

**Wainui School Board of Trustees**  
**Minutes of the Meeting held on 23rd March 2021**  
**at 6.35pm in the Staffroom**

**1.0 Attendance**

<b>Attendees</b>	N Phillips (Chair), G Bray, J Irvine, N Browne, L Ledger, C Scott (in attendance via mobile audio, left meeting at 9.09pm, rejoined at 9.49pm), P Adlam, M Ludwig (Secretary).
<b>Apologies</b>	
<b>In Attendance</b>	
<b>Conflicts of Interest</b>	

<b>Agenda Item No.</b>	<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/ Deadline</b>
1.0	<b>Welcome</b>		
2.0	<b>Minutes</b>	The minutes were taken as read. The following topics were raised:  <i>Moved: N Browne; Seconded: P Adlam; Passed unanimously.</i>	<b>G Bray:</b> Include information about the Counsellor in the next newsletter.
3.0	<b>Correspondence</b>	Refer Correspondence Register.	
3.01	Inward Correspondence	Went "Into Committee" at 6.43pm. Out of "In Committee" at 7.16pm.	
3.02	Outward Correspondence	<i>Correspondence was Moved: N Phillipa; Seconded: P Adlam; Passed unanimously.</i>	
4.0	<b>Curriculum</b>		
4.01	Annual Target	J Irvine outlined the Annual Target. General discussion on the Annual Target.	
5.0	<b>Finance</b>		
5.01	Finance Report	L Ledger presented the Finance Report. General discussion on the Finance Report.	<b>G Bray:</b> Add the Delegations to the next Agenda.
5.02	Capital Items	<i>Re-bark Adventure Playground \$10,000 Signage \$5,000</i>  <i>Finance Report Moved: L Ledger; Seconded: P Adlam; Passed unanimously.</i>	<b>L Ledger:</b> Rework the "Managing Income and Expenditure" Policy as per the discussion.  <b>M Ludwig:</b> Add the additional Capital Items onto the Budget and send to Education Services.  <b>J Irvine:</b> Obtain quotes for signage around the school.
6.0	<b>Property</b>		
6.01	Property Report	P Adlam presented the Property Report. General discussion on the Property Report.	
6.02	Rabbits	General discussion on rabbits on the grounds.	<b>R Bray:</b> Obtain 3 quotes for pest management for rabbits.  <b>C Scott:</b> Obtain some quotes for pest management.  <b>J Irvine:</b> Fill in holes on the field made by rabbits.

		<i>Property Report Moved: P Adlam; Seconded: L Ledger; Passed unanimously.</i>	<b>G Bray &amp; P Adlam:</b> Meet with N Bradley about spending the SIP funding on toilets.
<b>7.0</b>	<b>Principal's Report</b>		
<b>7.01</b>	Principal's Report	G Bray presented the Principal's Report, Draft Strategic Plan and Draft BOT Work Plan. General discussion on the Principal's Report, Draft Strategic Plan and Draft BOT Work Plan.	<b>G Bray:</b> Add the Draft Strategic Plan onto the website and link it on the newsletter for community feedback
<b>7.02</b>	Dashboard Indicators	See Dashboard Indicators.	<b>N Browne &amp; G Bray:</b> Review how we consult over policy.
		<i>Report Moved: G Bray; Seconded: J Irvine; Passed unanimously.</i>	
<b>8.0</b>	<b>Community</b>		
<b>8.01</b>	Community Report	N Browne presented the Community Report. General discussion on the Community Report.	<b>G Bray:</b> Add the Sponsorship Document onto the Agenda for the next meeting. <b>N Browne:</b> Circulate the Sponsorship Document to the Board. <b>G Bray:</b> Contact the MOE to enquire about an Enrolment Zone. <b>G Bray:</b> Add the link to the Auckland Transport feedback to the newsletter. <b>G Bray:</b> Remind parents via the newsletter about the safety of picking their children up at bus stops.
		<i>Report Moved: N Browne; Seconded: L Ledger; Passed unanimously.</i>	
<b>9.0</b>	<b>Health &amp; Safety</b>		
<b>9.01</b>	Health & Safety Report	J Irvine presented the Health & Safety Report. General discussion on the Health & Safety Report.	
		<i>Moved: J Irvine; Seconded: P Adlam; Passed unanimously.</i>	
<b>10.0</b>	<b>BOT Matters</b>		
<b>10.01</b>		No discussion at this meeting.	
<b>11.0</b>	<b>Other</b>		
		No discussed at this meeting.	

Meeting was closed at 10.04pm.  
Next meeting 13 April 2021.