

Wainui School Board of Trustees
Minutes of the Meeting held on 8th December 2020
at 6.59pm in the Staffroom

1.0 Attendance

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| Attendees | N Phillips (Chair), G Bray, J Irvine, C Scott, P Adlam (arrived at 8pm), M Ludwig (Secretary). |
| Apologies | N Browne, L Ledger. |
| In Attendance | |
| Conflicts of Interest | |

| 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: J Irvine; Seconded: C Scott; Passed unanimously.</i> | |
| 3.0 | Correspondence | Refer Correspondence Register. | |
| 3.01 | Inward Correspondence | Went "Into Committee" at 7.13pm. Out of "In Committee" at 7.22pm | M Ludwig: Update our website with new Kahui Ako information. J Irvine will get Higher Duty Allowance, will have to advertise the "step-ups" for the DP. |
| 3.02 | Outward Correspondence | <i>Correspondence was Moved: J Irvine; Seconded: P Adlam; Passed unanimously.</i> | |
| 4.0 | Curriculum | | |
| 4.01 | Focus 2021 | J Irvine outlined the Focus for 2021, "Making a Difference". General discussion on the Focus for 2021. | |
| 5.0 | Finance | | |
| 5.01 | Finance Report | The Finance Report was tabled. General discussion on the Finance Report. | |
| 5.02 | Budget Roundup | <i>Finance Report Moved: N Phillips; Seconded: C Scott; Passed unanimously.</i> | |
| 6.0 | Property | | |
| 6.01 | Property Report | P Adlam presented the Property Report. General discussion on the Property Report. Motion to approve Roofing quote from Shane Lowe for the Tech Shed. <i>Motion Moved: G Bray; Seconded: J Irvine; Passed unanimously.</i> | C Scott: Enquire about diverting the grey water in the School House. G Bray: Organise to empty the School House septic system. |
| 6.02 | Timeframe Update of Work | <i>Property Report Moved: P Adlam; Seconded: N Phillips; 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. Motion to approve Teacher Only Days on 4 th & 5 th February, 4 th June, one in Term 3 TBC. <i>Motion Moved: G Bray; Seconded: N Phillips; Passed unanimously.</i> | All: Let M Ludwig know if there are any dates that you will be unavailable for Board meetings in 2021. G Bray: Clarify the Teacher Only Days and notifying the MOE. |

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| 7.02 | Annual Plan Summary | | |
| 7.03 | Dashboard Indicators | See Dashboard Indicators. <i>Report Moved: G Bray; Seconded: P Adlam; Passed unanimously.</i> | |
| 8.0 | Community | | |
| 8.01 | Community Report | General discussion on verbal report on Junior Community given by C Scott. <i>Report Moved: C Scott; Seconded: P Adlam; Passed unanimously.</i> | |
| 9.0 | Health & Safety | | |
| 9.01 | Health & Safety Report | J Irvine presented the Health & Safety Report. General discussion on the Health & Safety Report. <i>Moved: J Irvine; Seconded: N Philips; Passed unanimously.</i> | J Irvine: Organise removal of the Stinking Iris weeds, new basin in the sickbay. |
| 10.0 | Policies & Procedures and Assurance Statements | | |
| 10.01 | Term 4 Policy | No discussion at this meeting. | |
| 11.0 | BOT Matters | | |
| 11.01 | Principal appraisal | Motion to approve using S Myers for the Principal's Appraisal in 2021. | N Philips: Reply to S Myers in regards to 2021. |
| 12.0 | Other | None discussed at this meeting. | |

Meeting was closed at 9.56pm.
Next meeting TBC 2021.