

Wainui School Board

Minutes of the Meeting held on 19th February 2025

at 6.38pm in the Staffroom

1.0 Attendance

Attendees	C Scott (Presiding Member), G Bray, G Bailey, M Jones (via ZOOM), S McCathie (joined via FaceTime at 6:45pm) L Watt (left at 8:30pm), M Ludwig (Secretary).
Apologies	
In Attendance	L Stevenson – was given speaking rights.
Conflicts of Interest	None

Agenda Item No.	Agenda Item	Discussion	Action/ Deadline
1.0	Administration		
1.01	Present	See above. Welcome to L Stevenson as the new Staff Representative on the Board.	
1.02	Apologies	See above.	
1.03	Conflicts of Interest	C Scott has a conflict of interest with a letter in Correspondence.	
2.0	Strategic Discussions		
2.01	Strategic Actions:	<p>Due to the close proximity of the next Triennial Board Elections in September, it was decided to remain with the status quo of C Scott as the Presiding Member.</p> <p>G Bray nominated G Bailey to the role of Health & Safety. <i>Moved: G Bray; Seconded: C Scott; Passed unanimously.</i></p>	
1.5	Board Induction Slides	Revisit the Procedures and Policies and key responsibilities the Board in 3 months time.	
	- Board Staff By-Election	<p>M Ludwig appointed as the Returning Officer for the By-Election for Staff Rep. This is the first Board meeting where the Minute can be recorded.</p> <p>Motion to set the Board By-Election for Staff Rep Election Day as 5th March 2025. <i>Motion Moved: G Bray; Seconded: C Scott; Passed unanimously.</i></p>	
	- Delegations	General discussion on the Delegations.	
	- Strategic Plan		
	- Approval of ERO	<p>G Bray discussed the ERO Report. General discussion on the ERO Report.</p> <p>Motion to approve the ERO Report for 2024. <i>Motion Moved: G Bray; Seconded: C Scott; Passed unanimously.</i></p>	
	- Annual Implementation Plan	Discussed in the Principal's Report.	
	- Approval of Camps	<p>Motion to approve for the year 5-8s to attend their respective camps.</p> <p><i>Motion Moved: G Bray; Seconded: G Bailey; Passed unanimously.</i></p>	
	- Approval of TOD	<p>Motion to approve the Teacher Only Days (listed in Principal's Report) 30th May 2025 (with Kahui Ako), 15th August 2025, 29th May 2026 and 21 August 2026.</p> <p><i>Motion Moved: G Bray; Seconded: G Bailey; Passed unanimously.</i></p>	
	- Draft Budget – including Capital Items	See Finance Report.	
			All: Review the Delegations document and email approval to the Board Secretary by 24 th February.

3.0	Monitoring		
3.01	Principal's Report	G Bray presented the Principal's Report. General discussion on the Principal's Report.	
3.02	Community <ul style="list-style-type: none"> - PTA - Board Presence 	Covered in the Principal's Report, general discussion on the fundraising events for 2025.	
3.03	Finance Report <ul style="list-style-type: none"> - Draft Budget - Capital Items 	<p>The Finance Report was tabled. General discussion on the Finance Report.</p> <p>Motion to approve the Budget for 2025 subject to adjusting the expenses on the front style of the fence of \$20,000.</p> <p><i>Motion Moved: G Bray; Seconded: C Scott; Passed unanimously.</i></p> <p>Motion to approve the following Resolutions to apply for grants:</p> <ol style="list-style-type: none"> 1. Harcourts Foundation - Classroom Furniture - \$10,000. 2. North South Trust - WaterBlaster + Surface and hedge trimmer - \$2,483. 3. NZCT - Playground Mulch - \$3,420. 4. ONE Foundation - Sound System Upgrade - \$1,129. 5. BlueSky Foundation - Basketball Goal Juniors - \$700. 6. YouthTown - 6 Guitars and 2 Sets of Drums - \$2,000. 7. Dragon Community Trust - Scooters - \$1,000. 8. Mainland Foundation - Whiteboards Juniors - \$800. 9. We Care Community Trust - Kai Bots - \$3,000 and Chromebooks etc \$10,000. <p><i>Motion Moved: G Bray; Seconded: C Scott; Passed unanimously.</i></p> <p>The Board would like to thank A Hewitt for all the work she continues to do with applying for Grants.</p> <p>Motion to approve the Finance Report</p> <p><i>Motion Moved: C Scott; Seconded: M Jones; Passed unanimously.</i></p>	
3.04	Property Report <ul style="list-style-type: none"> - Holiday Work Updates - 5YA Projects - Fence Update and Decision on Front Fence Style - Swimming Pool Use 	<p>G Bray presented the Property Report. General discussion on the Property Report.</p> <p>General discussion on the decision on the style of the fence at the front. New costing approx. \$20,000.</p>	<p>G Bray: Set up a meeting for the new Board and the MOE on the fencing project.</p> <p>G Bray: Ask MOE Property if they can start the fence along the boundary with the farm driveway.</p> <p>G Bray: Contact the Straka's about donating plants.</p>
3.05	Policies & Procedures	General discussion on Policies & Procedures.	All: Familiarise yourself with the School Docs site.
3.06	Health & Safety <ul style="list-style-type: none"> - Property Hazard Register - Monthly Hazard Register - Daily Hazard Checklist 	<p>Went "Into Committee" at 8:44pm.</p> <p>Out "In Committee" at 9:09pm.</p>	G Bray: Set up a meeting with the Caretaker and G Bailey to perform a Health & Safety Audit.
School 4.0	Identify Agenda Items for next meeting		

5.0	Administration		
5.01	Confirmation of Minutes	The following topics were raised:	G Bray: Follow up with School Docs in regards to the MOE Drinking Water Policy.
5.02	Correspondence	<p><i>Minutes Moved: C Scott; Seconded: G Bray; Passed unanimously.</i></p> <p>See Correspondence Register</p>	
6.01	Meeting Closure		
6.01	Comments on meeting procedures and outcomes		

Meeting was closed at 9.11pm.
Next meeting 19 March 2025.