

**Wainui School Board
Minutes of the Meeting held on 20th February 2024
at 6.43pm in the Staffroom**

1.0 Attendance

Attendees	P Catchpole (Presiding Member), G Bray, A Hewitt, J Long, C Mexted, C Scott, M Ludwig (Secretary).
Apologies	
In Attendance	S Blackburn, was granted speaking rights. Tui Shephard (arrived at 6:48pm, left the meeting at 7:21pm.)
Conflicts of Interest	None

Agenda Item No.	Agenda Item	Discussion	Action/ Deadline
1.0	Welcome		
1.01	Present	See above.	
1.02	Apologies	See above.	
1.03	Conflicts of Interest	See above.	
2.0	Strategic Discussions		
2.01	Draft Strategic Plan	<p>General discussion on the Draft Strategic Plan. P Catchpole outlined the agenda item. T Shephard introduced herself and outlined her understanding of the Draft Strategic Plan process. P Catchpole asked T Shephard to explain her feedback notes which she did.</p> <p>General discussion on the feedback and the Implementation Plan.</p>	<p>G Bray: Contact the MOE to seek availability of a cultural advisor for cultural consultation on the Strategic Plan.</p> <p>P Catchpole: Draft a letter of reply to T Shephard.</p> <p>G Bray: Add the Draft Strategic Plan and Draft Implementation Plan to the website and invite community feedback.</p>
2.02	Draft Budget	The Draft Budget will be circulated once completed.	G Bray: Circulate the Draft Budget once completed.
2.03	Delegations	<p>M Ludwig 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: A Hewitt; Passed unanimously.</i></p> <p>P Catchpole nominated A Hewitt to the role of Deputy Presiding Member. <i>Moved: P Catchpole; Seconded: J Long; Passed unanimously.</i></p> <p>C Mexted nominated J Long to the role of Property. <i>Moved: C Mexted; Seconded: P Catchpole; Passed unanimously.</i></p> <p>J Long nominated C Mexted to the role of Finance. <i>Moved: J Long; Seconded: C Scott; Passed unanimously.</i></p>	
2.04	Approval of Camps	Camps were approved in principle at the previous Board meeting.	
2.05	Board By-Election for Staff Rep	<p>M Ludwig appointed as the Returning Officer for the By-Election for Staff Rep.</p> <p>Motion to set the Board By-Election for Staff Rep Election Day as 28th March 2024. <i>Motion Moved: P Catchpole; Seconded; C Mexted; Passed unanimously.</i></p>	
3.0	Monitoring		
3.01	Principal's Report	<p>The Principal's Report was tabled as read. General discussion on the Principal's Report.</p> <p>Motion to approve using the Principal's Health & Wellbeing fund to attend a one-week Principal Study Tour program in Finland and a one-week Principal's Health and Wellbeing programme with a world leading growth culture team in Fiji. <i>Motion Moved: P Catchpole; Seconded; J Long; Passed unanimously.</i></p>	C Scott: Forward quote from Health & Safety auditor to G Bray.

