

**Wainui School Board**  
**Minutes of the Meeting held on 17th May 2022**  
**at 6.35pm in the Staffroom**

**1.0 Attendance**

<b>Attendees</b>	N Phillips (Chair), G Bray, J Irvine, N Browne (arrived at 7.24pm), L Ledger, P Adlam, C Scott, M Ludwig (Secretary).
<b>Apologies</b>	
<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>
<b>1.0</b>	<b>Welcome</b>		
<b>2.0</b>	<b>Minutes</b>	<p>The minutes were taken as read.</p> <p>The following topics were raised:</p> <p><i>Minutes Moved: L Ledger; Seconded: N Phillips; Passed unanimously.</i></p>	<p><b>G Bray:</b> Ask for feedback from the school community on the Religious instruction and Maori Educations Success policies via the Newsletter.</p> <p><b>N Browne:</b> List support organisations for families on the website.</p> <p><b>G Bray:</b> Add the Wishlist to the website.</p>
<b>3.0</b>	<b>Correspondence</b>	Refer Correspondence Register.	
<b>3.01</b>	Inward Correspondence		<b>All:</b> Complete the School Planning and Reporting (SPaR) survey, emailed to the Board on 10 May.
<b>3.02</b>	Outward Correspondence	<i>Correspondence Moved: N Browne; Seconded: J Irvine; Passed unanimously.</i>	
<b>4.0</b>	<b>Policies &amp; Procedures</b>		
<b>4.01</b>	Health Care		<b>All:</b> Review these 2 policies for the next Board Meeting.
<b>4.02</b>	Behaviour Management		
<b>5.0</b>	<b>Finance</b>		
<b>5.01</b>	Finance Report	L Ledger presented the Finance Report. General discussion on the Finance Report.	<p><b>G Bray:</b> Update the Board on staffing overpayment.</p> <p><b>G Bray &amp; L Ledger:</b> Action the mid-year Board Assurances for Budget and Finance.</p>
<b>5.02</b>	Grants Resolutions	<p>General discussion on the proposed grant applications:</p> <p>Resolution in support of an application to the Lion Foundation for a grant of \$30,000 towards an upgrade of the junior playground.</p> <p>Resolution in support of an application to NZCT for a grant of \$15,000 towards shade in the school common areas.</p> <p>Resolution in support of an application to Youthtown for a grant of \$5,000 towards an outdoor classroom.</p> <p>Resolution in support of an application to Pub Charity for a grant of \$10,000 towards PM Readers</p> <p>Resolution in support of an application to One Foundation for a grant of \$5,000 towards 3D Printer x 2, filament and Makers Empire software for 250 students and all teachers.</p> <p>Motion to approve the Grant applications as listed.</p> <p><i>Motion Moved: L Ledger; Seconded: P Adlam; Passed unanimously.</i></p> <p><i>Finance Report Moved: L Ledger; Seconded: P Adlam; Passed unanimously.</i></p>	

<b>6.0</b>	<b>Property</b>		
<b>6.01</b>	Property Report	P Adlam presented the Property Report. General discussion on the Property Report.	<p><b>G Bray:</b> Contact MOE Property in regards to the sewerage issue caused by the New Building.</p> <p><b>Management Team:</b> Provide a scope of work for the Junior Playground.</p> <p><b>G Bray:</b> Investigate if the Library ceiling can be claimed under the School Insurance.</p> <p><i>Report Moved: P Adlam; Seconded: C Scott; Passed unanimously.</i></p>
<b>7.0</b>	<b>Principal's Report</b>		
<b>7.01</b>	Principal's Report	G Bray presented the Principal's Report. General discussion on the Principal's Report.  Went into "In Committee" at 7.48pm. Out of "In Committee" at 7.55pm.	<p><b>G Bray:</b> Contact Website Hosting company and TTS to fix the issues with the website.</p> <p><b>All:</b> Review the Board Workplan to make sure it is complete.</p>
<b>7.02</b>	COVID Update	General discussion on the COVID update.	
<b>7.03</b>	Dashboard Indicators	See Dashboard Indicators.	
		<i>Report Moved: G Bray; Seconded: L Ledger; Passed unanimously.</i>	
<b>8.0</b>	<b>Health &amp; Safety</b>		
<b>8.01</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>9.0</b>	<b>Curriculum</b>		
<b>9.01</b>	SENCO/ Special Needs Report	The SENCO/ Special Needs Report was tabled.	<b>J Irvine:</b> Email out the SENCO/ Special Needs Report to the Board.
<b>10.0</b>	<b>Community</b>		
<b>10.02</b>	Community Report	No Community Report at this meeting.	
<b>11.0</b>	<b>BOT Matters</b>		
<b>11.01</b>	Student Numbers	General discussion on the Student Numbers.	
<b>11.02</b>	Board Training and Open Polytechnic	General discussion on Board Training and Open Polytechnic.	
<b>11.03</b>	Principal Appraisal 2022	General discussion on the Principal Appraiser proposal for S Myers.  Motion to appoint S Myers as the Principal Appraiser for 2022.  <i>Motion Moved: N Phillips; Seconded: P Adlam; Passed unanimously.</i>	
<b>11.04</b>	Board Elections	Motion to adopt the standard Board Election dates for 2022.	<p><b>G Bray:</b> Include information in the Newsletter on the Board Elections 2022.</p> <p><b>M Ludwig:</b> Email the Board Skills Register to N Phillips</p> <p><b>G Bray:</b> Add Board Succession plan to the Agenda for the next meeting.</p>
<b>12.0</b>	<b>Other</b>		

Meeting was closed at 8.28pm.  
Next meeting 14<sup>th</sup> June 2022.