

Wainui School Board of Trustees
Minutes of the Meeting held on 17th March 2020
at 6.33pm in the School Staffroom

1.0 Attendance

Attendees	N Phillips (Chair), G Bray, J Irvine, L Ledger, N Browne, P Adlam, M Ludwig (Secretary).
Apologies	
In Attendance	G Bailey, E Louard (left the meeting at 9.44pm), C Scott.
Conflicts of Interest	None

Agenda Item No.	Agenda Item	Discussion	Action/ Deadline
1.0	Welcome	Welcome to the three parents who have expressed an interest in joining the Board of Trustees.	
2.0	Minutes	The minutes were taken as read. The following topics were raised: <i>Moved: L Ledger; Seconded: P Adlam; Passed unanimously.</i>	L Stevenson: Present a way of measuring success of the Garden to Table programme. G Bray: Formal thank you to L & T Ledger for the Hall curtains. G Bray: Action the Pool Audit.
3.0	Correspondence	Refer Correspondence Register.	
3.01	Inward Correspondence	Correspondence was taken as read. General discussion on the study request from L Stevenson. Late Correspondence – Leave Application for M Mahler.	G Bray: Email the Kahui Ako about covering the cost of the course for L Stevenson.
3.02	Outward Correspondence	G Bray's leave application has been approved at this meeting as per the information received from the MOE. <i>Correspondence was Moved: L Ledger; Seconded: N Phillips; Passed unanimously.</i>	G Bray: Seek advice on staff leave from the MOE and discuss with staff member.
4.0	BOT Matters		
4.01	BOT Election	General discussion on the casual vacancy on the Board of Trustees. Nominees were called for on 25 th February 2020. Motion to Minute the Resolution from the 24 th Feb to hold a By-Election to fill the casual vacancy (term finishing May 2022) and to appoint the Board Secretary to be the Returning Officer. The Roll will be closed on Friday 20 th March 2020 with the Election to be held on Friday 1 st May 2020. <i>Motion Moved: N Phillips; Seconded: N Browne; Passed unanimously.</i>	M Ludwig & G Bray: Check Election process with NZSTA.
4.02	Principal Appraisal	As agreed, S Myers has been appointed as the Principal's appraiser, the final report will be in November.	
4.03	COVID 19	Thank you to G Bray for keeping the Board up to date with information. General discussion on COVID 19 information.	S Blackburn: Contact Camp Carey about any changes to their camps. N Phillips: Draft a statement for the community stating that the BOT supports G Bray communication.
4.04	ERO Findings	N Phillips outlined the initial findings from the ERO Review.	G Bray: Put a post out outlining the changes the school will undertake due to COVID 19.

5.0	Policies & Procedures		
5.01	How to use School Docs Overview cycle	General discussion on the School Docs Overview cycle and the Staff Leave, Cultural Diversity and Separated Parents, Day-to Day Care, & Guardianship policies.	All: Add any comments for the discussed policies directly onto the School Docs website.
5.02	Cyber Safety and BYOD Agreements	General discussion on the Cyber Safety and BYOD Agreements.	All: Review the draft Delegations and the Cyber Safety and BYOD Agreements.
6.0	Finance		
6.01	Finance Report	L Ledger presented the Finance Report. General discussion on the Finance Report.	
6.02	sKIDS After School Care	General discussion on the sKIDS After School Care contract. Motion to approve the sKIDS contract with the changes to the contract as discussed. <i>Motion Moved: L Ledger; Seconded: P Adlam; Passed unanimously.</i> <i>Finance Report Moved: L Ledger; Seconded: N Browne; Passed unanimously.</i>	L Ledger: Contact the references sKIDS provided and amend the contract to add a one year review.
7.0	Principal's Report		
7.01	Principal's Report	G Bray presented the Principal's Report. General discussion on the Principal's Report.	
7.02	Dashboard Indicators	See Dashboard Indicators. <i>Report Moved: G Bray; Seconded: N Browne; Passed unanimously.</i>	
8.0	Community		
8.01	FOWS Report	N Browne presented the Community Report. General discussion on the Community Report. Propose a Resolution to apply to various Community Trusts for grants for netball/ basketball hoops. Motion to approve the Resolution to apply for grants as listed. <i>Motion Moved: N Browne; Seconded: N Phillips; Passed unanimously.</i> Motion to approve spending \$1,600.00 extra funds raised from Christmas in the Country 2019, on the Garden to Table programme. <i>Motion Moved: N Browne; Seconded: N Phillips; Passed unanimously.</i> <i>Report Moved: N Browne; Seconded: L Ledger; Passed unanimously.</i>	N Browne: Update the Sponsorship document for 2020. G Bray: Send wish list to N Browne. N Browne: Find out the turn-around time for the grants. N Browne: Update the Copyright Permission section on the Enrolment Form. M Ludwig: Send the current Enrolment Form to N Browne. G Bray: Review the Enrolment Form.
9.0	Health & Safety		
9.01	Health & Safety Report	J Irvine presented the Health & Safety Report. <i>Moved: J Irvine; Seconded: P Adlam; Passed unanimously.</i>	R Lee: Highlight the broken concrete with "Dazzle" paint.
10.0	Property		
10.01	Property Report	N Phillips and P Adlam presented the Property Report. General discussion on the Property Report. <i>Report Moved: P Adlam; Seconded: J Irvine; Passed unanimously.</i>	
11.0	Other		

Meeting was closed at 9.59pm.
Next meeting 12th May 2020.