## Wainui School Board of Trustees Minutes of the Meeting held on 17th February 2020 at 6.40pm in the School Staffroom

## 1.0 Attendance

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

Agenda Item	Agenda Item	Discussion	Action/ Deadline
No. 1.0	Welcome		
1.01	BOT Positions	G Bray called for nominations to the role of Chair.	
		N Browne nominated N Phillips to the role of Chair.  Moved: N Browne; Seconded: P Adlam; Passed unanimously.	
		N Phillips nominated L Ledger to the role of Finance.  Moved: N Phillips; Seconded: N Browne; Passed unanimously.	
		N Phillips nominated N Browne to the role of Deputy Chair.  Moved: N Phillips; Seconded: P Adlam; Passed unanimously.	
		N Phillips nominated N Browne to the role of Community.  Moved: N Phillips; Seconded: J Irvine; Passed unanimously.	
		N Phillips nominated P Adlam to the role of Property.  Moved: N Phillips; Seconded: L Ledger; Passed unanimously.	
1.02	BOT Delegations		N Browne: Update the draft Delegations document and circulate to the Board.
2.0	Minutes	The minutes were taken as read.	
		The following topics were raised:	L Stevenson: Present a way of measuring success of the Garden to Table programme.
			G Bray: Supply the list of organisations grants have been applied for and grants that have been successful.
			L Ledger: Put together a comparison between the Out of School Care proposals.
		Mounds N. Dhillings Secondads I. Ladrays Decead speciments	All: Send dates to M Ludwig that you are unavailable to meet on Tuesdays.
	0	Moved: N Phillips; Seconded: L Ledger; Passed unanimously.	
3.0 3.01	Correspondence Inward Correspondence	Refer Correspondence Register.  Correspondence was taken as read.	
	·	Late Correspondence - Discussed the letter from C Scott.	G Bray & N Phillips: Meet with C Scott and invite him to the next BOT meeting.
			G Bray: Check with MOE about our obligation to students participating in an off-site class/ course/ activity. Circulate the
3.02	Outward Correspondence	Correspondence was Moved: L Ledger; Seconded: N Phillips; Passed unanimously.	findings to the Board.
4.0	Curriculum		
4.01	PD Development Plan	J Irvine presented the PD Development Plan. General discussion on the PD Development Plan.	J Irvine: Circulate "The Global Goals" information.
4.02	Curriculum focus - Charter		

5.0	Finance		
5.01	Finance Report	L Ledger presented the Finance Report. General discussion on the Finance Report and the draft Budget.	<b>G Bray:</b> Formal thank you to L & T Ledger for the Hall curtains.
5.02	Draft Budget	Motion to approve the draft Budget.	N Browne: Put together
		Motion Moved: L Ledger; Seconded: P Adlam; Passed unanimously.	the information on contributions and circulate to the Board.
		Finance Report Moved: L Ledger; Seconded: N Browne; Passed unanimously.	
6.0	Property		
6.01	Property Report	N Phillips presented the Property Report. General discussion on the Property Report.	<b>G Bray:</b> Action the Pool Audit.
		Motion to approve the list of projects for the School Investment Package as discussed.	
		Motion Moved: N Phillips; Seconded: L Ledger; Passed unanimously.	
		Report Moved: N Phillips; Seconded: N Browne; Passed unanimously.	
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: Include the Summary Report with class numbers from eTAP
7.02	Dashboard Indicators	See Dashboard Indicators.	in the Indicators.
7.03	Draft Charter		G Bray: Circulate the
		Report Moved: G Bray; Seconded: N Browne; Passed unanimously.	updated Charter.
8.0	Community		
8.01	FOWS Report	N Browne presented the Community Report. General discussion on the Community Report.	G Bray & N Browne: Draft a reply to Wainui Golf Club about the
		Motion to approve the extra \$15,000 to be spent on basketball hoops and extending the junior playground.	proposed Fun Run.  G Bray: Ask L Jenkins if
		Motion Moved: N Browne; Seconded: L Ledger; Passed unanimously.	she will check the In Box of Facebook.
		Report Moved: N Browne; Seconded: N Phillips; Passed unanimously.	
9.0	Health & Safety		
9.01	Health & Safety Report	J Irvine presented the Health & Safety Report.	
		Moved: J Irvine; Seconded: P Adlam; Passed unanimously.	
10.0	Policies & Procedures		
10.01	Outlined	No discussion at this meeting.	
11.0	BOT Matters		
11.01	Farewell Celebration		
11.02	ERO Preparation	General discussion on preparation for ERO.	
12.0	Other		

Meeting was closed at 10.30pm. Next meeting xx March 2020.