

SWIS School Board Meeting Agenda: November 2025

[November Minutes](#)

| | | |
|-----------------|--|--|
| Date | Monday 24 November 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 | 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 ▾ | |
| Bibi Hawkes | BH | Whānau Hui Rep | PRESENT in person ▾ | |

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| # | Item | Detail | Lead | Time | | |
|--|--|---|--|--|-----|--|
| 1 | Administration | | | 5min | | |
| 1.1 | Opening Karakia & Welcome | <table border="1"> <tr> <td> <p>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!</p> </td> <td> <p><i>Come forth from above, below, within, and from the environment Vitality and well being, for all Strengthened in unity.</i></p> </td> </tr> </table> <p>https://vimeo.com/648382053</p> | <p>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!</p> | <p><i>Come forth from above, below, within, and from the environment Vitality and well being, for all Strengthened in unity.</i></p> | All | |
| <p>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!</p> | <p><i>Come forth from above, below, within, and from the environment Vitality and well being, for all Strengthened in unity.</i></p> | | | | | |
| 1.2 | Welcome & Attendance | Motion to co-op BH, GP motion CC 2nd | GP | | | |
| 1.3 | Conflicts of Interest | No conflicts | GP | | | |
| 1.4 | Confirm Previous Minutes | MOTION: To approve the October 2025 Board Minutes KE motion - MB second | GP | | | |
| 1.5 | Review outstanding actions | See Actions appendix GP advising parent rep announced, 1 person interested KE advised HT returning officer for staff nominations | GP | | | |
| 2 | Strategic Discussions & Decisions | | | | | |
| 2.1 | Response to amendments to Education and Training Act | MOTION: To reconfirm SWIS commitment to Te Tiriti following amendments to the Education and Training Act with a public statement to the community. CC, KE, BH to draft letter | GP | | | |

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| | | <p>MOTION: To write to the Minister of Education requesting consideration of repealing the amendments made.</p> <p>Proposed Response Letter</p> <p>GP moved to write to the minister, BH 2nd</p> | | |
| 2.2 | Property Update with MoE | <p>See Principals Report and Plans</p> <p>GP asked for a timeline - KE advised pushing back due to excavation work. Plan is for December 2026 - move in ready.</p> <p>Library moving end of year</p> <p>GP advised health and safety issues - create a small sub committee to monitor. KE discussed with Brendon that he will continue to manage going forward.</p> <p>GP advised action to set up a steering group led by KE, BH and CA</p> | KE | |
| 3 | Monitoring | | | |
| 3.1 | Principal's Operational Report | <p>MOTION: To accept the Principal's Operational Report</p> <p>GP asking for data to back up improvements in cohort - make sure funding is going to the correct space. Need focus on attendance and improvements in learning to show specific investment choices.</p> <p>GP advised to keep promoting the school on social media. Keeps with the SWIS brand. KE advised it is an investment SWIS will continue with.</p> <p>GP asked for KE to pass on thanks from the board to Teachers the boards appreciation for the year and the hard work they have put in.</p> | KE | |

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| 3.2 | Property | <p>MOTION: To accept the Property Report In Principals Report</p> <p>GP motion - MB seconded</p> | KE | |
| 3.3 | Health & Safety | <p>MOTION: To accept the RAMS for the EOTC week.</p> <p>GP wants a summary post of the risks mitigation. If an extreme risk is found by the teacher and the event stopped - wants the response, what's the containment. What did we learn? What do we change?</p> <p>GP asked about police vetting, how do we manage/know who is vetted. KE advised we manage through HERO.</p> <p>GP motion to accept - WC second</p> | KE | |
| 3.4 | Finance | <p>MOTION: To accept the Finance Report</p> <p>Discuss the Draft Budget</p> <p>KE advised a lot of cost saving through staffing. The loss of a staff member, Senior leaders and TA's working two jobs or filling in during changes this year. KE wants to acknowledge staff hard work, good for budget but it has hurt staff - over worked and over loaded. GP asked what the Board could do to acknowledge this hard work and sacrifice of staff.</p> <p>GP asked about PP in finance report. KE advised the FTE is tighter due to student numbers declining.</p> <p>GP advised finance results better than expected. GP advised need more comms around donation stats.</p> <p>GP wanted to be clear that by accepting this deficit the board accepts it is for TA and counselling services, weighing up this...cost/benefit.</p> | GP | |

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| | | GP - finance draft will need to be accepted at the first board meeting in 2026. CA motion to accept - WC second | | |
| 3.5 | Strategic Plan Goals Review | N/A | | |
| 3.6 | Review Annual Implementation Plan | N/A | | |
| 3.7 | Te Tiriti o Waitangi | | | |
| 3.8 | Learner Progress & Performance | MOTION: To accept the Year End Results GP motion to accept - CC second | | |
| 3.9 | Inclusion & Wellbeing | Part of Principal Report. | | |
| 3.10 | Policy Review | | | |
| 3.11 | Curriculum | In Principal Report | | |
| 4 | Administration | | | |
| 4.1 | Correspondence | | | |
| 4.2 | Confirmation of Email Resolutions | <ol style="list-style-type: none"> 1) Motion: Board to inform the broader community that we intend to fill the vacancy by selection as long as less than 10% of eligible voters do not request a bi-election by 11 December 2025 (carried an approved by email) 2) Motion: Board agrees to a bi-election for the staff representative on 19 December 2025. (carried and approved by email) 3) Motion: Board to appoint Hayley Trenwith as the returning officer (to be voted on at this meeting) | | |

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| | | GP motion - CC second | | | | |
| 4.3 | Confirm next meeting date and agenda | <p>Discuss best day for meetings next year and week of month to hold.</p> <p>Proposed weeks: KE suggests week 2 & 8 of each term.</p> <p>Days of the week - Mondays</p> <p>Time - 6pm</p> <p>MB asked if we can dinner - KE advised HT can organise</p> | | | | |
| 4.4 | Up Coming Events | <p>School Prize Giving - 17 December 6pm</p> <p>KE advised GHP ideally here to hand out prizes and recognise staff and hard year</p> | | | | |
| 5 | Meeting closure | | | | | |
| 5.1 | Review meeting | <p>Comments on meeting procedures and outcomes</p> <p>CC Need agenda before the weekend prior</p> | | | | |
| 5.2 | Closing Karakia & Farewell | <table border="1"> <tr> <td> <p>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!</p> </td> <td> <p>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!</p> </td> </tr> </table> <p>https://www.youtube.com/watch?v=CpA5Xxv0wMY</p> | <p>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!</p> | <p>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!</p> | | |
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APPENDIX: ACTIONS

| Raised | ACTION | Who | Status | Previous Notes/Updates |
|--------|---|-----|--------------------|------------------------|
| | Call for Parent representative applications for by selection on 11 December | GP | Pending | |
| | Staff by election to be held on 19 December | HT | Pending | |
| | Charlie, Karl and Bibi drafting response to circulate to Board by 25 November | CC | 25 November | |
| | Glenn to draft response to Minister of Education on not having opportunity to publicly submit during the Select Committee | GP | 29 November | |
| | Karl to get Bibi and Cheyenne to Property Steering Group | KE | 29 November | |
| | Glenn to contact AFS on Capital funding amount | GP | | |
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