

**Wainui School Board of Trustees**  
**Minutes of the Meeting held on 10th August 2021**  
**at 8.17pm in the Staffroom**

**1.0 Attendance**

<b>Attendees</b>	N Phillips (Chair), G Bray, J Irvine, N Browne, C Scott, M Ludwig (Secretary).
<b>Apologies</b>	L Ledger, P Adlam
<b>In Attendance</b>	
<b>Conflicts of Interest</b>	None

<b>Agenda Item No.</b>	<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/ Deadline</b>
1.0 1.01	<b>Welcome</b>		
2.0	<b>Minutes</b>	<p>The minutes were taken as read.</p> <p>The following topics were raised:</p> <p><b>N Browne:</b> Checked the leave approval policy for staff. 5 or less is the Principal, more than 5 is the Board.</p> <p><b>J Irvine:</b> Proposal for Working Bee is Saturday 25<sup>th</sup> September.</p> <p><i>Minutes Moved: N Browne; Seconded: C Scott; Passed unanimously.</i></p>	<p><b>G Bray:</b> Carry out the Health Education/ Curriculum Consultation in term 2.</p> <p><b>G Bray:</b> Add Delegations to the next Board Agenda.</p> <p><b>G Bray:</b> Include in the newsletter if anyone would like to sponsor fencing protection for the New Building.</p> <p><b>G Bray:</b> Ask for written confirmation from the MOE on who has responsibility for students whilst attending Forest School.</p> <p><b>N Phillips:</b> Write a letter of reply to the Forest School attendees once confirmation from the MOE has been received.</p> <p><b>G Bray:</b> Contact the MOE about the warranty for the soft close door on the girls toilet in Rimu/ Matai and the whiteboards that have warped.</p>
3.0 3.01 3.02	<b>Correspondence</b> Inward Correspondence Outward Correspondence	<p>Refer Correspondence Register.</p> <p>Discussed the Inward Correspondence.</p> <p><i>Correspondence Moved: J Irvine; Seconded: N Phillips; Passed unanimously.</i></p>	
4.0 4.01	<b>BOT Matters</b>	<p>None discussed at this meeting.</p>	
5.0 5.01 5.02 5.03 5.04	<b>Principal's Report</b> Principal's Report Mid-Year Strategic Plan Review NZPF Conference Report Mid-Year Kahui Ako Report	<p>G Bray presented the Principal's Report. General discussion on the Principal's Report.</p> <p>G Bray presented the Mid-Year Strategic Plan Review. General discussion on the Mid-Year Strategic Review.</p> <p>G Bray presented the NZPF Conference Report. General discussion on the NZPF Conference Report.</p> <p>G Bray presented the Mid-Year Kahui Ako Report. General discussion on the Mid-Year Kahui Ako Report.</p>	

<b>5.05</b>	Dashboard Indicators	<i>Report Moved: G Bray; Seconded: N Phillips; Passed unanimously.</i>	
<b>6.0</b> <b>6.01</b>	<b>Health &amp; Safety</b> Health & Safety Report	J Irvine presented the Health & Safety Report. General discussion on the Health & Safety Report.  <i>Report Moved: J Irvine; Seconded: C Scott; Passed unanimously.</i>	
<b>7.0</b> <b>7.01</b>	<b>Community</b> Community Report	N Browne presented the Community Report. General discussion on the Community Report.  <i>Moved: N Browne; Seconded: C Scott; Passed unanimously.</i>	<b>G Bray:</b> Follow up the MOE report back on Enrolment Zones.
<b>8.0</b> <b>8.02</b>	<b>Community Projects</b> Working Bee	To be discussed upon the return of the Property Manager.	
<b>9.0</b> <b>9.01</b>	<b>Curriculum</b> Mid-Year Strategic Plan Review	No discussion at this meeting.	<b>G Bray:</b> Distribute the PaCT information to the Board.
<b>10.0</b> <b>10.01</b>	<b>Finance</b> Finance Report	G Bray presented the Finance Report. General discussion on the Finance Report.  Motion to approve the Annual Report for the Year Ended 31 December 2020.  <i>Motion Moved: G Bray; Seconded: N Phillips; Passed unanimously.</i>  <i>Finance Report Moved: G Bray; Seconded: N Browne; Passed unanimously.</i>	
<b>11.0</b> <b>11.01</b>	<b>Property</b> Property Report	The Property Report was tabled as read.  <i>Property Report Moved: G Bray; Seconded: N Browne; Passed unanimously.</i>	
<b>12.0</b> <b>12.01</b> <b>12.02</b>	<b>Policy</b> Behaviour Management Concerns and Complaints		<b>G Bray:</b> Add information about these policies to the Newsletter for parents to review.
<b>13.0</b>	<b>Other</b>		

Meeting was closed at 9.57pm.  
Next meeting 31st August 2021.