		
------	-------	--	--

Meeting was closed at 9.40pm.
Next meeting 26th June 2019.