

Wainui School Board of Trustees
Minutes of the Meeting held on 18th September 2019
at 7.25pm in the School Staffroom

1.0 Attendance

Attendees	B Robinson (Chair), N Phillips, G Bray, J Irvine, N Browne, L Ledger, P Adlam, T Woodcock, M Ludwig (Secretary).
Apologies	
In Attendance	W Taylor, M Morris (left at 8.12pm)
Conflicts of Interest	None

Agenda Item No.	Agenda Item	Discussion	Action/ Deadline
1.0	Welcome		
1.01	Mid Year 2019 Summary Special Educational Needs	W Taylor and M Morris presented the Mid Year 2019 Summary Special Educational Needs report. General discussion on the report.	
2.0	Minutes	The minutes were taken as read. The following topics were raised: <i>Moved: N Phillips; Seconded: N Browne; Passed unanimously.</i>	
3.0	Curriculum		
3.01	Learning Support Report	See 1.0 Welcome point above.	
4.0	Correspondence	Refer Correspondence Register.	
4.01	Inward Correspondence	Correspondence was taken as read.	
4.02	Outward Correspondence	Late correspondence Leave Application Form from A Rowlands. <i>Approval for Leave for A Rowlands Moved: B Robinson; Seconded: L Ledger; Passed unanimously.</i> <i>Correspondence was Moved: B Robinson; Seconded: N Phillips; Passed unanimously.</i>	
5.0	Finance		
5.01	Finance Report	L Ledger presented the Finance Report. General discussion on the Finance Report. <i>Finance Report Moved: L Ledger; Seconded: N Browne; Passed unanimously.</i>	All: Send a photo of yourself to L Ledger. L Ledger: Finalise the draft of the BOT's letter as discussed.
6.0	Principal's Report		
6.01	Principal's Report	G Bray presented the Principal's Report. General discussion on the Principal's Report.	G Bray: Reconfirm staff's immunisation level. 1969 – 1992
6.02	Dashboard Indicators	See Dashboard Indicators. <i>Moved: G Bray; Seconded: T Woodcock; Passed unanimously.</i>	
7.0	Property		
7.01	Property Report	N Phillips presented the Property Report. General discussion on the Property Report. Motion to accept the quote from NZ Drainage Ltd to repair the defective section of ceramic pipe outside the Admin building if it can't be included in a 5YA project. <i>Motion Moved: B Robinson; Seconded: L Ledger; Passed unanimously.</i> <i>Report Moved: N Phillips; Seconded: B Robinson; Passed unanimously.</i>	
8.0	Policies & Procedures		
8.01	Performance management		G Bray: Circulate the updated Swimming Pool policy.
8.02	Health Safety and Welfare		

9.0	Health & Safety		
9.01	Health & Safety Report	<p>J Irvine presented the Health & Safety Report.</p> <p><i>Moved: J Irvine; Seconded: T Woodcock; Passed unanimously.</i></p>	<p>G Bray: Inform the MOE Property Manager about the nails sticking out of the pool fence where the agapanthas were removed.</p>
10.0	Community		
10.01	FOWS Report	<p>N Browne presented the Community Report. General discussion on the Community Report.</p> <p><i>Report Moved: N Browne; Seconded: B Robinson; Passed unanimously.</i></p>	<p>G Bray & N Browne: To meet with Waitoki School Principal about their proposed enrolment zone.</p>
11.0	BOT Matters		
11.01	Principal Appraisal	<p>B Robinson presented the Principal Appraisal, tabled goals and first two meetings.</p>	
12.0	Other		

Meeting was closed at 9.55pm.
Next meeting 23rd October 2019.