

SWIS School Board Meeting Minutes: 15 May 2026

Date	Thursday, 15th May 2026	
Time	6pm	
Location	School Administration Block	
STATUS	APPROVED	
		(Glenn Phillips - Presiding Member)

ATTENDEES

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

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#	Item	Detail		Lead	Time		
1	Administration				5min		
1.1	Opening Karakia & Welcome	<table><tr><td>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!</td><td><i>Come forth from above, below, within, and from the environment Vitality and well being, for all Strengthened in unity.</i></td></tr></table> https://vimeo.com/648382053		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!	<i>Come forth from above, below, within, and from the environment Vitality and well being, for all Strengthened in unity.</i>	All	
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!	<i>Come forth from above, below, within, and from the environment Vitality and well being, for all Strengthened in unity.</i>						
1.2	Election of office holders	<i>Presiding member MB nominated GP. Elected unopposed. GP signalled tenure will finish September/October. CC also said she would not seek re-election at that time as well. RS nominated for Deputy Presiding member. Elected unopposed.</i>		GP			
1.3	Conflicts of Interest	None					
1.4	Confirm Previous Minutes	MOTION: To approve the March minutes SH/MB					
1.5	Review outstanding actions	Nothing to review		GP			
2	Strategic Discussions & Decisions						
2.1	School projects updates	<i>Playground Hall painting Sports uniforms Proposal for landscape design Cabinetry - See property report</i>		BH			

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3	Monitoring			
3.1	Principal's Operational Report	MOTION: To accept the Principals Report <i>As read. BH noted that teacher observations were completed and the focus had been on the teaching of writing. This aligned with our staff PD and was reflected in the needs of students as illustrated by the school-wide data</i>	BH	
3.2	Property	<i>Property Sub Committee (PSC) gave an on our first meeting and an update on ongoing projects.</i> <i>Meeting - RSC led the feedback from the PSC meeting. She thanked KE for his comprehensive verbal report on the history of property at SWIS. RSC discussed the recent meeting with the MoE and Project Managers (AECOM) about the rendered drawings provided. RSC will be involved in these meetings going forward.</i> <i>Hall painting - SH outlined process with supporting documentation created. Five painters were invited to tender. So far three have visited and sent in quotes. It was agreed an out of cycle email resolution would cover the selection and approval process.</i> <i>Cabinetry - BH advised installation almost complete.</i> <i>Playground - Playground People proposal was shared with the Board and also MoE (BH advised). School needs to do due diligence around non-costed work eg ground preparation and the cost to that. MoE will pay for the playground equipment but not the pre-installation work. BH to speak with contractors on site (Maycroft) as they</i>	BH and PSC	

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		would do the ground work. BH to then report back to PSC. The board confirmed expenditure on the Landscape Masterplan from Studio Pacific Architecture. See motion below. MOTION: That the Board of Trustees accepts the landscape masterplan proposed by Studio Pacific Architecture at a cost of \$22,574.50. GP/SH GP acknowledged the work of the PSC.		
3.3	Health & Safety	Thanks to Karl for providing the report. Discussion was had about the school closure process and the Board re-iterated their support for closing with the recent weather event. It was decided that BH should follow-up with an external safety audit company (Harrison Tew) for a risk assessment/safety audit. MOTION: To accept the Health and Safety Report GP/BZH	BH	
3.4	Finance	Solid financial position. Brendon explained the banked staffing position and that we are slightly over at the moment. Discussion was had about the March and April reports. GP concerned that no forecasting available and this may be a risk for school. We will be getting a reduction with our mid-year MoE grant because of student numbers. We should plan for a mid-year budget review - it is part of our annual calendar of Board tasks. MOTION: To accept the finance report the March and April finance reports. GP/DM	GP and BH	

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3.5	Policy Review	Charlie's review docs in Mtg folder. Discussion had about how the review process works and requirements for Board members to access and read. It was noted that the new Privacy Commission requirements will affect how we collect transition information from other schools. This will require a note in our enrolment package telling parents that we will be accessing student information from other schools. Education outside the classroom EOTC Governance Roles and Responsibilities EOTC Risk assessment and management	CC	
3.6	Curriculum	Start of Year (SoY) data report. BH shared the data from the first term. It was noted that the Board could see added value for Year 8 students in their time at the school. Notably the data showed almost 75% of Yr 8 students were above the national norm in reading and maths. The writing data was not so strong and there are issues with the assessment tool used, teacher familiarity and lack of a robust moderation process. This is all part of the current professional learning at the moment.	BH	
3.7	Personnel	MOTION: To appoint Bevan Campbell to run the principal's appraisal process on behalf of the Board. GP/DM BH left the room while this discussion was had.	GP	

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4	Administration			
4.1	Correspondence	<i>None</i>		
4.2	Confirmation of Email Resolutions	<i>None</i>		
4.3	Confirm next meeting date and agenda	<i>Jun 11, 2026. Hayley to email the Board the rest of the dates for the year.</i>		
4.4	Upcoming Events		DM	
		<i>Pink Shirt Day this Friday</i> <i>WRISSA Sports</i> - <i>Cross Country</i> - <i>Basketball</i> - <i>Hockey</i> <i>Peak Programme</i> - <i>Toi</i> - <i>Show Quest</i> - <i>Chess</i> - <i>EPro8</i> - <i>Spell it Out</i> - <i>World Scholars Cup</i> - <i>Matariki Show Case</i> - <i>Colour Run</i> <i>College Visits / information</i> <i>Teacher</i> - <i>Report writing</i> - <i>Communities of Practice PLD</i> - <i>Observation feedback for Teachers</i> - <i>Maths leadership cluster</i> - <i>Curriculum leads meeting with MoE</i> - <i>Student Teachers completed by Week 9</i>		
4.4	Termly Attendance report	<i>BH shared the Term 1 report which had us with 67% attendance of students at 5 days or less absent. Another 22% were at 10 days or less. BH explained that the newly developed attendance plan was in full effect with BH, the school counsellor and a DP meeting weekly to follow-up on students and whanau.</i>	BH	

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		<i>Lateness was also a concern that would be discussed at Senior Leadership Team and may need some tweaking</i>		
5	Meeting closure			
5.1	Review meeting			
5.2	Closing Karakia & Farewell	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! https://www.youtube.com/watch?v=CpA5Xxv0wMY		

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APPENDIX: ACTIONS

[illegible]