

Wainui School Board of Trustees
Minutes of the Meeting held on 16th June 2020
at 6.42pm in the Staffroom

1.0 Attendance

Attendees	N Phillips (Chair), G Bray, J Irvine, L Ledger (left the meeting at 8.33pm), N Browne, P Adlam, M Ludwig (Secretary).
Apologies	C Scott
In Attendance	W Taylor (left the meeting a 7.15pm).
Conflicts of Interest	L Ledger has property contacts whom he has contacted about supplying quotes. L Ledger will not be involved in any decisions where these contacts are providing quotes.

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: N Phillips; Seconded: P Adlam; Passed unanimously.</i>	
3.0	Correspondence	Refer Correspondence Register.	
3.01	Inward Correspondence		
3.02	Outward Correspondence	<i>Correspondence was Moved: L Ledger; Seconded: N Phillips; Passed unanimously.</i>	
4.0	Curriculum		
4.01	SENCO Report	W Taylor presented the SENCO Report. General discussion on SENCO Report.	N Phillips & B Browne: Write to the MOE and MPs about supporting our students with needs.
4.02	Project Eudaemonia		N Browne: Find out if grants can be applied for to fund a Counsellor/ Psychologist.
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: J Irvine; Passed unanimously.</i>	
6.0	Property		
6.01	Property Report	P Adlam presented the Property Report. General discussion on the Property Report. <i>Property Report Moved: P Adlam; Seconded: J Irvine; Passed unanimously.</i>	
7.0	Principal's Report		
7.01	Principal's Report	G Bray presented the Principal's Report. General discussion on the Principal's Report. Discussion on Teacher Only Days. The Board has an intention to commit to the Japanese Students visiting as and when it is appropriate.	G Bray: Find out what other schools are doing about the Teacher Only Days.
7.02	Dashboard Indicators		N Phillips: Draft a letter to Auckland Transport about the speed limit, traffic management and signage outside the school gates.
7.03	Forest School Attendance Approval	General discussion on Forest School attendance, there are currently two applications to attend. <i>Report Moved: G Bray; Seconded: L Ledger; Passed unanimously.</i>	N Phillips: Write a letter from the Board to the community.
8.0	Community		
8.01	FOWS Report	N Browne presented the Community Report. General discussion on the Community Report. <i>Report Moved: N Browne; Seconded: N Phillips; Passed unanimously.</i>	N Browne: Put together the Business Directory.

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>	
10.0	Policies & Procedures		
10.01	Documentation and Self Review	No discussion at this meeting.	All: Review the current two policies for the next Board. G Bray & J Irvine: Make changes to the ICT User Agreement and BYOD Information for Parents and Students as discussed. M Ludwig: Put a list together of leases and contracts.
10.02	Employer Responsibility	No discussion at this meeting.	
10.03	ICT User Agreement and BYOD Information for Parents and Students	General discussion on the ICT User Agreement and BYOD Information for Parents and Students.	
11.0	BOT Matters	None discussed at this meeting.	
12.0	Other	None discussed at this meeting.	

Meeting was closed at 9.55pm.
Next meeting 4th August 2020.