

SWIS School Board Meeting Minutes: Sept 2025

Date	Tuesday 16th September 2025	(Glenn Phillips - Presiding Member)
Time	6pm - 6:45pm	
Location	South Wellington Intermediate (SWIS) Staffroom	
STATUS	DRAFT ▾	

ATTENDEES

Name		Role	Attendance	Notes
Charlie Cristi	CC	Board Member	PRESENT in person ▾	
Cheyenne Allen	CA	Board Member	PRESENT in person ▾	
Glenn Phillips	GP	Presiding Member	PRESENT in person ▾	
Karl Emson	KE	Board Member (Acting Principal)	PRESENT in person ▾	
Michael Bryan	MB	Board Member	PRESENT in person ▾	
Wendy Collis	WC	Board Member (staff representative)	PRESENT in person ▾	
Hayley Trenwith	HT	Board Secretary	PRESENT in person ▾	
			<attendance> ▾	

SWIS School Board Meeting Minutes: Sept 2025

#	Item	Detail	Outcome
1	Administration		
1.1	Opening Karakia & Welcome		
1.2	Welcome & Attendance	Welcome Cheyenne First Meeting.	
1.3	Conflicts of Interest	In committee - Karl and Charlie	
1.4	Review outstanding actions	See the Actions appendix	
2			
2.1	Board Sub Committee	Discuss membership of Board sub committee Cheyenne and Michael expressed interest in property, Karl will discuss with CA & MB Finance committee needs a volunteer - Michael volunteered	
3	Monitoring		
3.1	Principal's Operational Report	MOTION: To accept the Principal's Operational Report Opening of new classrooms tomorrow, Peter Jackson is going to run this Enrolments are moving forward well,	Moved by: GP Seconded - CC Passed

SWIS School Board Meeting Minutes: Sept 2025

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		Transition out to college working well, lots of good work particularly with our high needs students. BGI invites sent out....	
3.2	Health & Safety	N/A - Presented in Full at the first meeting of the term.	
3.3	Property	Building Works update in Principals Report	
3.4	Strategic Plan Goals Review	<p>Goal 1: Te Ao Māori</p> <p>Hannah done amazing work with Te wiki o Te Reo Māori week and has sourced some great prizes for students and teachers</p> <p>Goal 2: Our Curriculum</p> <p>Strength and learning moving forward with teachers well</p> <p>Goal 3: Hauora</p> <p>Goal 3 moving forward well</p> <p>In Principals report</p>	
3.5	Te Tiriti o Waitangi	Whanau Hui was reported on in the Previous Meeting.	
3.6	Inclusion & Wellbeing	In Principals Report	
3.7	Curriculum	In Principals report	

SWIS School Board Meeting Minutes: Sept 2025

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3.8	Policy Review	<p>Policy Review</p> <p>Charlie questioned if we were happy with the school processes on how we safety check? Karl described our procedures.</p> <p>Are we happy with how we safety check our tutors, outside staff etc? Karl advised the school is happy with it.</p> <p>Teachers are encouraged to model healthy eating habits. Karl advised the staff that the staffroom is a private space where they can eat what they want, but in the classroom or in front of students they need to eat well.</p> <p>Health has merged a lot of policies, Charlie advised we need to keep on top of these. Karl advised it aligns with what we already do.</p> <p>There is a new ESOL policy, we need to advise if we will uptake it or not. We need to have a read and check the wording. Karl advised he will read it and bring it to the next meeting.</p>	
3.9	Finance Report	<p>MOTION: To accept the August Financial results</p> <p>GP advised we need to start setting next year's budget now that we have staffing numbers</p> <p>AFS have sent something to Karl for him to make some decisions</p>	<p>GP</p> <p>Moved: KE Seconded: WC Passed</p>

SWIS School Board Meeting Minutes: Sept 2025

#	Item	Detail	Outcome
4	Administration		
4.1	Correspondence		
4.2	Confirmation of previous minutes	MOTION: To approve the August 2025 minutes	Moved by: GP Seconded : CC Passed
4.3	Confirm next meeting date and agenda	Next Meeting: 21 October 2025 6pm	
	In Committee Time		
5	Meeting closure		
5.1	Review meeting	Comments on meeting procedures and outcomes	
5.2	Closing Karakia & Farewell	<div><div>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!</div><div>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!</div></div> <div>https://www.youtube.com/watch?v=CpA5Xxv0wMY</div>	

SWIS School Board Meeting Minutes: Sept 2025

APPENDIX: ACTIONS

Raised	ACTION	Who	Status	Previous Notes/Updates
3.8	ESOL Policy Update from School Docs	Karl	Update for next meeting 21st October.	