

**Wainui School Board of Trustees**  
**Minutes of the Meeting held on 11th December 2019**  
**at 6.46pm in the School Staffroom**

**1.0 Attendance**

<b>Attendees</b>	B Robinson (Chair), N Phillips, G Bray, J Irvine, L Ledger, N Browne (arrived at 7.43pm), P Adlam, M Ludwig (Secretary).
<b>Apologies</b>	T Woodcock.
<b>In Attendance</b>	
<b>Conflicts of Interest</b>	None

<b>Agenda Item No.</b>	<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/ Deadline</b>
<b>1.0</b>	<b>Welcome</b>		
<b>2.0</b>	<b>Minutes</b>	The minutes were taken as read.  The following topics were raised:  <i>Moved: B Robinson; Seconded: N Phillips; Passed unanimously.</i>	<b>G Bray:</b> Send out the uLearn presentation.
<b>3.0</b>	<b>Correspondence</b>	Refer Correspondence Register.	
<b>3.01</b>	Inward Correspondence	Correspondence was taken as read.	
<b>3.02</b>	Outward Correspondence	<i>Correspondence was Moved: L Ledger; Seconded: N Phillips; Passed unanimously.</i>	
<b>4.0</b>	<b>Curriculum</b>		
<b>4.01</b>	Reports	J Irvine presented the Curriculum Report. General discussion on the End of Year Curriculum Report.	
<b>4.02</b>	Annual Plan Report	No discussion at this meeting.  <i>Curriculum Report Moved: J Irvine; Seconded: L Ledger; Passed unanimously.</i>	
<b>5.0</b>	<b>Finance</b>		
<b>5.01</b>	Finance Report	L Ledger presented the Finance Report. General discussion on the Finance Report.  Motion to approve \$8,764.00 for the Junior furniture which is to come out of 2020 budget.  <i>Motion Moved: L Ledger; Seconded: B Robinson; Passed unanimously.</i>  <i>Finance Report Moved: L Ledger; Seconded: B Robinson; Passed unanimously.</i>	<b>L Ledger:</b> Cost out the extra to pay the Living Wage.
<b>6.0</b>	<b>Principal's Report</b>		
<b>6.01</b>	Principal's Report	G Bray presented the Principal's Report and the Garden to Table Report. General discussion on the Principal's Report and the Garden to Table Report.  Went "Into Committee" at 8.49pm. Out of "In Committee" at 9.07pm.	<b>L Stevenson:</b> Present a budget for Garden to Table and a way of measuring success of the programme.  <b>J Irvine:</b> To pass on the Board thanks to L Stevenson and the Garden to Table specialists for the wonderful Garden to Table programme in 2019.  <b>G Bray:</b> Reply to Flying Horse that a decision on the students for term 3 in 2020 can't be made until next year.
<b>6.02</b>	Dashboard Indicators	See Dashboard Indicators.  <i>Report Moved: G Bray; Seconded: P Adlam; Passed unanimously.</i>	

<b>7.0</b>	<b>Property</b>		
<b>7.01</b>	Property Report	<p>N Phillips presented the Property Report. General discussion on the Property Report.</p> <p>As the Property Board member, N Phillips will be the nominated Landlord for the School House tenancy.</p> <p><i>Report Moved: N Phillips; Seconded: N Browne; Passed unanimously.</i></p>	<b>G Bray:</b> Paint yellow lines along the driveway fence of the School House.
<b>8.0</b>	<b>Policies &amp; Procedures</b>		
<b>8.01</b>	No Policies & Procedures at this meeting	All policies and procedures have been reviewed and completed in 2019.	
<b>9.0</b>	<b>Health &amp; Safety</b>		
<b>9.01</b>	Health & Safety Report	<p>J Irvine presented the Health &amp; Safety Report.</p> <p><i>Moved: J Irvine; Seconded: B Robinson; Passed unanimously.</i></p>	<b>J Irvine:</b> Create a checklist for inspecting the playground equipment.
<b>10.0</b>	<b>Community</b>		
<b>10.01</b>	FOWS Report	<p>N Browne presented the Community Report. General discussion on the Community Report.</p> <p>Discussed the sKids Out of School Care proposal.</p> <p><i>Report Moved: N Browne; Seconded: J Irvine; Passed unanimously.</i></p>	<p><b>G Bray:</b> Supply the list of organisations grants have been applied for and grants that have been successful.</p> <p><b>G Bray:</b> Set dates for 2020 fundraising events.</p> <p><b>G Bray:</b> Advertise in the newsletter for a Sports Coordinator for each sport.</p> <p><b>G Bray:</b> Find out if sKids is happy to have a trial period for their Out of School Care and what would happen if the school needs the hall. Circulate the answers to the Board.</p>
<b>11.0</b>	<b>BOT Matters</b>		
<b>11.01</b>	Health Consultation	It will be addressed in 2020.	
<b>12.0</b>	<b>Other</b>		<b>M Ludwig:</b> Put some dates together for Board meetings for 2020 on Mondays.

Meeting was closed at 10.37pm.  
Next meeting in February 2020 TBC.