

# Wainui School Board of Trustees

## Minutes of the Meeting held on 7<sup>th</sup> August 2019

### at 6.43pm in the School Staffroom

#### 1.0 Attendance

<b>Attendees</b>	B Robinson (Chair), N Phillips, G Bray, J Irvine, N Browne, P Adlam, T Woodcock, M Ludwig (Secretary).
<b>Apologies</b>	L Ledger
<b>In Attendance</b>	
<b>Conflicts of Interest</b>	None

Agenda Item No.	Agenda Item	Discussion	Action/ Deadline
<b>1.0</b> <b>1.01</b>	<b>Welcome</b>		
<b>2.0</b>	<b>Minutes</b>	The minutes were taken as read.  The following topics were raised:  <i>Moved: T Woodcock; Seconded: N Phillips; Passed unanimously.</i>	<b>All:</b> Complete all uncompleted actions from the last meeting.
<b>3.0</b> <b>3.01</b>	<b>Curriculum</b>  Mid year aspirational data	J Irvine presented the mid year aspirational data report. General discussion on the mid year aspirational data report.	
<b>4.0</b> <b>4.01</b> <b>4.02</b>	<b>Correspondence</b>  Inward Correspondence  Outward Correspondence	Refer Correspondence Register.  Correspondence was taken as read.  Late correspondence letter from Hon Tracey Martin.  Went "In Committee" at 7.16pm.  Out of "In Committee" at 7.25pm.  <i>Correspondence was Moved: B Robinson; Seconded: N Phillips; Passed unanimously.</i>	
<b>5.0</b> <b>5.01</b>	<b>Finance</b>  Finance Report	T Woodcock presented the Finance Report on behalf of L Ledger. General discussion on the Finance Report and the formalisation of the sister school partnership.  Discussion on the School Pool will be in Term 4.  Motion to approve in principle the formalisation of the sister school partnership subject to signing off the final business case.  <i>Motion Moved: B Robinson; Seconded: N Phillips; Passed unanimously.</i>  <i>Finance Report Moved: T Woodcock; Seconded: B Robinson; Passed unanimously.</i>	<b>G Bray &amp; J Irvine:</b> Circulate a business case for formalising the sister school partnership.  <b>B Robinson:</b> To assist in the preparation of the business case.  <b>G Bray:</b> Find out if there is any requirement by the MOE for formalising the sister school partnership.  <b>T Woodcock:</b> Draft communication in regards to School Donations.
<b>6.0</b> <b>6.01</b> <b>6.02</b>	<b>Principal's Report</b>  Principal's Report  Dashboard Indicators	G Bray presented the Principal's Report. General discussion on the Principal's Report.  See Dashboard Indicators.  <i>Moved: G Bray; Seconded: N Browne; Passed unanimously.</i>	
<b>7.0</b> <b>7.01</b>	<b>Property</b>  Property Report	N Phillips presented the Property Report. General discussion on the Property Report.  <i>Moved: N Phillips; Seconded: T Woodcock; Passed unanimously.</i>	<b>B Robinson:</b> Contact MOE Property team about the timeline of the new classrooms.  <b>G Bray:</b> Send B Robinson the contact details for the MOE Property team.

<b>8.0</b>	<b>Policies &amp; Procedures</b>		
<b>8.01</b>	Update of all from previous minutes	No discussion at this meeting.	
<b>9.0</b>	<b>Health &amp; Safety</b>		
<b>9.01</b>	Health & Safety Report	J Irvine presented the Health & Safety Report.  <i>Moved: J Irvine; Seconded: N Browne; Passed unanimously.</i>	
<b>10.0</b>	<b>Community</b>		
<b>10.01</b>	FOWS Report	N Browne presented the Community Report. General discussion on the Community Report.  Motion to invite the Kahui Ako In School Leader/s once a term to update the Board.  <i>Motion Moved: B Robinson; Seconded: T Woodcock; Passed unanimously.</i>  <i>Report Moved: N Browne; Seconded: B Robinson; Passed unanimously.</i>	<b>G Bray:</b> Circulate the information on the Kahui Ako Learning Support to the Board.  <b>N Phillips:</b> Email the link to the Kahui Ako website to the Board members.  <b>J Irvine:</b> Develop a strategic plan to build up our sporting equipment.
<b>11.0</b>	<b>BOT Matters</b>		
<b>11.01</b>	Newsletter and photo	Discussed under Finance.	
<b>11.02</b>	Learning support positions	Discussed under Community.	
<b>12.0</b>	<b>Other</b>		

Meeting was closed at 9.42pm.  
Next meeting 18th September 2019.