

**Wainui School Board  
Minutes of the Meeting held on 7th May 2024  
at 6.43pm in the Staffroom**

**1.0 Attendance**

<b>Attendees</b>	P Catchpole (Presiding Member), G Bray, A Hewitt, J Long (arrived at 7:11pm), C Mexted, C Scott, S Blackburn, M Ludwig (Secretary).
<b>Apologies</b>	
<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>	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 Actions:  Maori Consultation	General discussion on the document from Hone Heke Ngapua-Rankin.	<b>G Bray:</b> Invite the Whānau Roopu to the Board meeting with Hone Heke Ngapua-Rankin.
<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.	
<b>3.02</b>	Finance Report	The Finance Report was tabled as read. General discussion on the Finance Report  Motion to approve the Writing Toolbox professional development programme. <i>Motion Moved: C Mexted; Seconded; A Hewitt; Passed unanimously.</i>  <i>Finance Report Moved: C Mexted; Seconded: P Catchpole; Passed unanimously.</i>	<b>J Long:</b> Consult with the Project Manager in regards to the school owned assets being "fit for purpose" & process of transferring them back to the MOE.  <b>G Bray:</b> Seek confirmation of the Board Contribution to the 5YA projects with the Project Manager.
<b>3.03</b>	Property Report	The Property Report was tabled as read. General discussion on the Property Report.	
<b>3.04</b>	Policies & Procedures – Term 1	No discussion at this meeting.	
<b>3.05</b>	Community	A Hewitt presented the Community Report, general discussion on the Community Report.  Motion to approve spending \$1,500 on the sign on the classrooms opposite the hall subject to the concept design being sited and approved. <i>Motion Moved: P Catchpole; Seconded; C Mexted; Passed unanimously.</i>	<b>G Bray:</b> Circulate the Concept Design for the front entrance to the Board.  <b>G Bray:</b> Set up a meeting with the Landscape Designer about the concept design for the front entrance.
<b>3.06</b>	Personnel Status	Went "Into Committee" at 7:06pm. Out of "In Committee" at 7:15pm.	
<b>4.0</b>	<b>Identify Agenda Items for next meeting</b>		<b>M Ludwig:</b> Request Board Reports on the Tuesday prior to the Board Meeting.
<b>5.0</b>	<b>Administration</b>		
<b>5.01</b>	Confirmation of Minutes	The following topics were raised:  <i>Minutes Moved: P Catchpole; Seconded: A Hewitt; Passed unanimously.</i>	

5.02	Correspondence	See Correspondence Register  Went "Into Committee" at 9:02pm. Out of "In Committee" at 9:15pm.	
6.01	<b>Meeting Closure</b>		
6.01	Comments on meeting procedures and outcomes		
6.02	Preparation for next meeting		

Meeting was closed at 9.02pm  
Next meeting 4<sup>th</sup> June 2024