

SWIS School Board Meeting Agenda: 6 August 2026

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

ATTENDEES

Name		Role	Attendance	Notes
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	PRESENT	
Bibi Hawkes	BZH	Whānau Hui Rep	Apologies	
Rachel Stillwell-Crump	RSC	Board Member	PRESENT	
Simon Harper	SH	Board Member	PRESENT	
Nicola Clissold	NC	Staff member	PRESENT	

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#	Item	Detail	Lead	Time
1	Administration			5min
1.1	Opening Karakia & Welcome	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> https://vimeo.com/648382053	All	
1.2	Conflicts of Interest	None		
1.3	Confirm Previous Minutes	MOTION: To approve the June minutes SH motion, MB 2nd <i>motion to accept - second</i>	GP	
1.4	Review outstanding actions	Nothing to review	GP	
2	Strategic Discussions & Decisions			
2.1	ERO visit - follow-up discussion	<i>BH verbal feedback was pretty positive. We will wait for the draft written report before having a deeper review. Acknowledged staff for their effort.</i> <i>SH asked if we have an idea on the time frame for the report being returned. BH advised hopefully by the end of the term.</i> <i>RSC asked if it looks like an improvement on the last ERO report. BH advised it is a different system so is not possible to compare.</i> <i>GP keen to look at what are our actions and how do we want to take this forward. This can be part</i>	BH	

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		<i>of our strategic direction. Using the findings of the review in that manner would be a good way of future proofing as well.</i> RSC advised should this be put on the board agenda for Term 4. GP advised yes.		
2.2	Board Vacancy	MOTION: HT proposed potential dates for election day. Advised need to collect details from contributing schools. GP advised need to advertise that this is a unique election as role only until March. SH advised need to make sure we advise how we will support the new member. RSC advised open night for parents. HT will follow up with contributing schools to get timelines. Board decided 15th October for Election day. HT to check if postage will be funded by the Ministry. BH to follow-up with Newtown school re electoral rolls.		
	Create Finance & Audit Committee	RSC would like the Board to have a financial sub committee. GP agreed having a structured committee, setting a budget is a good idea. BH advised he would be on it. SH advised could meet less frequently to make it more achievable. BH advised yes 1 per term. RSC property sub committee will provide a capital forecast. GP will pull out a teams work plan and link it to the meetings.		

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	Need to update Governance Framework documents https://drive.google.com/drive/folders/1n7xvKQT1FXTEbE3zzXc9_oovRXYJLDj?usp=drive_link	GP policy, school docs. Need to think about getting a summary of changes and then the board can read that and discuss. BH advised at the end of each term policy changes are made/updated/advised. Board members to read and then discuss. SH said he wanted to meet our obligations in reading and discussing the policies and not to go any further. GP do we have a committee or meet our obligation. RSC and BH advised committee not needed. DM advised he will copy and paste policies as they come in for board to read.		
	Implementation of board Induction process set out here under chapter 7: https://docs.google.com/document/d/1xrWvTH9-5jdOAqAGziKrl-kxBvPSrEjwClw1xmLi9U/edit?usp=drive_link	RSC advised out dated forms on government framework in the SWIS BOT folder. RSC who is running this? GP we need to implement the induction process. RSC and SH advised need someone to be responsible keeping induction information up to date. RSC advised could take turns on inducting new members. DM advised the by-election as a good place to practice that. BH in the past at previous schools, he did this. Having a coffee, talking through stuff. BH is happy to take on this role. SH advised he is happy to keep the docs updated for BH to hand over the up to date forms.		
	Board training - discussed briefly during ERO meeting - next steps?	RSC board training. BH has signed members up for board membership with NZSBA. RSC advised us to take ownership for ourselves in keeping educated. RSC proposes circulating the skills matrix . RSC advised she will do this. MB advised introducing members to the course, as it was very helpful. GP advised members need to speak with BH to get educated on the financial landscape of the school.		
	Proposal for Board skills matrix to be updated for current			

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	Board members			
3	Monitoring			
3.1	Principal's Operational Report August 2026 Principals Board Report .docx	MOTION: To accept the Principals report including the 2027 Term dates as proposed in the report BH proposed term dates GP asked if this is within the bounds of what is required. DM motion, GP 2nd BH approval for AIMS games requested GP make sure parents sign expectation letters as well SH motion, RSC 2nd BH motion to accept report, GP 2nd	BH	
3.2	Property PSC Report - July 26.pdf	MOTION: To accept the Property Report In Principals Report (verbal report as part of P. report). RSC key issues are around block A west. Condition report from MOE. Ruruku and MOE meeting, and Ruruku have been asked to list priorities to maintain the building in a safe condition until it is replaced by MoE as confirmed in the Condition Report. Produced list in order of priorities. SH said it was good. SH advised report allows us to come up with a plan of action. BH advised this will now set us up to produce a budget for what needs to be done and what this will cost. RSC suggested the Board push MoE to move ahead with the investigations as recommended by Ruruku.	RS and BH	

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		GP advised if we need to pay with school funds we will, with the expectation that MOE will refund. RSC playground update. Advised MOE will order the playground and the school to lead the preparation of earthworks. Discussion was had on when we would start this. We will begin after the playground has been ordered by the MoE. RSC advised 5 months until the playground arrived after ordered. SH motion, MB 2nd		
3.3	Health & Safety Health & Safety & Property - Board Report Term 2 - 2026.pdf	MOTION: To accept the Term II Health and Safety report BH as read, any questions. GP ask for term comparison to see if there are any trends happening SH motion, RSC 2nd		
3.4	Finance South Wellington Int School - Mgmt Report BOT Vers (June 2026).pdf	MOTION: To accept the June finance report BH as read, good financial position. Getting into heavy days for relief. BH advised painting unneeded on new buildings, advises not to to paint Block A as in such poor condition. Different ways to paint your school. School has not been painting but has been putting money aside as our cyclical maintenance provision which is now in excess of \$150k. BH advised if we have to we could afford the earth works. BH advised a financial or risk background would be good. GP advised the primary focus of the deficit funds the literacy and counselling. We struggle to control the relief work. Been able to pay relievers from deficit, been able to not pay for it from the board money. GP the board is delegating to BH to employ a TA	GP and BH	

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		at a total of \$8k GP motion, DM 2nd GP motion to accept June finance report, DM 2nd		
3.5	Policy Review	N/A		
3.6	Curriculum Learning Support - BoT report.pdf	<i>Nicola Clissold to present the Learning support report</i> NC introduced her learning support report and gave the BoT an overview of what work is done by the school for students who need extra support. NC advised that MoE external funding is becoming increasingly difficult to source across the board. The main theme from NC was that the best form of support is having good quality classroom practice and where the biggest benefit is seen NC highlighted some of the extra programmes that the school runs including English for new immigrants and refugees. We also had to provide uniforms, shoes, stationery and other essentials for a number of families. Also, a maths tutor is employed, cooking classes as well for extra support. Many ways that we can tap into the people that we already have available to us. Literacy support is ongoing which is funded by the board through our literacy lead teacher. Managed to get flexible funding that is money left over at the Ministry, used for Dojo lessons. Looks out for packages, provided for ESOL that she can tap into. SH asked if the students have come from another school, do you have to reapply. NC advised yes you do, funding currently supplied for ESOL	BH	

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		students lasts for 20 terms which in some instances is used up before they get here so we can't get support for them. SH asked how challenging is it when there is a diagnosis for a student. NC we get diagnosis when students are being enrolled, either diagnosed or advised it's a possibility. NC advised costing for diagnosis can be very expensive, especially for dyslexia. SH asked if parents say their child may be high needs, does it cost the school? NC said that yes but there is some funding that the school gets but it doesn't always cover the costs. Eg a recent IRF that we got came in at only \$400. BH funding is always a problem and tricky and that we do work carefully during transition to get as much information as possible. NC reiterated the best support we can offer is making sure our classroom teachers are well trained and informed in how to teach high needs students. RSC advised added up students and one 3rd of the school receives support. NC advised yes it has a lot to do with age and hormones and learning more about their personality at this time. GP ERO points could link the data of achievement data with the 3rd of high needs students to show how the extra work and funding has impacted their learning. To advise that we understand why the results are happening and this is how it is impacting change within the school and how it is shown. Bit more sophisticated in getting the data to meet the financial cost and show why we need the funding. NC advised that their achievement results are seen differently and need to be cautious in looking at it statistically as the learning is happening and improvement is being shown,		

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		just not as predominantly as other students. GP advised the need to show progress as progress is progress. Can be simple, 1 page. BH and NC to follow up. NC advised 4.5 teacher aides, one is going for surgery, another is missing time for a medical reason that we will need a short term teacher aide. GP advised will discuss after discussing finances/budgets.		
3.7	EOTC trip approval https://drive.google.com/file/d/1SdT7ZEgxJfCG5Nk1clGHBdYCX0u6kD3i/view?usp=drive_link	AIMS Games approval	BH	
3.8	Personnel	MOTION:	BH	
3.9	Attendance 2994 Attendance Provisional EDM Term 2 2026 (1).pdf	<i>Attendance report for Term II</i> BH improved attendance. ERO were impressed with improvement.		
4	Administration			
4.1	Correspondence	BH asked to be a mentor principal for a beginner principal. BH will circulate for the next meeting.	GP/ BH	
4.2	Confirmation of Email Resolutions	GP appointing HT as RO		
4.3	Confirm next meeting date and agenda	<i>10th of September</i>	GP	
4.4	Upcoming Events		DM	

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		ICAS happening over the next 4 weeks - Josh - Digitech - Writing - English - Science - Spelling - Maths Friday 7th August - Te Haruru o te Kāhui Tonga Kapa Event @ Taraika 11th Aug - Staff PLD - CoP 8 Literacy 14th Aug - PEAK - Book Battle - Christine 17th August - Staff only day - Maths PLD 18th Aug - MathsWell Vic Uni - Josh - Visiting Author Graci Kim 19th Aug - PEAK - Books Alive - Christine 25th Aug - Navigating the Journey Teacher Session 26th Aug - PEAK - NIWA Science Fair Board to Vic Uni - Nadia - WRISSA - League and Flag 29th Aug - PEAK - Tournament of Minds - Vic - Christine 1st Sept - Maths Leadership cluster - Josh & Nadia - Final CoP Staff PLD - Margaret in Person		

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		3rd Sept - PEAK - Chess Power Competition - Wendy 7th Sept - 11th Sept - AIMS Games - Netball - MTB - BMX				
4.5	Termly Attendance report	Draft Term II report	BH			
4.6	In committee	Some items for discussion				
5	Meeting closure					
5.1	Review meeting	He advised the meeting felt long. MB advised ERO in this one and NC presentation. SH advised he was impressed with NC presentation DM advised making the sub committees will speed up the process				
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

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