

SWIS School Board Meeting Agenda: 16 February 2026

Date	Monday, 16th February 2026	
Time	6pm	
Location	Online	
STATUS	APPROVED	
		(Glenn Phillips - Presiding Member)

ATTENDEES

Name		Role	Attendance	Notes
Charlie Cristi	CC	Board Member	PRESENT online	
Glenn Phillips	GP	Presiding Member	PRESENT online	
Brendon Henderson	BH	Principal	PRESENT online	
Michael Bryan	MB	Board Member	PRESENT online	
Dan Millar	DM	Board Member (staff representative)	PRESENT online	
Hayley Trenwith	HT	Board Secretary	PRESENT online	
Bibi Hawkes	BZH	Whānau Hui Rep	PRESENT online	

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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	
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1.2	Welcome & appointment of Presiding Member	<p>GP - welcome BH and DM. Acknowledge WC work last year. Cheyenne has resigned.</p> <p>GP opened up nominations for Presiding Member. Discussion was held with options shared. The board decided to continue as is with GP and CC until they had a full membership of the Board to look at the long term leadership structure.</p>				
1.3	Conflicts of Interest	No conflicts				
1.4	Confirm Previous Minutes	<p>MOTION: To approve the November Minutes</p> <p>GP motion to accept - MB second</p>				
1.5	Review outstanding actions	<p>See Actions appendix</p> <p>BH advised property group met recently with the MoE and it was a good meeting.</p>				
2	Strategic Discussions & Decisions					
2.1	Property Update with MoE	See Principals Report				
2.2	2026 Board Workplan	<p>2026 BoT Workplan</p> <p>Three year review cycle</p>				

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		<p>BH talked through the guidance of the BOT plan for future meetings.</p> <p>GP asked how the new Ministry expectations (Assessment and reporting) are reflected in these workplans. BH advised teachers are currently testing the students and will report to the Board by May. BH said that we understand that the HERO system (SMS - Student Management System) should align with Ministry expectations which is used by a lot of NZ schools</p> <p>Tools and reporting should be all ready to go by next year.</p> <p>GP advising shifting from monthly meetings to two meetings a term. BH advised a shift to Thursday and to check dates to make sure this works. GP advised everyone to confirm by the EOW.</p>		
3	Monitoring			
3.1	Principal's Operational Report	<p><u>February Principals report</u></p> <p>BH discussed Y7 starting early by meeting with their teacher was very beneficial for relationship building between students, teachers and parents. Pōwhiri was hugely successful, the biggest turn out. Camp BBQ had a great turn out. The staff did really well. Karl presented camp info.</p> <p>DM advised staff and school relaxed and excited. BH on structured literacy with staff going really well. There are more sessions to come for the staff.</p> <p>GP advised lots of energy at prize giving at the end of last year and Pōwhiri and wanted to acknowledge the school and staff.</p> <p>GP advised that the BOT should host a morning tea as a thank you acknowledgement to staff.</p> <p>GP motion to accept, BZH seconded</p>		
3.2	Property	<p>MOTION: To accept the Property Report In Principals Report (verbal report as part of P. report).</p>		

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		<p>BH optimistic for upcoming projects and what has already been done. Good progress with the new building project. BH asked the MoE at a meeting why the western end of the block is not being knocked down.</p> <p>The school has done their own assessment of safety and learning within the building (western end) as requested by the MoE. Karl and BH did this. The MoE will shortly do a condition assessment report. Which is done by a professional of the building industry.</p> <p>This report is happening quicker due to BH calling in urgent need. BH advised that we don't need all 12 classrooms in the western building</p> <p>BH discussed painting the Hall and putting a protective coating over the mural. BH had provided an estimated costing from our project managers - Ruruku. We should use our own money for this as part of our cyclical maintenance budget.</p> <p>The Ministry has directed that we use our 5YA money to cover the cost of staff bathroom upgrade.</p> <p>BZH wanted to acknowledge BH words at the property meeting with the ministry.</p> <p>MB - asked how often the school gets a structural test. BZH advised this is in the condition report that is done every 5 years.</p> <p>GP - advised BZH it would be useful to bring a 3 year projection of what property upgrades are wanting to be done. A strategic plan as we move away from the break/fix mentality.</p> <p>CC said she thinks the bathroom upgrade is a wonderful idea</p> <p>GP motion to accept, BZH seconded</p>		

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3.3	Health & Safety	<p>MOTION: To accept the week. Health & Safety & Property - Board Report Term 4 - 2025</p> <p>BH - checks in with builders every couple of days to see how things are going. Doing landworks currently and all seems well.</p> <p>Sunburn and camp incident last year. Teachers need to be more explicit and not assume that students are aware.</p> <p>DM - roll ankle child sent home last year at his camp. Hard decision, due to environment, logic and after speaking with parents and Karl decision was made to send home.</p> <p>GP advised this reinforces the need for RAMS reports and ensures that this is a learning moment.</p> <p>DM advised better sunscreen and sun smart behaviour needs to be learned/taught. CC advised it could be part of the “school agreement policy”</p> <p>GP said lessons need to be added to the RAMS report in future re sunblock</p> <p>GP asked for DM and BH to do a follow up on incidents over the last week and to come back to BOT via email.</p> <p>GP asked for a trend report on H&S reports. To assess risk mitigation.</p> <p>GP motion to accept, MB second</p>		
3.4	Finance	<p>MOTION: To accept the finance report December Finance Report</p> <p>GP three year review with capital will help with on going financial maintenance</p> <p>GP asked about international students. BZH advised that there has been a lot of interest and would look into something for Term II. It is a promising venture.</p>		

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		GP motion to accept, MB seconded		
3.5	Policy Review	<p>Charlie's review docs Policy review</p> <p>CC suggested that everyone take time to read policy before the next meeting. Once we have a full board.</p> <p>CC asked BH how he ensures the staff are reading the policies. BH advised he makes them aware that they are available and what changes have been made. Then follows up once updated.</p>		
3.6	Curriculum	In Principal Report		
4	Administration			
4.1	Correspondence			
4.2	Confirmation of Email Resolutions			
4.3	Confirm next meeting date and agenda	Meeting dates as per annual workplan - discuss		
4.4	Up Coming Events	<p>School camps</p> <p>GP asked BH about the RAMS reports for school camp. BH advised he has a paper copy, he did think he had loaded them up. BH assured the board he and Karl have read through them and both are comfortable with the contents. GP advised the board to take a look once loaded. BH advised will post tomorrow, email resolution by Thursday.</p> <p>CC asked if in future if camp is this early should we be reviewing the RAMS at the end of the year.</p>		

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4.5	2026 term dates	BH - 378 half days requirement, 384 half days what we currently have. Adding a TOD which brings us down to 382 half days. BH proposed to finish year 2 days earlier EOY, end 15th instead of 17th Dec GP motion to accept, CC seconded				
4.4	Attendance management plan	BH advised working on ministry requirements for a management plan from each school on how schools manage absences. Will bring it to next meeting.				
4.5	NZEI request	Support for Kimi Haeata NZEI Campaign DM asking for board to support the NZEI campaign, Dan advised that support staff need to be centrally paid, for job security, holiday pay etc. Dan advised teachers don't want to strike and most cannot afford to strike. CC-GP - The Board acknowledges the rights of the staff and has no issues with signage and petitions being put in schools.	Dan			
5	Meeting closure					
5.1	Review meeting	Acknowledge BH and DM for all the work that has been done for this meeting. CC date conflict for BOT meeting, 18 June needs to be moved.				
5.2	Closing Karakia & Farewell	<table border="1"> <tr> <td>Unuhia, unuhia Unuhia ki te uru tapu nui Kia wātea, kia māmā, te ngākau,</td> <td>Draw on, draw on, Draw on the supreme sacredness To clear, to free the heart, the body and the</td> </tr> </table>	Unuhia, unuhia Unuhia ki te uru tapu nui Kia wātea, kia māmā, te ngākau,	Draw on, draw on, Draw on the supreme sacredness To clear, to free the heart, the body and the		
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		te tinana, te wairua i te ara tangata Koia rā e Rongo, whakairia ake ki runga Kia tina! TINA! Hui e! TĀIKI E!	spirit of mankind Rongo, suspended high above us (i.e. in 'heaven') Draw together! Affirm!		
		https://www.youtube.com/watch?v=CpA5Xxv0wMY			

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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	Completed	
	Staff by election to be held on 19 December	HT	Completed	
	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	Completed	
	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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