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

.0 Attenda Attendee		P Catchpole (	ole (Presiding Member), G Bray, A Hewitt, J Long, C Mexted, C Scott, M Ludwig (Secretary).		
Apologies			······································		
			n, was granted speaking rights. Tui Shepheard (arrived at 6:48pm, left the meeting at 7:21pm.)		
		None			
Agenda Item	Ager	nda Item	Discussion	Action/ Deadline	
<u>No.</u> 1.0					
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		General discussion on the Draft Strategic Plan. P Catchpole outlined the agenda item. T Shepheard introduced herself and outlined her understanding of the Draft Strategic Plan process. P Catchpole asked T Shepheard to explain her feedback notes which she did.	<b>G Bray:</b> Contact the MOE to seek availability of a cultural advisor for cultura consultation on the Strategic Plan.	
			General discussion on the feedback and the Implementation Plan.	<b>P Catchpole:</b> Draft a letter of reply to T Shepheard.	
				<b>G Bray:</b> Add the Draft Strategic Plan and Draft Implementation Plan to th website and invite community feedback.	
2.02	Draft Budget		The Draft Budget will be circulated once completed.	<b>G Bray:</b> Circulate the Draft Budget once completed.	
2.03	Delegations		M Ludwig opened the meeting and called for nominations for the Presiding Member.		
			J Long nominated P Catchpole to the role of Presiding Member. Moved: J Long; Seconded: A Hewitt; Passed unanimously.		
			P Catchpole nominated A Hewitt to the role of Deputy Presiding Member. Moved: P Catchpole; Seconded: J Long; Passed unanimously.		
			C Mexted nominated J Long to the role of Property. Moved: C Mexted; Seconded: P Catchpole; Passed unanimously.		
			J Long nominated C Mexted to the role of Finance. Moved: J Long; Seconded: C Scott; Passed unanimously.		
2.04	Approval of	Camps	Camps were approved in principle at the previous Board meeting.		
2.05	Board By-Election for Staff Rep		M Ludwig appointed as the Returning Officer for the By-Election for Staff Rep.		
			Motion to set the Board By-Election for Staff Rep Election Day as 28 <sup>th</sup> March 2024. <i>Motion Moved: P Catchpole; Seconded; C Mexted; Passed unanimously.</i>		
3.0	Monitoring				
3.01	Principal's Report		The Principal's Report was tabled as read. General discussion on the Principal's Report.	<b>C Scott</b> : Forward quote from Health & Safety auditor to G Bray.	
			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>		

3.02	Finance Report	No Finance Report at this meeting.	
3.03	Property Report	Property Report was included in the Principal's Report.	
3.04	Personnel Status	G Bray discussed in general the staff's start to the year.	
3.05	Policies & Procedures – Term 1	Term 1 Policies & Procedures.	<b>G Bray:</b> Circulate the Policy & Procedures for Term 1 to the Board.
			<b>G Bray:</b> Draft a policy on cellphone use at school.
4.0	Identify Agenda Items for next meeting		
5.0	Administration		
5.01	Confirmation of Minutes	The following topics were raised:	
			<ul> <li>P Catchpole: Draft a letter to the MOE about funding for a Counsellor.</li> <li>G Bray: Put together a costing for year 7&amp;8 teachers to visit full primary schools in Queenstown.</li> <li>G Bray: Review the emergency kit equipment.</li> </ul>
		Minutes Moved: P Catchpole; Seconded: C Mexted; Passed unanimously.	
5.02	Correspondence	Late Correspondence received on 19 February 2024 was tabled and discussed.	<b>P Catchpole:</b> Draft a letter of reply.
6.01	Meeting Closure		
6.01	Comments on meeting procedures and outcomes		
6.02	Preparation for next meeting		

Meeting was closed at 9.12pm Next meeting 19<sup>th</sup> March 2024