

SWIS School Board Meeting Minutes: October 2025

Date	Tuesday 21st October 2025	
Time	6pm	
Location	South Wellington Intermediate (SWIS) Staffroom	
STATUS	APPROVED ▾	
		(Glenn Phillips - Presiding Member)

ATTENDEES

Name		Role	Attendance	Notes
Charlie Cristi	CC	Board Member	PRESENT in person ▾	
Cheyenne Allen	CA	Board Member	ABSENT ▾	
Glenn Phillips	GP	Presiding Member	ABSENT ▾	
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> ▾	

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#	Item	Detail	Lead	Time
1	Administration			5min
1.1	Opening Karakia & Welcome	<div> <div> 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! </div> <div> <i>Come forth from above, below, within, and from the environment Vitality and well being, for all Strengthened in unity.</i> </div> </div> https://vimeo.com/648382053	All	
1.2	Welcome & Attendance	Charlie - Two apologies Glenn and Cheyenne		
1.3	Conflicts of Interest	None		
1.4	Review outstanding actions	See Actions appendix		
1.5	Presiding Member	<p>MOTION: To appoint X as the Presiding Member and X as the Deputy Presiding Member of the SWIS School Board</p> <p>This is supposed to happen in the meeting after an election https://www.resourcecentre.org.nz/helpforboards?ald=ka0RF000000BB1YAG</p> <p>https://nzstaworkbooks2021.s3.ap-southeast-2.amazonaws.com/Board+Toolkit/Board+Task+Checklist+-+Post-Triennial+Elections+2025.pdf</p> <p>Charlie advised to defer until next meeting</p> <p>Charlie put forward a motion asking if we can cancel 9th dec, Michael 2nd</p>		
2	Strategic Discussions & Decisions			
2.1	Property Update with	See Principals Report		

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3	Monitoring			
3.1	Principal's Operational Report	MOTION: To accept the Principal's Operational Report Principals Report Charlie moved to accept report, Michael 2nd		
3.2	Property	MOTION: To accept the Property Report In Principals Report		
3.3	Health & Safety	MOTION: To accept the Term 3 Health & Safety Report Report Term 3 - Health and Safety Report <ul style="list-style-type: none"> EOTC RAMS - Will be circulated by email for in committee approval - Not ready yet. William Pike Rams - In Committee. Charlie moved to accept, Wendy 2nd		
3.4	Finance	N/A		
3.5	Strategic Plan Goals Review	N/A		
3.6	Review Annual Implementation Plan	N/A		
3.7	Te Tiriti o Waitangi	Update from Whānau Hui - 10th Nov New School name - Te Hautonga		
3.8	Learner Progress & Performance	N/A		
3.9	Inclusion & Wellbeing	Part of Principal Report.		
3.1-	Policy Review	Charlie done a policy review, questions: What training looks like at SWIS for training		

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		<p>teachers around bullying? Karl advised</p> <p>Concerned in the minimising restraint says that a child cannot be locked in a space or believe they are locked in a space. Need clarification and for it to be written clearer in the policy.</p> <p>The board is authorised to order anyone other than a teacher who wants to do a search than the board needs to authorise them. Karl advised that no one, not even teachers, are allowed to search students. Charlie advised that the policy advises that if there is an immediate danger teachers can search. Karl advised if this happens the school has a policy that the students parents are called to the school and are to be present for the child to be searched. Wording needs clarification, Charlie will advise.</p> <p>Wording changes needed for lots of policy wordings in the Health. Charlie requested to come back to it at the next meeting. Michael suggested email everyone on board to read at home and come back with suggestions in a week.</p>		
3.11	Curriculum	In Principal Report		
4	Administration			
4.1	Correspondence	<p>Netball Uniform - Fundraising Query</p> <p>The Board is supportive of the netball parents seeking funding through trusts and approaching businesses.</p> <p>No branding will be displayed on uniforms unless specifically checked with and permission given by the board for each individual business or donor.</p> <p>We will not endorse fundraising through the sale of wine or chocolate.</p> <p>Charlie motion to accept with above restrictions, Wendy 2nd</p>		

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4.2	Confirmation of previous minutes	MOTION: To approve the Sept 2025 Board Minutes Karl moved to pass, Michael 2nd				
4.3	Confirm next meeting date and agenda	Next meeting is scheduled for 18th November, this will be the final meeting of the year.				
4.4	Update governance framework doc Part A for Audit	Confirm and updated board members Updated 3.4 Next meeting update 2.2				
5	Meeting closure					
5.1	Review meeting	Comments on meeting procedures and outcomes In the future the RAMS forms will be presented censored within the main meeting				
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> https://www.youtube.com/watch?v=CpA5Xxv0wMY	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!		
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6	In Committee 2 Items			
6.0	WPC Tramp	Approved - All		
6.1	Kapa Haka Noho Rams / Approval	Approved - All		

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APPENDIX: ACTIONS

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