

**Wainui School Board
Minutes of the Meeting held on 23rd August 2022
at 6.32pm in the Staffroom**

1.0 Attendance

Attendees	N Browne (Presiding Member), G Bray, J Irvine, L Ledger, P Adlam, C Scott, M Ludwig (Secretary).
Apologies	
In Attendance	
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>The Board has reviewed the Strategic Plan update.</p>	<p>G Bray: To investigate Religious instruction.</p> <p>G Bray: Ask for feedback from the school community on the and Maori Educations Success policies via the Newsletter.</p> <p>N Browne: Update the Wishlist on the website.</p> <p>N Browne: The Board Workplan will be updated by the end of the week.</p> <p>G Bray: Check with staff if we need to continue to offer EAP.</p> <p>G Bray: Add to the Newsletter the option to "sponsor a student" when paying for trips etc.</p> <p>M Ludwig: Add "sponsoring a student" to Donations on Kindo.</p> <p>N Browne: Update the Code of Parent Conduct as per discussion.</p> <p>G Bray: Circulate the Kitchen concept plans and costings to the Board when available.</p> <p>J Irvine: Determine the number of extra days the Counsellor can be funded for.</p> <p>C Scott: Finalise costings for shade areas.</p> <p>J Irvine: To report at the next meeting on the suitability of Trailfund to apply for grants for the bike track.</p> <p>C Scott: Forward the costings and Health & Safety Plan for the Working Bee to G Bray.</p>
		<p><i>Minutes Moved: N Browne; Seconded: C Scott; Passed unanimously.</i></p>	

3.0	Correspondence	Refer Correspondence Register.	
3.01	Inward Correspondence	Late Correspondence: - Camp Raglan documentation.	G Bray, N Browne & L Ledger: Review the Camp Raglan documentation.
3.02	Outward Correspondence		
		<i>Correspondence Moved: C Scott; Seconded: :P Adlam; Passed unanimously.</i>	
4.0	Policies & Procedures		
4.01	Parent Code of Conduct	All members have reviewed the Parent Code of Conduct. General discussion on the Parent Code of Conduct.	
4.02	Student Wellbeing and Safety	All policies and the Assurances to be reviewed at the next Board Meeting when the new Board has taken office. To be used as training.	
4.03	Staff Wellbeing and Safety		
4.04	Assurance		
5.0	Finance		
5.01	Finance Report	L Ledger presented the Finance Report. General discussion on the Finance Report.	
5.02	Mid-Year Review	General discussion on the Mid-Year Budget Review.	
		<i>Finance Report Moved: L Ledger; Seconded: P Adlam; Passed unanimously.</i>	
6.0	Property		
6.01	Property Report	P Adlam presented the Property Report. General discussion on the Property Report.	
		<i>Property Report Moved: P Adlam; Seconded: N Browne; 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.	
		Went into "In Committee" at 7.59 pm Out of "In Committee" at 8.03pm	
7.02	EQI – Equity Index		
7.03	Dashboard Indicators	See Dashboard Indicators.	
		<i>Report Moved: G Bray; Seconded: L Ledger; Passed unanimously.</i>	
8.0	Health & Safety		
8.01	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>	
9.0	Curriculum		
9.01	Literacy Target		S Blackburn: To present the Literacy Target and the Mid-Year Data Action Plan at the next Board meeting.
9.02	Mid-Year Data Action Plan		
10.0	Community		
10.01	Community Report	N Browne presented the Community Report. General discussion on the Community Report.	N Browne: Make changes to the FOWS Sub Committee Terms of Reference as discussed.
		<i>Report Moved: N Browne; Seconded: L Ledger; Passed unanimously.</i>	
10.02	Community Project Working Bee	C Scott presented the Community Project Working Bee plan for 28 th August.	
		<i>Report Moved: C Scott; Seconded: N Browne; Passed unanimously.</i>	

11.0	BOT Matters		
11.01	Enrolment Zone	General discussion on the Enrolment Zone.	<p>G Bray: Email the MOE to request guidance on implementing the Enrolment Zone.</p> <p>G Bray: Add the Enrolment Zone to the Agenda of the next Board meeting.</p>
11.02	Board Succession	General discussion on the Board Succession.	<p>N Browne: Draft a letter to the Board Candidates about transitioning to the new Board.</p> <p>G Bray: Prepare the Board Induction Packs for the new Board.</p>
12.0	Other		

Meeting was closed at 9.00pm
Next meeting 27th September 2022