

# SWIS School Board Meeting Minute: 26 March 2026

<b>Date</b>	Thursday, 26th March 2026	
<b>Time</b>	6pm	
<b>Location</b>	School Administration Block	
<b>STATUS</b>	<b>APPROVED</b>	
		(Glenn Phillips - Presiding Member)

## ATTENDEES

Name		Role	Attendance	Notes
Charlie Cristi	CC	Board Member	PRESENT	
Glenn Phillips	GP	Presiding Member	Apologies	
Brendon Henderson	BH	Principal	PRESENT	
Michael Bryan	MB	Board Member	PRESENT	
Daniel Miller	DM	Board Member (staff representative)	PRESENT	
Hayley Trenwith	HT	Board Secretary	PRESENT	
Bibi Hawkes	BZH	Whānau Hui Rep	Apologies	
Rachel Stillwell-Crump	RSC	Board Member	PRESENT online	
Simon Harper	SH	Board Member	PRESENT	

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#	Item	Detail	Lead	Time		
<b>1</b>	<b>Administration</b>			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><a href="https://vimeo.com/648382053">https://vimeo.com/648382053</a></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 briefing from GP about structure of the Board	<p><i>Introducing new board members</i></p> <p><i>Electing 2026 Presiding Member</i></p> <p><i>Unable to do due to GP &amp; BZH sick CC acting as Presiding Member CC advise we postpone because to many ppl are away SH and RSC welcome</i></p>	CC			
1.3	Conflicts of Interest	<p><i>No conflicts</i></p> <p><i>None</i></p>				
1.4	Confirm Previous Minutes	<p><b>MOTION:</b> To approve the <a href="#">February 2026 Minutes</a></p> <p><i>CC motion to accept - MB second</i></p>	CC			
1.5	Review outstanding actions	<b>Nothing to review</b>	CC			
<b>2</b>	<b>Strategic Discussions &amp; Decisions</b>					
2.1	Potential School projects discussion and approvals	<p><a href="#">Potential School Projects</a></p> <p><i>BH took members for a tour around school showing where potential painting and playground will happen.</i></p> <p><i>BH showed examples of sports uniforms for sports grant and the sports that require them. Wanting to introduce a sports hoodie.</i></p>	BH and CC			

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		<p><i>BH noted that the school had uncommitted funds of \$655k. As a follow-up from our last meeting he presented a paper on projects that could utilise some of that money.</i></p> <p><i>Adventure playground - school investment package (SIP) \$300k provided by MOE as a one off grant. Needs to be finished before new build finishes to get grant money.</i></p> <p><i>Painting the Hall - SWIS could run the project ourselves. Money comes from the cyclical maintenance line within our budget which is \$156k unspent.</i></p> <p><i>Looking at getting a landscape plan for the school. Entrances, gardening, signage, pathways etc. \$20k for landscaping.</i></p> <p><i>Cabinetry in the new classrooms. MOE property maintenance grant of \$23k plus \$14k from the school will cover this.</i></p> <p><i>Sports uniforms \$25k which would be from school reserves.</i></p> <p><i>RSC queried whether a Masterplan for the school existed. While a plan does exist it does not appear to be up to date or commonly accepted by SWIS and MOE.</i></p> <p><i>RSC added that a landscape plan is an output of a masterplan. RSC mentioned that Berhampore Primary School has recently implemented the landscaping aspect of their masterplan. RSC to connect BH with a Board member at Berhampore to share on this subject.</i></p> <p><i>CC- Making sure that playground is accessible to all, considering wheelchairs accommodate and be inclusive</i></p> <p><i>BH would like to put to the board approval for playground 300k</i></p>		

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		<p>CC asked if anyone has any concerns or reservations CC motion, DM second</p> <p>CC motion to spend cyclical maintenance funds up to \$100k to paint the hall. MB second</p> <p>BH cabinetry project utilises MOE top up fund of \$23k and \$13k from school reserves.</p> <p>MB asked if we have cabinets in mind. BH advised yes and showed spec drawings</p> <p>CC motion that we use property grant money plus \$13k of our reserves. SH second</p> <p>BH sports uniform \$25k straight form reserves</p> <p>DM advised examples came from AIMS games last year where students bought their own. Shows need by the students and families.</p> <p>CC motion spend up to \$25k on sports uniforms from our uncommitted funds. MB seconded.</p> <p>School to look at Hoodies potentially for staff when coaching teams.</p> <p>Landscape plan - BH to meet with Berhampore School Board member to learn from their experiences, then come back to the Board regarding this subject.</p>		
<b>3</b>	<b>Monitoring</b>			
3.1	Principal's Operational Report	<p>BH reported that we were blessed with parents who helped out with camp. Some sickness amongst students and teachers. This will be followed up.</p> <p>BH said that start of year testing has been completed by teachers. Data has been collated and will be presented at the next board meeting.</p> <p>The next PLD structured literacy day with teachers being released over two days rather than having</p>	BH	

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		<p>another TOD. This is externally funded so not at our cost.</p> <p>MB - CCTV mentioned</p> <p>BH - identified this as a future project. New buildings could possibly have them. Further down the track</p> <p>RSC - Are there security issues internally or externally driving this?</p> <p>BH - during the Xmas break our speakers got stolen. So some issues but not a great deal. Internal cameras can provide a bit of clarification for if incidents occur. Can be good for keeping people safe.</p> <p>MB do we have roving security. Yes we do, Armourguard.</p> <p>CC motion to accept principal report, SH seconded</p> <p><b>MOTION:</b> To accept the Principals Report</p>		
3.2	Property	<p><b>MOTION:</b> To accept the Property Report In Principals Report (verbal report as part of P. report).</p>	BH	
3.3	Health & Safety	<p><b>MOTION:</b> Nothing to report (Termly report)</p>	BH	
3.4	Finance	<p><b>MOTION:</b> To accept the finance report the February report.</p> <p>BH right now annual accounts are being prepared. Have until 31st March to hand these over. Advised still waiting on some paper work, BH will follow up tomorrow. A few mistakes from AFS. BH will follow up with them.,</p> <p>CC move to accept feb report. DM seconded</p>	CC and BH	

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		<p><b>MOTION:</b> To approve the 2026 budget</p> <p><i>The 2026 budget was presented but not approved last year. Now seeking approval for this.</i></p> <p><i>CC motion to accept 2026 budget from Nov meeting 2025. MB seconded</i></p>		
3.5	Policy Review	<p>Charlie's review docs <a href="#">Policy review</a></p> <p><i>BH advised that the school policy is through an external company called Schooldocs. This is put on a cycle for review.</i></p> <p><i>CC advised that school docs send email advising there has been policy updates. The board needs to be on top of reading these as well.</i></p> <p><i>CC advised there is difficulty with searching Schooldocs as there can be an issue with login for Schooldocs.</i></p>	CC	
3.6	Curriculum	<p>Variance report 2025 <a href="#">2025 A of V</a></p> <p><i>BH shared the variance report which reflected on the targets and results from 2025. The data had been shared with the Board at the end of last year but this version was the A of V that will be included in our 2025 annual report from that goes with the audited annual financial report to the MoE at the end of May.</i></p> <p><i>CC motion to approve the variance report. SH seconded</i></p>	BH	
3.7	Personnel	<p><b>MOTION:</b> To appoint Bevan Campbell to run the principal's appraisal process on behalf of the Board. - Add to next meeting</p> <p><i>BH advised GP Bevan very happy for him to do appraisal. Due to GP away best to leave to next meeting or discuss with GP. T</i></p>	CC and BH	
4	<b>Administration</b>			

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4.1	Correspondence	<i>None</i>		
4.2	Confirmation of Email Resolutions	<i>Camp RAMS needed and provided.</i>	CC	
4.3	Confirm next meeting date and agenda	<i>Remaining meetings: May 14, June 11, August 6, September 10, October 29, December 2</i>	CC	
4.4	Upcoming Events	<i>North Island MTB Champs 26th - 29th March CubaDupa Sat 28th March Māori Whanau Hui Wed 1st April Netball Family Night Wed 1st April 3 Way Conferences Wed 29th April Tough Guy and Gal Friday 8th May</i>	DM	
4.4	Attendance management plan	<i>Tabled and ready for publication on website BH confirming that process has happened.</i>	BH	
<b>5</b>	<b>Meeting closure</b>			
5.1	Review meeting	<i>RSC urgent property sub committee. Next meeting not until May how do we manage this/?  BH advised will speak with the GP andS get something sorted in the next week and have an online meeting to start the process.</i>		
5.2	Closing Karakia & Farewell			

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