

Wainui School Board of Trustees

Minutes of the Meeting held on 23rd October 2019

at 6.40pm in the School Staffroom

1.0 Attendance

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

Agenda Item No.	Agenda Item	Discussion	Action/ Deadline
1.0	Welcome		
2.0	School House Visit	Viewed School House – General discussion on work needed – insulation, heat pump in the hall, light fitting in bathroom, widen external door.	M Ludwig: Draft a letter to staff about the School House being available, rent will be less than market rates, staff rate. N Phillips: Ask S du Bernard for a rental appraisal.
3.0	Minutes	The minutes were taken as read. The following topics were raised: <i>Moved: B Robinson; Seconded: L Ledger; Passed unanimously.</i>	L Ledger: Send communication to the school community at the end of the year.
4.0	Correspondence	Refer Correspondence Register.	
4.01	Inward Correspondence	Correspondence was taken as read.	
4.02	Outward Correspondence	Late correspondence – Proposal for Out of School Care Delivery from YMCA. <i>Correspondence was Moved: B Robinson; Seconded: N Phillips; Passed unanimously.</i>	G Bray: Email the Out of School Care Delivery proposal to the Board. J Irvine: Discuss the Proposal for Out of school care delivery.
5.0	Curriculum		
5.01	Future – uLearn Presentation	General discussion on the uLearn Conference.	G Bray: Send out the uLearn presentation.
5.02	Annual Plan Report	Have reviewed the targets in the Annual Plan Report.	G Bray: Send out the end of year data along with the Annual Plan Report.
6.0	Finance		
6.01	Finance Report	L Ledger presented the Finance Report. General discussion on the Finance Report. <i>Finance Report Moved: L Ledger; Seconded: N Phillips; Passed unanimously.</i>	G Bray: Reply to J McGregor about servicing the mower.
7.0	Principal's Report		
7.01	Principal's Report	G Bray presented the Principal's Report. General discussion on the Principal's Report.	G Bray: Talk to P Adlam about the Health Survey.
7.02	Dashboard Indicators	See Dashboard Indicators. <i>Moved: G Bray; Seconded: L Ledger; Passed unanimously.</i>	
8.0	Property		
8.01	Property Report	N Phillips presented the Property Report. General discussion on the Property Report. Motion to set the swimming pool key holder fee at \$80 including a \$10 bond for the return of the key. <i>Motion Moved: B Robinson; Seconded: L Ledger; Passed unanimously.</i>	

		<p>The Working Bee went really well, a big thank you to everyone who came along.</p> <p><i>Report Moved: N Phillips; Seconded: B Robinson; Passed unanimously.</i></p>	<p>M Ludwig: Draft letter of thanks to the Dizzy Heights team for the work they did at the Working Bee.</p>
<p>9.0</p> <p>9.01</p> <p>9.02</p>	<p>Policies & Procedures</p> <p>Term 3 - Performance Management - Health Safety and Welfare</p> <p>Term 4 - EOTC - Sun Protection</p>	<p>General discussion on the Policies & Procedures.</p>	<p>J Irvine: Check the classroom supplies of sunscreen.</p> <p>B Robinson: Has read over the Year 7/8 Camp documentation, to sign and return to school.</p>
<p>10.0</p> <p>10.01</p>	<p>Health & Safety</p> <p>Health & Safety Report</p>	<p>J Irvine presented the Health & Safety Report.</p> <p><i>Moved: J Irvine; Seconded: B Robinson; Passed unanimously.</i></p>	<p>N Phillips: Send a letter to N Bradley in regards to the discussion at the Board meeting about the school's health and safety procedures.</p>
<p>11.0</p> <p>11.01</p>	<p>Community</p> <p>FOWS Report</p>	<p>No Community Report presented at this meeting.</p> <p><i>Report Moved: N Browne; Seconded: B Robinson; Passed unanimously.</i></p>	
<p>12.0</p> <p>12.01</p> <p>12.02</p>	<p>BOT Matters</p> <p>Health Consultation</p> <p>8 Days of Release New Collective</p>	<p>Discussed under Principal's Report.</p> <p>Discussed under Principal's Report.</p>	
13.0	Other		

Meeting was closed at 9.15pm.
Next meeting 13th November 2019.