

**Wainui School Board**  
**Minutes of the Meeting held on 5th December 2023**  
**at 6.38pm in the Staffroom**

**1.0 Attendance**

<b>Attendees</b>	P Catchpole (Presiding Member), G Bray, J Irvine, A Hewitt, J Long, C Mexted, C Scott, M Ludwig (Secretary).
<b>Apologies</b>	
<b>In Attendance</b>	L Stevenson, left the meeting at 7:57pm.
<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>	Present	See above.	
<b>1.02</b>	Apologies	See above.	
<b>1.03</b>	Conflicts of Interest	See above.	
<b>2.0</b>	<b>Strategic Discussions</b>		
<b>2.01</b>	Strategic Plan Goals. ACTION: Goals to be confirmed.	G Bray presented the draft Strategic Plan, general discussion on the draft Strategic Plan.  Motion to approve the 3 goals of the Strategic Plan with the discussed amendments. <i>Motion Moved: P Catchpole; Seconded; A Hewitt; Passed unanimously.</i>	-
<b>2.02</b>	Discussion – Cultural diversity and connections with our community.	General discussion on the entrance garden area of the school and the school's logo.	
<b>3.0</b>	<b>Monitoring</b>		
<b>3.01</b>	Principal's Report	The Principal's Report was tabled as read. General discussion on the Principal's Report.  Motion to approve in principle the camps for year 5/6s and year 7/8s in 2024. <i>Motion Moved: G Bray; Seconded; C Scott; Passed unanimously.</i>  Discussion on teachers and classrooms for 2024.	<b>G Bray:</b> Put together a costing for year 7&8 teachers to visit full primary schools in Queenstown.
<b>3.02</b>	Finance Report	The Finance Report was tabled as read. General discussion on the Finance Report.  <i>Finance Report Moved: C Mexted; Seconded: J Long; Passed unanimously.</i>	<b>C Mexted:</b> Obtain a quote for contract lawn mowing.  <b>G Bray &amp; M Ludwig:</b> Look into the photocopier lease and the financing lease budget figure.
<b>3.03</b>	Property Report	The Property Report was tabled as read. General discussion on the Property Report.	
<b>3.04</b>	End of Year Data	J Irvine & L Stevenson presented the End of Year Data, general discussion on the End of Year Data.	
<b>3.05</b>	Policies & Procedures – Term 4	Term 4 Policies & Procedures, reviews close on 15 <sup>th</sup> December 2023.	
<b>3.06</b>	Community – Minutes from FOWs meeting.	FOWs Minutes were tabled as read.	
<b>3.07</b>	Health and safety – 24 <sup>th</sup> November – Threatening emails, timeline of events, learnings and outcomes.	General discussion on the threatening email received and learnings from the event.	<b>G Bray:</b> Review the emergency kit equipment.
<b>4.0</b>	<b>Identify Agenda Items for next meeting</b>	- Outdoor Classroom	

<b>5.0</b>	<b>Administration</b>		
<b>5.01</b>	Confirmation of Minutes	The following topics were raised:	<b>P Catchpole:</b> Draft a letter to the MOE about funding for a Counsellor.  <b>G Bray:</b> Approach Youth in Transition about a Counsellor.
<b>5.02</b>	Correspondence	<i>Minutes Moved: P Catchpole; Seconded: A Hewitt; Passed unanimously.</i>  Late Correspondence: J Irvine has accepted a Principal position.	
<b>6.01</b>	<b>Meeting Closure</b>		
<b>6.01</b>	Comments on meeting procedures and outcomes		
<b>6.02</b>	Preparation for next meeting		

Meeting was closed at 9.10pm  
Next meeting date to be confirmed for 2024