

Wainui School Board
Minutes of the Meeting held on 27th September 2022
at 6.30pm in the Staffroom

1.0 Attendance

Attendees	P Catchpole (Presiding Member), G Bray, J Irvine, A Hewitt, J Long, C Mexted, C Scott, M Ludwig (Secretary).
Apologies	
In Attendance	Q Richardson (arrived at 6.45pm, left the meeting at 7.07pm), L Richardson (arrived at 6.45pm, left the meeting at 7.07pm).
Conflicts of Interest	None

Agenda Item No.	Agenda Item	Discussion	Action/ Deadline
1.0	Welcome		
1.01	Board Positions	<p>J Long opened the meeting and called for nominations for the Presiding Member.</p> <p>J Long nominated P Catchpole to the role of Presiding Member. <i>Moved: J Long; Seconded: C Scott; Passed unanimously.</i></p> <p>J Long nominated C Scott to the role of Deputy Chair. <i>Moved: J Long; Seconded: C Mexted; Passed unanimously.</i></p> <p>P Catchpole nominated C Mexted to the role of Finance. <i>Moved: P Catchpole; Seconded: C Scott; Passed unanimously.</i></p> <p>P Catchpole nominated J Long to the role of Property. <i>Moved: P Catchpole; Seconded: A Hewitt; Passed unanimously.</i></p> <p>P Catchpole nominated A Hewitt to the role of Community. <i>Moved: P Catchpole; Seconded: J Long; Passed unanimously.</i></p> <p>P Catchpole nominated C Scott to the role of Community Projects. <i>Moved: P Catchpole; Seconded: C Mexted; Passed unanimously.</i></p> <p>P Catchpole nominated J Irvine to the role of Health & Safety. <i>Moved: P Catchpole; Seconded: C Mexted; Passed unanimously.</i></p>	
1.02	Q Richardson – Student Leader Presentation Student	<p>Q Richardson presented his “Outdoor Classroom” idea.</p> <p>Motion to approve the “Outdoor Classroom” project. <i>Motion Moved: P Catchpole; Seconded: C Scott; Passed unanimously.</i></p>	<p>P Catchpole: Draft a letter of reply to Q Richardson.</p> <p>G Bray: Put the Safety Action Plan together for the Outdoor Classroom ground works.</p>
2.0	Minutes	<p>The minutes were taken as read.</p> <p>The following topics were raised:</p>	<p>G Bray: Add Religious instruction consultation to the next Newsletter.</p> <p>G Bray & J Irvine: Report back on the Maori Consultation at the next Board meeting.</p> <p>G Bray: Add to the Newsletter the option to “sponsor a student” when paying for trips etc.</p> <p>G Bray: Circulate the Kitchen concept plans and costings to the Board when available.</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>S Blackburn: To present the Literacy Target at the next Board meeting.</p>

			G Bray: Add "Conflicts of Interests" to each Agenda.
		<i>Minutes Moved: G Bray; Seconded: C Scott; Passed unanimously.</i>	
3.0	Correspondence	Refer Correspondence Register.	
3.01	Inward Correspondence		
3.02	Outward Correspondence		
		<i>Correspondence Moved: C Scott; Seconded: A Hewitt; Passed unanimously.</i>	
4.0	Policies & Procedures		
4.01	Student Wellbeing and Safety - Child Protection - Sun Protection	J Irvine presented the Policies & Procedures to review for Term 3 and how to review them.	All: Review all the Term 3 Policies and Procedures.
4.02	Staff Wellbeing and Safety		
5.0	Finance		
5.01	Finance Report	G Bray presented the Finance Report prepared by L Ledger. General discussion on the Finance Report.	
5.02	EQI - Equity Index	General discussion on the EQI.	
5.03	Staffing 2023	Motion to approve employing another teacher for the year 3/4 area for Term 4. <i>Motion Moved: P Catchpole; Seconded: C Scott; Passed unanimously.</i>	
		<i>Report Moved: G Bray; Seconded: J Long; Passed unanimously.</i>	
6.0	Property		
6.01	Property Report	G Bray presented the Property Report. General discussion on the Property Report.	G Bray: Email the MOE for an update on the flooded classrooms.
		<i>Report Moved: G Bray; Seconded: J Irvine; 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.	
7.02	Dashboard Indicators	See Dashboard Indicators.	
		<i>Report Moved: G Bray; Seconded: C Scott; 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: J Long; Passed unanimously.</i>	
9.0	Curriculum		
9.01	Literacy Target	To be presented at the next Board meeting.	
10.0	Community		
10.01	FOWS Terms of Reference	The FOWS Terms of Reference were tabled as read. General discussion on the FOWS Terms of Reference.	G Bray: Add liaison between the Board and FOWS to the next Agenda.
10.02	Special Project/ Working Bee		C Scott, A Hewitt & J Irvine: Coordinate what is needed for the Working Bee on 16 th October.
11.0	Board Matters		
11.01	Enrolment Zone	General discussion on the Enrolment Zone.	G Bray: Add the Enrolment Zone to the next Agenda.
11.02	Board Code of Conduct	The new Board have all signed the Board Code of Conduct.	

		Went into "In Committee" at 8.44pm Out of "In Committee" at 8.59pm	
12.0	Other		
12.01	Carparking	C Mexted presented a plan for increased carparking. General discussion on the carparking plan.	G Bray: Add Carparking to the next Agenda.

Meeting was closed at 9.12pm
Next meeting 1st November 2022