

Wainui School Board of Trustees
Minutes of the Meeting held on 26th June 2019
at 6.30pm in the School Staffroom

1.0 Attendance

Attendees	B Robinson (Chair), N Phillips, G Bray, J Irvine, N Browne (arrived at 6.55pm), P Adlam, L Ledger, T Woodcock, M Ludwig (Secretary).
Apologies	
In Attendance	Alice Rowlands (PB4L) (left at 7.20pm), Shelley Ross (PB4L) (left at 7.20pm).
Conflicts of Interest	L Ledger's father-in-law received the tender for the civil works.

Agenda Item No.	Agenda Item	Discussion	Action/ Deadline
1.0	Welcome		
1.01	PB4L Presentation	A Rowlands, S Ross and J Irvine presented the PB4L information.	
2.0	Minutes	<p>The minutes were taken as read.</p> <p>The following topics were raised:</p> <p><i>Moved: J Irvine; Seconded: N Phillips; Passed unanimously.</i></p>	<p>N Browne: Add the new Code of Conduct Policy for Parents, Guardians, and Visitors onto the school website.</p> <p>G Bray: Forward the new Code of Conduct Policy for Parents, Guardians, and Visitors to School Docs.</p>
3.0	BOT Matters		
3.01	Communication	General discussion on Communication.	
3.02	Induction Booklets	General discussion on Induction Booklets.	B Robinson: Review the recommended Code of Conduct for Board members in the Trusteeship Guide booklet.
4.0	Correspondence	Refer Correspondence Register.	
4.01	Inward Correspondence	Correspondence was taken as read.	G Bray: Share the Chris Penk letter with the staff.
4.02	Outward Correspondence	<i>Correspondence was Moved: N Browne; Seconded: T Woodcock; 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><i>Moved: N Phillips; Seconded: T Woodcock; Passed unanimously.</i></p>	R Lee: To repair the items in the School House.
6.0	Policies & Procedures		
6.01	Curriculum and Student Achievement	General discussion on Curriculum and Student Achievement.	
6.02	Emergency Planning and Procedures.	General discussion on Emergency Planning and Procedures.	<p>M Ludwig: Print out emergency contact list of students and staff.</p> <p>M Ludwig: Update the emergency contact details with each new enrolment.</p> <p>G Bray: Ensure the Principal's emergency pack contains all necessary items.</p> <p>M Ludwig: Find the jack point that directly connects to the telecom system.</p> <p>G Bray: Send the updated Evacuation Routes to School Docs.</p>

			<p>G Bray: - Update the Recognition of Cultural diversity policy. - Update the Career Guidance policy. - Consult the community in regards to the Health Education Policy. - Update the Food & Nutrition policy to include Garden to Table. - Update the Religious Education policy. - Update the Reading Recovery policy.</p> <p>G Bray: Contact by phone parents/ caregivers of Maori students inviting them to a hui.</p>
7.0	Health & Safety		
7.01	Health & Safety Report	<p>J Irvine presented the Health & Safety Report.</p> <p><i>Moved: J Irvine; Seconded: T Woodcock; 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 purchasing the Lily Pad swing for \$4,950.00 from the Playground Upgrade capital budget.</p> <p><i>Motion Moved: B Robinson; Seconded: N Phillips; Passed unanimously.</i></p> <p><i>Finance Report Moved: T Woodcock; Seconded: N Phillips; Passed unanimously.</i></p>	G Bray: Obtain 3 quotes to resael to top play area.
9.0	Principal's Report		
9.01	Principal's Report	<p>G Bray presented the Principal's Report. General discussion on the Principal's Report.</p> <p>Motion to approve the Ski Team attending the ski championships.</p> <p>Motion to approve a hockey team and one swimmer competing in the AIMS Games.</p> <p><i>All Motions Moved: B Robinson; Seconded: N Browne; Passed unanimously.</i></p>	G Bray: Finalise a program and costing for Japan.
9.02	Dashboard Indicators	<p>See Dashboard Indicators.</p> <p><i>Moved: G Bray; Seconded: L Ledger; 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>Decision to purchase 228 packs of chocolate fundraiser.</p> <p><i>Report Moved: N Browne; Seconded: N Phillips; Passed unanimously.</i></p>	
11.0	Curriculum		
11.01	PaCT and Progressions	General discussion on PaCT and Progressions.	G Bray & J Irvine: Circulate any relevant documents when there are presenters at the Board meeting.
11.02	Curriculum Philosophy		
12.0	Other		

Meeting was closed at 9.45pm.
Next meeting 7th August 2019.