

# Wainui School Board

## Minutes of the Meeting held on 19th March 2025

### at 6.30pm in the Staffroom

#### 1.0 Attendance

<b>Attendees</b>	C Scott (Presiding Member), G Bray, G Bailey, M Jones, S McCathie, L Stevenson, L Watt, M Ludwig (Secretary).
<b>Apologies</b>	
<b>In Attendance</b>	Grant Malins, MOE Manager of Integrated Services (left the meeting at 7:28pm), Sarah Fleming, NZSBA Integrated Advisor, Josh Aperahama (parent observing).
<b>Conflicts of Interest</b>	None

Agenda Item No.	Agenda Item	Discussion	Action/ Deadline
<b>1.0</b>	<b>Administration</b>		
<b>1.01</b>	Present	See above. Welcome to Grant Malins, MOE Manager of Integrated Services, Sarah Fleming, NZSBA Integrated Advisor, Josh Aperahama (parent observing).	
	- Fencing Information	<p>Need to clarify as a Board the position the Board are in in regards to the Learning Support Property Modification letter.</p> <p>G Malins outlined that this is an existing Board with new members and that the continuity of the Board wasn't affected. The OT Assessment identified the risk with a recommendation of erecting a fence. There is still a risk which is unmitigated. The Board is there to educate students in a safe and secure environment.</p> <p>What are the legal implications for the Board and for the Principal? Can you clarify what the Board needs to do now?</p> <p>If we say no to the whole fence, change the configuration to suit the school then the school needs to pay for the modifications.</p> <p>G Malins outlined that the Board needs to look at the mitigations for the risks already identified, ensure that the team are resourced appropriately to deal with that. Teach the children how you want them to behave to keep safe at school, what safety behaviours are expected. What actions are you going to take in case someone chooses not to comply, make the community aware of these and reinforce to them as well.</p> <p>General discussion on how the school is currently mitigating the assessed risk.</p> <p>Motion to draw up a plan retaining the triangle of bush as discussed, changes to front entrance and a personal gate in the fence along the farm boundary and to present it to the MOE Property team. If approved to go ahead with the fencing to mitigate the assessed risk.</p> <p><i>Motion Moved: C Scott; Seconded; G Bailey; Passed unanimously.</i></p>	<p><b>C Scott:</b> Draw up the amended plan as per the Motion and send to M Stride, Y Briden &amp; M Van Aken along with photos by Friday 21<sup>st</sup> March.</p> <p><b>S Fleming:</b> To send the links to the recommended websites. Send terms of reference for the Finance Board member. Send guidelines for the Board.</p>
<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:		
	1. Effective Board	General discussion on the Code of Conduct. Respect that people have difference viewpoints. The Code of Conduct doesn't need to be signed.	
	- Code of Conduct		
	- Appoint a Deputy Presiding Member and a Finance Member	C Scott nominated M Jones to the role of Deputy Presiding Member. <i>Moved: C Scott; Seconded: S McCathie; Passed unanimously.</i>	<b>G Bray:</b> Put a Community Engagement Plan together with the Board and the Community.

		<p>C Scott nominated M Jones to the role of Finance Member. <i>Moved: C Scott; Seconded: G Bailey; Passed unanimously.</i></p> <p>C Scott nominated G Bailey to the role of Property Member. <i>Moved: C Scott; Seconded: S McCathie; Passed unanimously.</i></p> <p>C Scott nominated L Watt &amp; L Stevenson to the role of Community Members. <i>Moved: C Scott; Seconded: S McCathie; Passed unanimously.</i></p> <p>Finance committee doesn't make decisions but bring recommendations to the Board. Finance can be included in the Principal's Report.</p>	
	<p>2. Delegations</p> <p>3. ERO Reports Confirmed</p> <p>4. Out of Zone Ballot Date to be set</p>	<p>General discussion on the Delegations.</p> <p>G Bray discussed the ERO Reports being confirmed. General discussion on the ERO Report.</p> <p>Motion to set the next Out of Zone Ballot date as 31st March 2025 for 10 students. <i>Motion Moved: G Bray; Seconded: L Stevenson; Passed unanimously.</i></p>	
<b>3.0</b>	<b>Monitoring</b>		
<b>3.01</b>	<p>Principal's Report</p> <ul style="list-style-type: none"> <li>- Board Workplan</li> <li>- AIMS Games Initial Approval</li> <li>- Minister Sandford Feedback of Changes</li> <li>- International Students</li> <li>- Student Leadership Projects</li> <li>- Curriculum Yr 7&amp;8 Trial Maths</li> </ul>	<p>G Bray presented the Principal's Report. General discussion on the Principal's Report.</p> <p>General discussion on the AIMS Games.</p> <p>Covered in the Principal's Report.</p> <p>Covered in the Principal's Report.</p> <p>Covered in the Principal's Report.</p> <p>Covered in the Principal's Report.</p>	<b>G Bray:</b> Circulate the Workplan to the Board.
<b>3.02</b>	<p>Community</p> <ul style="list-style-type: none"> <li>- Events</li> </ul>	<p>General discussion on the Community Events.</p>	
<b>3.03</b>	<p>Finance Report</p> <ul style="list-style-type: none"> <li>- Donations</li> <li>- Sponsorship</li> <li>- Capital Items - Fence</li> </ul>	<p>The Finance Report was tabled. General discussion on the Finance Report.</p> <p>Covered in the Finance Report.</p> <p>Covered in the discussion with G Malins</p>	<p><b>M Ludwig:</b> Forward previous letter from the Board in regards to Donations to L Watt &amp; L Stevenson.</p> <p><b>L Watt &amp; L Stevenson:</b> Draft a letter from the Board in regards to Donations and circulate to the Board for approval.</p> <p><b>C Scott:</b> Bring a concept plan of an Outdoor Classroom to the next Board meeting.</p>
<b>3.04</b>	<p>Property Report</p> <ul style="list-style-type: none"> <li>- 5YA Update</li> <li>- Maintenance Update</li> </ul>	<p>Motion to approve the Finance Report. <i>Motion Moved: G Bray; Seconded: C Scott; Passed unanimously.</i></p> <p>G Bray presented the Property Report. General discussion on the Property Report.</p>	<b>C Scott:</b> Circulate the photo ideas for the front entrance fence along with 3 quotes on Thursday 20 <sup>th</sup> March.
<b>3.05</b>	Policies & Procedures	General discussion on Policies & Procedures.	<b>All:</b> Review the Term 1 policies by the end of Term 1.

<b>3.06</b>	Health & Safety <ul style="list-style-type: none"> <li>- Property Hazard Register</li> <li>- Monthly Hazard Register</li> <li>- Daily Hazard Checklist</li> </ul>	G Bailey presented the Audit Report. General discussion on the Audit Report.	<b>G Bailey:</b> Set up a Risk Register including Standard Operating Procedures for Hot Works.  <b>B Meikle:</b> Concrete the cess pit covers as indicated in the Audit Report to prevent them from moving.  <b>B Meikle:</b> Paint yellow lines on either side of the pedestrian crossing.
<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:  Motion to approve the Delegations.  <i>Motion Moved: C Scott; Seconded: L Stevenson; Passed unanimously.</i>    <i>Minutes Moved: C Scott; Seconded: L Stevenson; Passed unanimously.</i>	<b>G Bray:</b> Follow up with School Docs in regards to the MOE Drinking Water Policy.  <b>G Bray:</b> Contact the Straka's about donating plants.
<b>5.02</b>	Correspondence <ul style="list-style-type: none"> <li>- 2 Letters of Response.</li> </ul>	See Correspondence Register	
<b>6.01</b>	<b>Meeting Closure</b>		
<b>6.01</b>	Comments on meeting procedures and outcomes		

Meeting was closed at 9.26pm.  
Next meeting 7 May 2025.