

**Wainui School Board
Minutes of the Meeting held on 25th July 2023
at 6.40pm in the Staffroom**

1.0 Attendance

Attendees	P Catchpole (Presiding Member), G Bray, J Irvine, A Hewitt, J Long, C Mexted, M Ludwig (Secretary).
Apologies	C Scott.
In Attendance	L Stevenson (arrived at 6.40 pm, left meeting at 7.02 pm).
Conflicts of Interest	None

Agenda Item No.	Agenda Item	Discussion	Action/ Deadline
1.0	Welcome		
1.01	Conflicts of Interest	See above.	
2.0	Minutes	<p>The minutes were taken as read.</p> <p>The following topics were raised:</p> <p><i>Minutes Moved: P Catchpole; Seconded: J Long; Passed unanimously.</i></p>	<p>G Bray: Finalise the Enrolment Zone information on the website.</p> <p>P Catchpole: Draft letter about donations and circulate to the Board – in progress.</p> <p>G Bray & J Irvine: Compile a list of tasks for a working bee – 17th Sep – on hold.</p> <p>All: Review the NZSTA Board Training workshops to attend.</p> <p>J Irvine: Contact Outer Space to survey the bike track – on hold.</p> <p>G Bray: Distribute zoning information to review.</p>
3.0	Correspondence	Refer Correspondence Register.	
3.01	Inward Correspondence		
3.02	Outward Correspondence		
		<i>Correspondence Moved: A Hewitt; Seconded: C Mexted; Passed unanimously.</i>	
4.0	Curriculum		
4.01	Garden to Table Presentation	L Stevenson presented the Garden to Table Presentation. General discussion the Garden to Table Presentation.	
5.0	Health & Safety		
5.01	Health & Safety Report	The Health & Safety Report was tabled, there is a correction to be made, the Insurance policy did not need updating. The Risk Register has been omitted from the report. General discussion on the Health & Safety Report.	<p>R Bray: Contact an Electrician to discuss generator requirements.</p> <p>G Bray: Contact Chris Penk about the culvert outside the school gates.</p>
6.0	Finance		

6.01	Finance Report	<p>C Mexted presented the Finance Report. General discussion on the Finance Report.</p> <p>Motion to redirect some Capital funds in the Playground & Grounds to upgrading the bike track and adding a pump track section. <i>Motion Moved: C Mexted; Seconded; P Catchpole; Passed unanimously.</i></p> <p><i>Report Moved: C Mexted; Seconded: J Long; Passed unanimously.</i></p>	
7.0	Principal's Report		
7.01	Principal's Report	G Bray presented the Principal's Report. General discussion on the Principal's Report.	<p>P Catchpole: Review the Camp Raglan documents.</p> <p>G Bray & J Irvine: Discuss feedback for Camp Raglan with L Stevenson.</p>
7.02	Dashboard Indicators	Dashboard Indicators to be sent out.	
7.03	Strategic Plan	General discussion on the Strategic Plan.	
7.04	Camp Raglan	General discussion on Camp Raglan.	
7.05	Kahui Ako Mid-Year Report	<p>General discussion on the Kahui Ako Mid-Year Report.</p> <p><i>Report Moved: G Bray; Seconded: P Catchpole; Passed unanimously.</i></p>	
8.0	Policies & Procedures		
8.01	School DOCS Plan of Review	General discussion on the School DOCS Plan of Review.	
9.0	Community		
9.01	Community Report	A Hewitt presented the Community Report. General discussion on the Community Report.	<p>G Bray: Liaise with Leslie-Ann Linn over Harcourts sponsorship.</p> <p>A Hewitt: Email the Sponsorship Documents to M Ludwig.</p> <p>M Ludwig: Distribute the Sponsorship Documents to the Board for approval.</p>
9.02	Special Project/ Working Bee	<p>No discussion at this meeting.</p> <p><i>Community Report Moved: A Hewitt; Seconded: P Catchpole; Passed unanimously.</i></p>	
10.0	Property		
10.01	Property Report	<p>J Long presented the Property Report. General discussion on the Property Report.</p> <p><i>Report Moved: J Long; Seconded: A Hewitt; Passed unanimously.</i></p>	
11.0	Board Matters		
11.01	Board Meeting Protocols	General discussion on Board Meeting protocols.	G Bray: Add Board Meeting protocols to the website.
12.0	Other		

Meeting was closed at 8.57 pm
Next meeting 22nd August 2023