

Wainui School Board of Trustees
Minutes of the Meeting held on 12th May 2020
at 6.30pm via Video Conference

1.0 Attendance

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

Agenda Item No.	Agenda Item	Discussion	Action/ Deadline
1.0	Welcome		
2.0	Minutes	The minutes were taken as read. The following topics were raised: <i>Moved: L Ledger; Seconded: P Adlam; Passed unanimously.</i>	
3.0	Correspondence	Refer Correspondence Register.	
3.01	Inward Correspondence	No Correspondence except for the Ministry of Education Bulletins. Late Correspondence email from J Marshall dated 11 May 2020 and Draft ERO Report received 12 May 2020. <i>Correspondence was Moved: L Ledger; Seconded: N Phillips; Passed unanimously.</i>	
3.02	Outward Correspondence		
4.0	Curriculum		
4.01	Reporting to parents	General discussion on reporting to parents. Goal is to communicate with every parent. Motion to not produce the written mid-year report due to the Lockdown situation. <i>Motion Moved: P Adlam; Seconded: N Browne; Passed unanimously.</i>	
4.02	Distance Learning	General discussion on distance learning.	
5.0	Finance		
5.01	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>	
6.0	Property		
6.01	Property Report	P Adlam presented the Property Report. General discussion on the Property Report. Motion to approve the SIP property projects list order as no. 1, 2 then 4 as per the Property Report. <i>Motion Moved: P Adlam; Seconded: N Browne; Passed unanimously.</i> <i>Property Report Moved: P Adlam; Seconded: N Phillips; Passed unanimously.</i>	G Bray: Re-look at a previous quote received for resurfacing the top courts. P Adlam: Circulate property quote once received to the Board for approval.
7.0	Principal's Report		
7.01	Principal's Report	G Bray presented the Principal's Report. General discussion on the Principal's Report. <i>Report Moved: G Bray; Seconded: L Ledger; Passed unanimously.</i>	
7.02	Dashboard Indicators		
8.0	Community		
8.01	FOWS Report	No formal Community Report at this meeting. N Browne presented what was discussed at the recent FOWs meeting.	

9.0	Health & Safety		
9.01	Health & Safety Report	J Irvine presented the Health & Safety Report. <i>Moved: J Irvine; Seconded: N Browne; Passed unanimously.</i>	J Irvine: Investigate the hazard in the carpark.
10.0	Policies & Procedures		
10.01		No discussion at this meeting.	
11.0	BOT Matters		
11.01	By-Election		M Ludwig: Look at the next steps for the By-Election.
12.0	Other		

Meeting was closed at 8.15pm.
Next meeting 9th June 2020.