

**Wainui School Board
Minutes of the Meeting held on 2nd July 2024
at 6.33pm in the Staffroom**

1.0 Attendance

Attendees	P Catchpole (Presiding Member), G Bray, S Blackburn, A Hewitt, J Long, C Mexted, C Scott, M Ludwig (Secretary).
Apologies	
In Attendance	Hone Heke Ngapua-Rankin (left at 8:13pm), Tui Whittaker (left at 8:13pm), Leanne Stevenson (left at 8:13pm).
Conflicts of Interest	None

Agenda Item No.	Agenda Item	Discussion	Action/ Deadline
1.0	Welcome		
1.01	Present	See above.	
1.02	Apologies	See above.	
1.03	Conflicts of Interest	See above.	
2.0	Strategic Discussions		
2.01	Strategic Actions: Hone Heke Ngapua-Rankin – Guest Speaker	Hone Heke Ngapua-Rankin presented Te Pūheke – Connecting communities with Te Ao Māori to foster authentic cultural understanding.	
3.0	Monitoring		
3.01	Principal's Report	The Principal's Report was tabled as read. General discussion on the Principal's Report.	G Bray: Make the discussed changes to the letters to E Stanford and C Penk and have it available in the office to sign.
3.02	Finance Report	The Finance Report was tabled as read. General discussion on the Finance Report. <i>Finance Report Moved: C Mexted; Seconded: C Scott; Passed unanimously.</i>	
3.03	Property Report	The Property Report was tabled as read. General discussion on the Property Report.	G Bray: Reply to the School House tenant in response to their queries on the School House.
3.04	Policies & Procedures – Term 2	No discussion at this meeting.	
3.05	Health & Safety - Property Hazard Register - Monthly Hazard Register - Daily Hazard Checklist	General discussion on the Property Hazard Register.	S Blackburn: Investigate installing ventilation for the Kauri and Kahikatea toilets.
3.06	Personnel Status	Went "Into Committee" at 8:42pm. Out of "In Committee" at 8:45pm.	
School 4.0	Identify Agenda Items for next meeting		

5.0	Administration		
5.01	Confirmation of Minutes	The following topics were raised:	G Bray & A Hewitt: Contact landscape gardeners about the front entrance area.
		<i>Minutes Moved: P Catchpole; Seconded: S Blackburn; Passed unanimously.</i>	G Bray: Email A Hewitt the quotes for bikes & the Bikes in Schools supplier list.
5.02	Correspondence	See Correspondence Register Late Correspondence – OIA Request	G Bray: Complete the questions on the Official Information Act request.
6.01	Meeting Closure		
6.01	Comments on meeting procedures and outcomes		
6.02	Preparation for next meeting		

Meeting was closed at 8.57pm
Next meeting 6th August 2024