

**Wainui School Board  
Minutes of the Meeting held on 4th June 2024  
at 6.40pm in the Staffroom**

**1.0 Attendance**

<b>Attendees</b>	P Catchpole (Presiding Member), G Bray, A Hewitt, J Long (arrived at 6:58pm), M Ludwig (Secretary).
<b>Apologies</b>	C Mexted, C Scott, S Blackburn.
<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: Term 1 SENCO Report – To discuss	General discussion on the SENCO Report.	
<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.  Tracey Uhe has been appointed as a permanent member of staff.  Motion to set the next Enrolment Ballot date as 5 <sup>th</sup> July 2024 for 28 places. <i>Motion Moved: A Hewitt; Seconded; P Catchpole; Passed unanimously.</i>	
<b>3.02</b>	Finance Report	The Finance Report was tabled as read. General discussion on the Finance Report.  <i>Finance Report Moved: P Catchpole; Seconded: J Long; Passed unanimously.</i>	
<b>3.03</b>	Property Report	The Property Report was tabled as read. General discussion on the Property Report.	<b>G Bray:</b> Organise a meeting with the Property Managers in regards to the drainage.  <b>G Bray:</b> Draft a letter to the Erica Sanford, MOE and our local MP inviting him to the school in regards to the MOE taking over the school owned buildings.  <b>G Bray &amp; A Hewitt:</b> Contact landscape gardeners about the front entrance area.
<b>3.04</b>	Policies & Procedures – Term 2	No discussion at this meeting.	<b>G Bray:</b> Circulate the Term 2 policies to the Board.
<b>3.05</b>	Health & Safety - Property Hazard Register - Monthly Hazard Register - Daily Hazard Checklist	General discussion on the Property Hazard Register.	
<b>3.06</b>	Community	A Hewitt presented the Community Report, general discussion on the Community Report.	<b>G Bray:</b> Email A Hewitt the quotes for bikes & the Bikes in Schools supplier list.

<b>3.07</b>	Personnel Status	Went "Into Committee" at 7:42pm. Out of "In Committee" at 7:51pm.	
<b>School 4.0</b>	<b>Identify Agenda Items for next meeting</b>		
<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: J Long; Passed unanimously.</i>	
<b>5.02</b>	Correspondence	See Correspondence Register	
<b>5.03</b>	Teacher Only Day	Motion to set the next Teacher Only Day as 29 <sup>th</sup> October 2024. <i>Motion Moved: A Hewitt; Seconded; P Catchpole; Passed unanimously.</i>	
<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 8.09pm  
Next meeting 2nd July 2024