

Wainui School Board of Trustees

Minutes of the Meeting held on 13th November 2019

at 6.35pm in the School Staffroom

1.0 Attendance

Attendees	B Robinson (Chair), N Phillips, G Bray, J Irvine, L Ledger, N Browne (arrived at 7.45pm), P Adlam, M Ludwig (Secretary).
Apologies	T Woodcock.
In Attendance	A Ditchburn (left at 6.59pm).
Conflicts of Interest	None

Agenda Item No.	Agenda Item	Discussion	Action/ Deadline
1.0	Welcome Out of school care delivery proposal	<p>A Ditchburn presented the YMCA Out of school care delivery proposal. General discussion with A Ditchburn on the proposal.</p> <p>General discussion amongst the Board on the proposal.</p>	G Bray: Talk to sKids about proposing another after school programme.
2.0	Minutes	<p>The minutes were taken as read.</p> <p>The following topics were raised:</p> <p><i>Moved: B Robinson; Seconded: J Irvine; Passed unanimously.</i></p>	<p>M Ludwig: Send letter re School House to G Bray.</p> <p>M Ludwig: Send out approved letter of thanks to Dizzy Heights.</p> <p>G Bray & P Adlam: Meet to discuss the Health Survey.</p> <p>G Bray: Send out the uLearn presentation.</p>
3.0	Correspondence	Refer Correspondence Register.	
3.01	Inward Correspondence	<p>Correspondence was taken as read.</p> <p>Went "Into Committee" at 8.30pm. Out of "In Committee" at 9.39pm.</p>	
3.02	Outward Correspondence	<p><i>Correspondence was Moved: B Robinson; Seconded: N Phillips; Passed unanimously.</i></p>	
4.0	Curriculum		
4.01	Te Reo and Wainui School	General discussion on annual Maori Consultation.	
5.0	Finance		
5.01	Finance Report	<p>L Ledger presented the Finance Report. General discussion on the Finance Report.</p> <p>Include a heat pump for the School House in the Budget for 2020.</p> <p><i>Finance Report Moved: L Ledger; Seconded: N Phillips; Passed unanimously.</i></p>	<p>L Ledger: Circulate costings for School House renovations to the Board for approval.</p> <p>G Bray: Report on Garden to Table in 2020 at the next meeting.</p>
6.0	Principal's Report		
6.01	Principal's Report	G Bray presented the Principal's Report. General discussion on the Principal's Report.	
6.02	Dashboard Indicators	<p>See Dashboard Indicators.</p> <p>Motion to approve the Teacher Only Days as outlined in the Principal's Report. Term 2: Friday 29th May, Term 3: Thursday 6th August and Term 4: Tuesday 15th December 2020.</p> <p><i>Motion Moved: J Irvine; Seconded: B Robinson; Passed unanimously.</i></p> <p><i>Report Moved: G Bray; Seconded: L Ledger; Passed unanimously.</i></p>	

7.0	Property		
7.01	Property Report	<p>N Phillips presented the Property Report. General discussion on the Property Report.</p> <p><i>Report Moved: N Phillips; Seconded: B Robinson; Passed unanimously.</i></p>	
8.0	Policies & Procedures		
8.01	Sun Protection	These were discussed at the previous meeting.	
8.02	Education Outside the Classroom		
9.0	Health & Safety		
9.01	Health & Safety Report	<p>J Irvine presented the Health & Safety Report.</p> <p><i>Moved: J Irvine; Seconded: B Robinson; Passed unanimously.</i></p>	M Ludwig: Draft a letter of thanks to M Cator for writing the Bee Swarm policy.
10.0	Community		
10.01	FOWS Report	<p>N Browne presented the Community Report.</p> <p><i>Report Moved: N Browne; Seconded: B Robinson; Passed unanimously.</i></p>	L Stevenson: Produce a report on Garden to Table.
11.0	BOT Matters		
11.01	Staffing 2020		
13.0	Other		

Meeting was closed at 9.29pm.
Next meeting 11th December 2019.