

**Wainui School Board of Trustees**  
**Minutes of the Meeting held on 13th April 2021**  
**at 6.30pm in the Staffroom**

**1.0 Attendance**

<b>Attendees</b>	N Phillips (Chair), G Bray, J Irvine, N Browne, L Ledger, C Scott, M Ludwig (Secretary).
<b>Apologies</b>	P Adlam
<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	Welcome	Went "Into Committee" at 6.35pm. Out of "In Committee" at 7.44pm.	
2.0	Minutes	The minutes were taken as read. The following topics were raised:  <i>Moved: N Browne; Seconded: C Scott; Passed unanimously.</i>	<b>N Browne:</b> Circulate the Board Delegations to the Board.  <b>G Bray &amp; P Adlam:</b> Meet with N Bradley about spending the SIP funding on toilets.
3.0	Correspondence	Refer Correspondence Register.	
3.01	Inward Correspondence		
3.02	Outward Correspondence	<i>Correspondence was Moved: C Scott; Seconded: L Ledger; Passed unanimously.</i>	
4.0	BOT Matters		
4.01	BOT Conduct, Reports, Timing	N Phillips outlined BOT Conduct, Reports, Timing.	<b>N Phillips:</b> Add a piece from the Board in the newsletter in term 2.  <b>N Browne:</b> Distribute a confidentiality clause to G Bray.  <b>G Bray &amp; J Irvine:</b> Feedback to the staff about communication protocols.
4.02	ECE	G Bray outlined expression of interests on an ECE on the school grounds. General discussion on these expressions of interest.	<b>G Bray:</b> Reply to the expressions of interest for an ECE.
4.03	Enrolment zone	General discussion on an enrolment zone.	<b>G Bray:</b> Invite the MOE to the next Board meeting to discuss an enrolment zone.
4.04	Delegations	No discussion at this meeting.	<b>N Browne:</b> Circulate the delegations to the Board.  <b>M Ludwig:</b> Confirm that the Board has approved J Irvine being delegated to the role of Principal for one day a week.
5.0	Policy		
5.01	Home Learning	General discussion on the Home Learning Policy.	<b>G Bray:</b> Update the Managing Income and Expenditure and the Home Learning Policy as discussed, with School Docs.
5.02	Finance	General discussion on the Finance Policy.	

<b>6.0</b>	<b>Curriculum</b>		
<b>6.01</b>	Target Update	J Irvine outlined the Target update. General discussion on the Target update.	
<b>7.0</b>	<b>Finance</b>		
<b>7.01</b>	Finance Report	L Ledger presented the Finance Report. General discussion on the Finance Report.	<b>J Irvine:</b> Reply to S Watt at Platinum Homes and costs for the tech deck.
<b>7.02</b>	Sponsorship Document		<b>All:</b> Review the Sponsorship Document. <b>G Bray:</b> Include the Sponsorship Document on the Agenda for the next Board meeting. <b>N Phillips:</b> Include the Sponsorship information in the newsletter communication.
<b>7.03</b>	Annual Accounts		<b>M Ludwig:</b> Contact Education Services about the "impact of a large event in 2020 in the Annual Report for 2020.
		<i>Finance Report Moved: L Ledger; Seconded: N Phillips; Passed unanimously.</i>	
<b>8.0</b>	<b>Property</b>		
<b>8.01</b>	Property Report	The Property Report was tabled. General discussion on the Property Report.	<b>G Bray:</b> Look into lodging an insurance claim for the library roof. <b>G Bray:</b> Ask N Bradley for a cost breakdown of the project costs and balance for the next Board meeting. Also discuss renewing the Cyclical Maintenance plan. <b>P Adlam &amp; G Bray:</b> Ensure the inspection of the School House is done.
		<i>Property Report Moved: G Bray; Seconded: L Ledger; Passed unanimously.</i>	
<b>9.0</b>	<b>Principal's Report</b>		
<b>9.01</b>	Principal's Report	G Bray presented the Principal's Report. General discussion on the Principal's Report.	<b>N Browne:</b> Update the Fixed Term Employment Policy. <b>M Ludwig:</b> Inform the Board of the Fixed Term employees. <b>G Bray:</b> Resend the Workplan to the Board.
<b>9.02</b>	Dashboard Indicators	See Dashboard Indicators.	<b>G Bray:</b> Include the class numbers in the Dashboard Indicators.
		<i>Report Moved: G Bray; Seconded: J Irvine; Passed unanimously.</i>	
<b>10.0</b>	<b>Community</b>		
<b>10.01</b>	Community Report	N Browne presented the Community Report. General discussion on the Community Report.  C Scott presented the Junior Community Report and Special Tasks Report. General discussion on the Junior Community Report and Special Tasks Report.	<b>M Ludwig:</b> Analyse the Northern Arena swimming lessons figures. <b>C Scott:</b> Cost up the materials for the boundary fence behind the newly renovated classrooms.
		<i>Report Moved: N Browne; Seconded: C Scott; Passed unanimously.</i>	

<p><b>11.0</b></p> <p><b>11.01</b></p>	<p><b>Health &amp; Safety</b></p> <p>Health &amp; Safety Report</p>	<p>J Irvine presented the Health &amp; Safety Report. General discussion on the Health &amp; Safety Report.</p> <p><i>Moved: J Irvine; Seconded: N Browne; Passed unanimously.</i></p>	
<p><b>12.0</b></p>	<p><b>Other</b></p>	<p>None discussed at this meeting.</p>	<p><b>M Ludwig:</b> Acknowledge receipt of the feedback of the Strategic Plan. <i>Thank you for taking the time to feedback.</i></p> <p><b>M Ludwig:</b> Circulate the “Governance support resources” to the Board.</p>

Meeting was closed at 10.24pm.  
Next meeting 18th May 2021.