

Wainui School Board of Trustees
Minutes of the Meeting held on 18th May 2021
at 6.35pm in the Staffroom

1.0 Attendance

Attendees	N Phillips (Chair), G Bray, J Irvine, N Browne (arrived at 6.50pm), L Ledger, P Adlam, M Ludwig (Secretary).
Apologies	C Scott
In Attendance	C Dennison (MOE – Advisor), Gavin Holland (MOE - Network Advisor) – both left the meeting at 7.07pm.
Conflicts of Interest	None

Agenda Item No.	Agenda Item	Discussion	Action/ Deadline
1.0	Welcome		
2.0	Minutes	<p>The minutes were taken as read.</p> <p>The following topics were raised:</p> <p><i>Moved: L Ledger; Seconded: P Adlam; Passed unanimously.</i></p>	<p>L Ledger: Forward the email from the MOE about the “impact of a large event in 2020 in the Annual Report for 2020.”</p> <p>G Bray: Reply to the expressions of interest for an ECE.</p> <p>C Scott: Cost up the materials for the boundary fence behind the newly renovated classrooms.</p> <p>All: Provide feedback to N Phillips on the draft Newsletter article for Term 2.</p>
3.0	Correspondence	Refer Correspondence Register.	
3.01	Inward Correspondence		G Bray: Reply to Forest School and the families who have applied to attend.
3.02	Outward Correspondence	<i>Correspondence was Moved: P Adlam; Seconded: J Irvine; Passed unanimously.</i>	
4.0	BOT Matters		
4.01	Enrolment Zone	G Holland outlined the role of the MOE Network Team and how an Enrolment Scheme works. General discussion on an Enrolment Scheme.	G Holland: Start the Enrolment Scheme process, provide the data and some options for the Board meeting on 3 August 2021.
4.02	Year 7/8 Camp Approval	<p>N Phillips reviewed the year 7/8 camp documents. Motion to approve</p> <p><i>Motion Moved: N Phillips; Seconded: N Browne; Passed unanimously</i></p>	
5.0	Principal’s Report		
5.01	Principal’s Report	G Bray presented the Principal’s Report. General discussion on the Principal’s Report.	<p>G Bray: Make the School Docs information easily accessible on the website.</p> <p>G Bray: Investigate the issue with the calendar on the website.</p> <p>G Bray: Include a Board Assurances table in the Principal’s Report.</p> <p>G Bray: Carry out the Health Education/ Curriculum Consultation in term 2.</p>
5.02	Dashboard Indicators	<p>See Dashboard Indicators.</p> <p>Went into “In Committee” at 7.41pm. Out of “In Committee” at 8.13pm.</p>	

5.03	Kahui Ako Update	G Bray presented the Kahui Ako update <i>Report Moved: G Bray; Seconded: L Ledger; Passed unanimously.</i>	All: Review the current policies for Term 2.
6.0	Health & Safety		
6.01	Health & Safety Report	J Irvine presented the Health & Safety Report. General discussion on the Health & Safety Report. <i>Moved: J Irvine; Seconded: N Phillips; Passed unanimously.</i>	
7.0	Community		
7.01	Community Report	N Browne presented the Community Report. General discussion on the Community Report.	G Bray: Include in the newsletter if anyone would like to sponsor fencing protection for the New Building.
7.02	Delegations	General discussion on the Board Delegations.	N Browne: Check the leave policy for staff. N Browne: Make changes to the Delegations document as discussed.
7.03	Confidentiality Clause	General discussion on the Confidentiality Clause.	Staff & Board: All staff to include the supplied Confidentiality Clause to the bottom of all emails being sent from the school.
7.04	Fixed Term Employment	General discussion on Fixed Term Employment <i>Report Moved: N Browne; Seconded: P Adlam; Passed unanimously.</i>	G Bray: Contact School Docs about the Fixed Term Employment policy.
8.0	Community Projects	No discussion at this meeting.	
9.0	Curriculum		
9.01	Target	J Irvine presented the Target Report. General discussion on the Target Report. <i>Moved: J Irvine; Seconded: L Ledger; Passed unanimously.</i>	
10.0	Finance		
10.01	Finance Report	L Ledger presented the Finance Report. General discussion on the Finance Report. Thanks to L & T Ledger for the curtains in the hall.	M Ludwig: Complete the Board timetable document. G Bray: Forward the curtain quote to L Lindsay. G Bray: Sort out the duplicates on the wishlist.
10.02	Sponsorship Document	The Sponsorship Document to be reviewed by FOWs. <i>Finance Report Moved: L Ledger; Seconded: P Adlam; Passed unanimously.</i>	
11.0	Property		
11.01	Property Report	P Adlam presented the Property Report. General discussion on the Property Report. <i>Property Report Moved: G Bray; Seconded: N Browne; Passed unanimously.</i>	G Bray: Follow up the final issues with the ILE Project classrooms. J Irvine: Finalise a date for the Working Bee to build the deck around the Tech Shed.
12.0	Other	Back into "In Committee" at 9.36pm. Out of "In Committee" at 9.57pm.	

Meeting was closed at 9.36pm.
Next meeting 15th June 2021.