

Wainui School Board of Trustees
Minutes of the Meeting held on 23rd February 2021
at 6.50pm in the Staffroom

1.0 Attendance

Attendees	N Phillips (Chair), G Bray, J Irvine, N Browne, L Ledger, C Scott, P Adlam (arrived at 6.54pm), M Ludwig (Secretary).
Apologies	
In Attendance	
Conflicts of Interest	G Bray's husband is R Bray who is contracting as the Caretaker.

Agenda Item No.	Agenda Item	Discussion	Action/ Deadline
1.0	Welcome	N Phillips set the expectations for the Board for the year. General discussion on the caretaking role.	All: Create one document to timetable items for the Board to address throughout the year. Email M Ludwig any items you think ought to be included. G Bray: Circulate the Board of Trustees Code of Conduct.
1.01	BOT Positions	G Bray is the Chair and calls for nominations for the Board positions. N Browne nominated N Phillips to the role of Chair. <i>Moved: N Browne; Seconded: C Scott; Passed unanimously.</i> N Phillips nominated L Ledger to the role of Finance. <i>Moved: N Phillips; Seconded: P Adlam; Passed unanimously.</i> N Phillips nominated N Browne to the role of Deputy Chair. <i>Moved: N Phillips; Seconded: L Ledger; Passed unanimously.</i> J Irvine nominated N Browne to the role of Community. <i>Moved: N Phillips; Seconded: C Scott; Passed unanimously.</i> N Phillips nominated P Adlam to the role of Property. <i>Moved: N Phillips; Seconded: J Irvine; Passed unanimously.</i> N Phillips nominated C Scott to the new role of Community Projects. <i>Moved: N Phillips; Seconded: J Irvine; Passed unanimously.</i>	
2.0	Minutes	The minutes were taken as read. The following topics were raised: <i>Moved: C Scott; Seconded: P Adlam; Passed unanimously.</i>	G Bray: Seek permission to obtain a formal quote on the School House sewerage system.
3.0	Correspondence	Refer Correspondence Register.	
3.01	Inward Correspondence	G Bray outlined the points discussed with the MOE on The Forest School. Motion to approve the application of the student to attend The Forest School. <i>Motion Moved: G Bray; Seconded: J Irvine; Passed unanimously</i>	G Bray: Seek confirmation from the MOE and The Forest School that they will take responsibility for the duty of care of the students when attending The Forest School. G Bray: Meet with the parents of the student who wishes to attend The Forest School to discuss.
3.02	Outward Correspondence	<i>Correspondence was Moved: C Scott; Seconded: L Ledger; Passed unanimously.</i>	
4.0	Curriculum		
4.01		No discussion at this meeting.	G Bray: Thank the staff for the way they handled the latest Alert Level 3 lockdown.

5.0	Finance		
5.01	Finance Report	L Ledger presented the Finance Report. General discussion on the Finance Report.	
5.02	Budget 2021	<p>General discussion on the Draft Budget for 2021.</p> <p>Motion to approve the Draft Budget for 2021 with a maximum 10% increase in shortfall after final adjustments.</p> <p><i>Motion Moved: L Ledger; Seconded: C Scott; Passed unanimously.</i></p> <p><i>Finance Report Moved: L Ledger; Seconded: N Phillips; Passed unanimously.</i></p>	<p>M Ludwig: Add the Capital Items to the Draft Budget for 2021 and circulate to the Board.</p> <p>L Ledger & G Bray: Meet with N Bradley.</p> <p>L Ledger: Review the expenditure policy and present it at the next Board meeting.</p> <p>N Browne: Pass on the Board's thanks to the FOWs for the fundraising in 2020.</p>
6.0	Property		
6.01	Property Report	<p>P Adlam presented the Property Report. General discussion on the Property Report.</p> <p><i>Property Report Moved: P Adlam; Seconded: L Ledger; Passed unanimously.</i></p>	G Bray: Investigate the suggestion that the Fire Alarm System needs updating.
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: Find out how other Kahui Ako Lead schools provide accountability and reporting to their Boards.
7.02	Dashboard Indicators	See Dashboard Indicators.	
7.03	Report COVID Preparedness	<i>Report Moved: G Bray; Seconded: L Ledger; Passed unanimously.</i>	
8.0	Community		
8.01	Community Report	<p>N Browne presented the Community Report. General discussion on the Community Report.</p> <p><i>Report Moved: N Browne; Seconded: N Phillips; Passed unanimously.</i></p>	<p>G Bray: Add the Wishlist to the agenda for the next Board meeting.</p> <p>G Bray: Include information about the Counsellor in the newsletter.</p> <p>G Bray: Add discussion on Enrolment Zones to the agenda for the next Board meeting.</p>
9.0	Health & Safety		
9.01	Health & Safety Report	<p>J Irvine presented the Health & Safety Report. General discussion on the Health & Safety Report.</p> <p><i>Moved: J Irvine; Seconded: P Adlam; Passed unanimously.</i></p>	G Bray: Contact Waitakere Architects about the Library ceiling.
10.0	BOT Matters		
10.01		None discussion at this meeting.	
11.0	Other	None discussed at this meeting.	

Meeting was closed at 10.03pm.
Next meeting 23 March 2021.