

SWIS School Board Meeting Agenda: 11 June 2026

Date	Thursday, 11th June 2026	
Time	6pm	
Location	School Administration Block	
STATUS	APPROVED	
		(Glenn Phillips - Presiding Member)

ATTENDEES

Name		Role	Attendance	Notes
Glenn Phillips	GP	Presiding Member	Apologies	RS Presiding Member for today's meeting
Brendon Henderson	BH	Principal	PRESENT	
Michael Bryan	MB	Board Member	PRESENT	
Daniel Miller	DM	Board Member (staff representative)	ONLINE	
Hayley Trenwith	HT	Board Secretary	PRESENT	
Bibi Hawkes	BZH	Whānau Hui Rep	Apologies	
Rachel Stillwell-Crump	RSC	Deputy Presiding Member	PRESENT	Presiding Member
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	
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1.2	Conflicts of Interest	Nil					
1.3	Confirm Previous Minutes	MOTION: To approve the March minutes <i>motion to accept SH - second MB</i>		RS			
1.4	Review outstanding actions	Nothing to review nil		RS			
2	Strategic Discussions & Decisions						
2.1	ERO visit - see Board paper	<i>BH advised extra meeting required</i> <i>Visiting July 27th</i> <i>Conversation with fellow principals. Reviews now look different and last for two days.</i> <i>Outline:</i> <i>Monday 27th July.</i> <i>Welcome ERO 9am pōwhiri.</i> <i>Meet with board members.</i> <i>Meet SLT.</i> <i>Run staff meeting for teachers at end of the day.</i>		BH			

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		<i>Tuesday 28th</i> <i>Classroom visits</i> <i>Present back to the board their findings</i> <i>Frontload everything. School to send stuff prior.</i> <i>Board Assurance Statement (BAS).</i> <i>BH proposes to meet next week with the Board and Senior Leadership to complete this work. The 25 June GP and school leaders will meet with ERO online to look at BAS and visit details.</i> SH asked who needs to be at the meetings. BH advised it would be great if all the Board could make both meetings.. BH proposed Wednesday 17th June at 6pm to go over form. Board accepted BH asked the BoT to look through the board assurance statement(BAS) in advance of next week's meeting. It is available on the drive and to be read before Wednesday's meeting. Link in document written by BH about ERO visit, in drive.		
2.2	Annual plan	MOTION: To approve the 2026 Annual plan BH annual plan drawn from strategic plan. Done every two years. MOE advised that the current strategic plans could roll over for 2026. Our annual plan has a focus on • attendance through our management plan. • academic achievement • Then around the school environment. I. SH motion to approve, RSC second	BH	
3	Monitoring			
3.1	Principal's Operational Report	MOTION: To accept the Principals Report SH asked BH how Houghton Bay visit went. Brendon advised very well, 24 families showed up. Next is Ōwhio Bay, Island Bay and Berhampore.	BH	

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		RSC asking about cross country and is pleased that school is aiming to improve the participation rates. BH advised that running should be part of our PE classes. BH and DM advised we need to make running more fun, as a few good runners decided not to try out for WRISSA run team. MB asked how school is coping re staff illness. BH advised it is that time of the year and coping ok for now. BH advised the banking staffing reflects the high level of staff absences and the school will now start taking from the reliever budget. BH advised the school is coping but it is tight. Only one instance where no reliever available and the class was split instead. SH motion to accept, MB second		
3.2	Property	MOTION: To accept the Property Report In Principals Report (verbal report as part of P. report). PSC Report - 5 June 26 RSC tender process for hall painting. Both contenders had glowing ref. RSC recommendation is to hire Men In White. MB approved, SH second. RSC to inform unsuccessful applicants. Drainage to be done this school holidays advised by BH RSC advised the Playground deadline is 12 months after the tech build. The issue of the earthworks is confusing but the Board has decided to proceed and take the lead in this by working directly with the civil works team.. BH asked RSC to ask company to move playground further south. DM asked if we will have to put in a new fence if we are moving this further south. BH met with landscape architects. One architect	RS and BH	

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		had former student and is excited about what can be done. BH waiting formore details and a timeline.. MoE and Aecon advised today that the Tech block building may not be on time and ready for use at the start of 2027 school year. They will keep us updated. Weather tightness (condition assessment report). RSC wrote to MOE to follow up as not heard from them and BH advised spoke with them today and advised it was 75% done. MB motion to accept, SH second		
3.3	Health & Safety	MOTION: No report		
3.4	Finance	MOTION: To accept the finance report and the Annual financial report <i>BH monthly report, still running at surplus. Over spent \$11k more than given regarding teachers salaries. RSC asked about how the deficit is funded. BH advised it is funded school reserves.</i> <i>BH advised we are not at risk of having a 100k deficit. BH advised going to start utilising relievers' budget. YTD spent \$2k, budget is \$35k, only 6% of budget spent.</i> <i>SH asked how long the current account firm has done the schools account. BH advised 6-7yrs possibly longer. .</i> <i>RSC advised it would be good to have a meeting with accountancy firm to have a better understanding of the budget.</i> <i>MB advised we were looking at a finance sub committee last year.</i> <i>RSC advised it is a risk as a board not having a finance expert.</i>	GP and BH	

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		MB motion to accept the motion of the May financial report and Annual report for Deloittes, SH second		
3.5	Policy Review	Charlie's review docs in Mtg folder <u>Education outside the classroom</u> <u>EOTC Governance Roles and Responsibilities</u> <u>EOTC Risk assessment and management</u> <i>BH advised he got KE to review these. KE advised all up to appropriate for SWIS.</i> <i>BH motion to approve, MB second</i>	CC	
3.6	Curriculum	<i>Nothing to report</i>	BH	
3.7	Personnel	<i>In committee for sabbatical application from staff member</i> MOTION:	BH	
4	Administration			
4.1	Correspondence	<i>Letter from Charlie</i> <i>Acceptance of resignation as of 5 June 2026</i>	RSC /BH	
4.2	Confirmation of Email Resolutions	<i>Nil</i>		
4.3	Confirm next meeting date and agenda	<i>Aug 6, 20266pm</i>	RSC	
4.4	Upcoming Events	<i>DM advised Of hockey conflict with Showquest. Girls have chosen showquest over Hockey.</i> <i>One student going to regional cross country finals.</i> <i>Extra opportunities for students</i> <i>New kits for epro8</i>	DM	

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		Cole, Hannah Quince and DM put together a comp for Matariki. Karen Shuker working hard with College visits and communicating these to students and families. Whats ahead • report writing • catch up session for PLD • Student teachers to finish their section next week • reports going out in the last week of term 2		
		WRISSA Sports - Hockey Peak Programme - Toi - Show Quest - EPro8 - World Scholars Cup - Matariki Show Case College Visits / information Teacher - Report writing - Communities of Practice PLD - Observation feedback for Teachers - Maths leadership cluster - Curriculum leads meeting with MoE - Student Teachers completed by Week 9		
4.5	Termly Attendance report	BH advised next meeting for the report. BH advised KE, Nazli(counsellor) meet once a week to discuss absences. Some letters have had to be written to parents, with one student being referred to attendance services.	BH	
4.6	In committee	EOTC in Term IV Sabbatical application AIMS Games - Netball team Berhamphore School agreement		

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5	Meeting closure					
5.1	Review meeting	SH asked how we feel. BH advised covered a lot, more questions than answers presently. MB advised we are moving forward however.				
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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APPENDIX: ACTIONS

[illegible]