

Date	19 August 2025	
Time	6pm - 8pm	
Location	South Wellington Intermediate (SWIS) Staffroom	
STATUS	APPROVED ▾	
		(Glenn Phillips - Presiding Member)

ATTENDEES

Name		Role	Attendance	Notes
Karl Emson	TS	Board Member (Acting Principal)	PRESENT in person ▾	
Glenn Phillips	GP	Board Member (Presiding Member)	PRESENT in person ▾	Taking minutes
Charlie Cristi	CC	Board Member (Deputy Presiding Member)	PRESENT in person ▾	
Wendy Collis	WC	Board Member (staff representative)	PRESENT in person ▾	
Michael Bryan	M	Board Member	PRESENT in person ▾	
			PRESENT in person ▾	

1	Administration		5min
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1.1	Opening Karakia & Welcome	Tūtawa mai i runga Tūtawa mai i raro Tūtawa mai i roto Tūtawa mai i waho Kia tau ai Te mauri tū Te mauri ora Ki te katoa Haumi e Hui e Tāiki e! <i>Come forth from above, below, within, and from the environment Vitality and well being, for all Strengthened in unity.</i> https://vimeo.com/648382053	All	10-15 mins
1.2	Welcome & Attendance	Welcome: Welcome to Michael Bryan, newly elected board member Apologies:		
1.3	Conflicts of Interest	In committee - Karl and Charlie		
1.4	Review outstanding actions	See Actions appendix		
2	Strategic Discussions & Decisions			
2.1	Board Sub Committee	Discuss membership of Board sub committee A number of spaces open with previous board members finishing their terms. Recruitment - able to appoint a non board member if needed. Devon to be approached. Currently Glenn, Charlie Finance - Glenn and Karl Policy - Charlie Property - New board members to consider sub committees during induction and decide where they would like to support.		5 mins

3	Monitoring			
3.1	Principal's Operational Report	MOTION: To accept the Principal's Operational Report Motion proposed by Glenn, seconded by Wendy	Karl	30 mins
3.2	Health & Safety	No agenda this month - anything notifiable is included in the Principals report		
3.3	Finance	No agenda this meeting - reports did not arrive from AFS on time	Glenn	10 mins
3.4	Property	MOTION: To accept the Property Report Motion proposed by Glenn, seconded by Wendy (within Principal's Report) Karl provided updates on the building projects: • Hall flooring is complete • Modular buildings have arrived - due to be completed by October 2025 • Tech block tender process underway	Karl	
3.5	Strategic Plan Goals Review	Goal 3: Hauora ●	Karl	
3.6	Review Annual Implementation Plan	N/A		
3.7	Te Tiriti o Waitangi	Whanau hui met on the 13th August, and are still looking for a board member to be coopted	Karl	5 mins
3.8	Attendance Codes	Approve marking Religious Observance and Funerals as Justified absence Karl proposes motion to approve marking Religious Observance and Funerals as Justified absence. Glenn seconds		

3.9	Server Upgrade	Motion: To approve the to migrate the Server at SWIS to a cloud-based system. I have had a quote from our IT provider to do this and the cost is \$4665 + Gst. Discussion: this will come from the Capital budget line Moved by Glenn, seconded by Charlie	Karl	15 mins
3.10	Policy Review	Next meeting	Charlie	
3.11	Curriculum			
3.12	AIMS Games	Football and Netball overnight trip approval - board members to read over next few days and pass by email resolution by the 22nd August - Glenn will send email around Discussion and the files will be in committee to protect private information in the forms.	Karl	10 mins
3.13	Board Elections		Glenn	5 mins
4	Administration			
4.1	Correspondence	Wendy - NZEI correspondence - seeking board support for a sign at the school provided by NZEI asking people to sign petition. Would like to share Petition on school social media. Discussion around consistency with messaging. Board would like to ask what other schools in the area are considering, so that we can align.	Glenn	
4.2	Confirmation of previous minutes	MOTION: To approve the June 2025 Board Minutes Moved by Glenn, seconded by Karl	Glenn	5 mins

4.3	Confirm next meeting date and agenda	Next meeting is scheduled for 16th September, 2025	Glenn			
In Committee Time (See Separate Agenda)				25		
5	Meeting closure					
5.1	Review meeting	Comments on meeting procedures and outcomes				
5.2	Closing Karakia & Farewell	<table><tr><td>Unuhia, unuhia Unuhia ki te uru tapu nui Kia wātea, kia māmā, te ngākau, te tinana, te wairua i te ara tangata Koia rā e Rongo, whakairia ake ki runga Kia tina! TINA! Hui e! TĀIKI E!</td><td>Draw on, draw on, Draw on the supreme sacredness To clear, to free the heart, the body and the spirit of mankind Rongo, suspended high above us (i.e. in ‘heaven’) Draw together! Affirm!</td></tr></table>		Unuhia, unuhia Unuhia ki te uru tapu nui Kia wātea, kia māmā, te ngākau, te tinana, te wairua i te ara tangata Koia rā e Rongo, whakairia ake ki runga Kia tina! TINA! Hui e! TĀIKI E!	Draw on, draw on, Draw on the supreme sacredness To clear, to free the heart, the body and the spirit of mankind Rongo, suspended high above us (i.e. in ‘heaven’) Draw together! Affirm!	5 mins
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https://www.youtube.com/watch?v=CpA5Xxv0wMY						

APPENDIX: ACTIONS

Raised	ACTION	Who	Status	Previous Notes/Updates
3.1	KE to contact MOE Project manager (Anna) for Tech Block Build to share Evaluation Panel Decision and discuss ability to consult with board/Board Chair.	KE	Still Outstanding	
3.1	Board Assurances - Senco to look at individual plans for students with additional needs around Planning an preparing for Disasters. Assurance to the BOT that individual needs are	KE	Complete	

	considered and addressed. As part of the Board Assurances.			
3.3	Presiding member to contact AFS around the timing of the Finance Report.	GP		
3.3.	KE to include a piece in the next newsletter about donations. Work with Gita around the process for the invoices of school donations.	KE	Complete	