

**Wainui School Board**  
**Minutes of the Meeting held on 22nd August 2023**  
**at 6.43pm in the Staffroom**

**1.0 Attendance**

<b>Attendees</b>	P Catchpole (Presiding Member), G Bray, J Irvine, A Hewitt, J Long, C Mexted, M Ludwig (Secretary).
<b>Apologies</b>	C Scott.
<b>In Attendance</b>	
<b>Conflicts of Interest</b>	None

<b>Agenda Item No.</b>	<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/ Deadline</b>
<b>1.0</b>	<b>Welcome</b>		
<b>1.01</b>	Conflicts of Interest	See above.	
<b>2.0</b>	<b>Minutes</b>	<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><b>G Bray:</b> Finalise the Enrolment Zone information on the website.</p> <p><b>A Hewitt:</b> Send final Sponsorship letter to M Ludwig.</p> <p><b>M Ludwig:</b> Distribute final Sponsorship letter to the School Community by Friday 25<sup>th</sup> September.</p> <p><b>G Bray &amp; J Irvine:</b> Compile a list of tasks for a working bee – 17<sup>th</sup> Sep – on hold.</p>
<b>3.0</b>	<b>Correspondence</b>	Refer Correspondence Register.	
<b>3.01</b>	Inward Correspondence		
<b>3.02</b>	Outward Correspondence		
		<i>Correspondence Moved: J Long; Seconded: P Catchpole; Passed unanimously.</i>	
<b>4.0</b>	<b>Curriculum</b>		
<b>4.01</b>	Mid-Year Data	J Irvine presented the Mid-Year Data. General discussion on the Mid-Year Data.	<p><b>J Irvine:</b> Counselling services:</p> <ul style="list-style-type: none"> <li>- Summary of usage</li> <li>- Investigate moving forward and budgeting for it.</li> <li>- Counsellor availability in 2024.</li> </ul>
<b>5.0</b>	<b>Principal's Report</b>		
<b>5.01</b>	Principal's Report	<p>G Bray presented the Principal's Report. General discussion on the Principal's Report.</p> <p>Motion to set the second Teacher Only Day for the Curriculum Refresh date as Friday 17<sup>th</sup> November.</p> <p><i>Motion Moved: G Bray; Seconded; P Catchpole; Passed unanimously.</i></p>	
<b>5.02</b>	Dashboard Indicators	See Dashboard Indicators.	

<b>5.03</b>	School Planning and Reporting	General discussion on School Planning and Reporting.	<p><b>J Irvine:</b> Draft 5 questions for the School Community for the new School Planning and Reporting and circulate to the Board.</p> <p><b>G Bray:</b> Invite the Consultant for new School Planning and Reporting to the Board planning meeting on 3<sup>rd</sup> October at 4:30pm.</p> <p><b>P Catchpole:</b> Draft a letter of invitation to D Greening to consult on the new School Planning and Reporting.</p>
<b>5.04</b>	Kahui Ako Update	<p>No discussion at this meeting.</p> <p><i>Report Moved: G. Bray; Seconded: J Long; Passed unanimously.</i></p>	
<b>6.0</b>	<b>Health &amp; Safety</b>		
<b>6.01</b>	Health & Safety Report	<p>The Health &amp; Safety Report was tabled. In regards to the previous report, the insurance documentation for the school is correct. General discussion on the Health &amp; Safety Report.</p> <p>The culvert at the front gate and the stream have been surveyed.</p>	<p><b>C Scott:</b> Send G Bray the contact details for Health &amp; Safety Assessment consultants.</p> <p><b>G Bray:</b> Investigate suitable consultants for a Health &amp; Safety Assessment.</p>
<b>6.0</b>	<b>Finance</b>		
<b>6.01</b>	Finance Report	<p>C Mexted presented the Finance Report. General discussion on the Finance Report.</p> <p><i>Report Moved: C Mexted; Seconded: A Hewitt; Passed unanimously.</i></p>	
<b>8.0</b>	<b>Policies &amp; Procedures</b>		
<b>8.01</b>	Term 3 Policies	<p>General discussion on the Term 3 policies.</p> <p><i>Went into "In Committee" at 8.48pm. Out of "In Committee" at 9.18pm.</i></p>	<p><b>All:</b> Term 3 policies to be reviewed by 22<sup>nd</sup> September.</p>
<b>9.0</b>	<b>Community</b>		
<b>9.01</b>	Community Report	A Hewitt presented the Community Report. General discussion on the Community Report.	
<b>9.02</b>	Special Project/ Working Bee	<p>No discussion at this meeting.</p> <p><i>Community Report Moved: A Hewitt; Seconded: J Irvine; Passed unanimously.</i></p>	
<b>10.0</b>	<b>Property</b>		
<b>10.01</b>	Property Report	<p>J Long presented the Property Report. General discussion on the Property Report.</p> <p>Motion to approve the 10YPP. <i>Motion Moved: J Long; Seconded: A Hewitt; Passed unanimously.</i></p> <p><i>Report Moved: J Long; Seconded: P Catchpole; Passed unanimously.</i></p>	<p><b>G Bray:</b> Ask the MOE if there are standard Project Management rates.</p> <p><b>G Bray:</b> Follow up with Morgan Hiko about their Project Management rates.</p>
<b>11.0</b>	<b>Board Matters</b>		
<b>11.01</b>	Camp Raglan	Camp Raglan has been approved by the Board.	
<b>12.0</b>	<b>Other</b>		

Meeting was closed at 8.57 pm  
Next meeting 17<sup>th</sup> October 2023