SWIS School Board Meeting Minutes: 10 September 2026

Date	Thursday, 10 September 2026	
Time	6pm	
Location	School Administration Block	
STATUS	APPROVED	(Glenn Phillips - Presiding Member)

ATTENDEES

Name		Role	Attendance	Notes
Glenn Phillips	GP	Presiding Member	Absent - 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	Apologies	
Bibi Hawkes	BZH	Whānau Hui Rep	PRESENT	
Rachel Stillwell-Crump	RSC	Board Member (Deputy PM)	PRESENT	
Simon Harper	SH	Board Member	PRESENT	
Karl Emson	KE	Deputy Principal	PRESENT	
Andrew Bird		MOE Intergration Team	PRESENT	
Randle Benito		MOE		
Kevin Currin		MOE Property		

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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! *Come forth from above, below, within, and from the environment Vitality and well being, for all Strengthened in unity.* https://vimeo.com/648382053	All	
1.2	Conflicts of Interest			
1.3	Confirm Previous Minutes	**MOTION**: To approve the August minutes *DM motion to accept - second MB*	RS	
1.4	Review outstanding actions	**Nothing to review**	RS	
2	**Strategic Discussions & Decisions**			
2.1	MoE - presentation about proposed Kimi Ora Satellite School on SWIS site	*Kimi Ora* *RS welcomed MoE representatives to our meeting.* *RB outlined proposal from MoE about potentially using the overflow car park as a place for a Kimi Ora satellite unit. The BoT expressed support for the plan without committing until further detail developed.*	BH and MoE	30

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		BH raised points that the project needed to be conditional upon 1. *Supported removal of Eke Rua (ReBicycle Charitable Trust) to another space on our school grounds (could be on the boundary with Wakefield near school hall).* 2. *Re-configuring of the main car parking space to accommodate lost parking and provide spaces for Kimi ORa staff (ref to landscape masterplan)* 3. *Development of a staffroom that fits extra staff.* 4. *Improved access way from Russell Street location to the main school space.* 5. *Potential partnership for sport turf on the bottom field that is usable all year round for all students.* 6. *KC noted that this development is planned to come after the main western block and admin areas are replaced. 2028 was mentioned for Kimi Ora.* *BH to feedback to MoE that SWIS is happy to proceed with planning but will also need more detail about the process.*		
2.2	Progress on the following: Board Vacancy	**Unfortunately the Board did not receive any nominations. What happens from here:** ● **The Vacancy has now officially opened and this Vacancy still needs to be filled.** ● **The Board has 8 weeks to decide the next Election date.** ● **There needs to be another 63 day election cycle** ● **The Board is in charge of promoting the Election, it may pay to express the importance of needing this role filled to the public. I have attached a website with promotional material below.** **https://www.schoolboardelections.org.nz/reso**	BH	15

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#	Item	Detail	Lead	Time
		urces/promotional-material/		
	Create Finance & Audit Committee Need to update Governance Framework documents Governance Framework Implementation of board Induction process set out here under chapter 7: SWIS Governance Framework - PART C: Processes & Procedures Board training - discussed briefly during ERO meeting - next steps? Proposal for Board skills matrix to be updated for current Board members	**MOTION**:		
3	**Monitoring**			
3.1	Principal's Operational Report	Principals report **MOTION**: To accept the Principals report *RS motion to accept - second MB* .	BH	
3.2	Property	**MOTION**: To accept the Property Report From Sub Committee	RS	

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#	Item	Detail	Lead	Time
		PSC Report - Sept 26 *RS motion to accept - second SH* **MOTION**: to approve use of reserves for a civil engineer and architect for the playground earthworks and building consent. *RS motion to accept - second SH*		
3.3	Health & Safety	**MOTION**: No report to table		
3.4	Finance	**July Finance report** **MOTION**: To accept the August finance report Due to Glenn's absence this was not completed.	GP and BH	
3.5	Policy Review	Updated policies • **Staff Conduct** • **Principal Professional Growth Cycle** • **Teacher Professional Growth Cycle** • **Minimising Physical Restraint** • **Cellphones and Other Personal Digital Devices** **ACTIONS** • See Recent Changes (Internal Review) on the Demo site. • Minute these updates at a board meeting. *School Community Engagement Policy* - *Board review* *Inclusive School Culture* - *Board review* *Enrolment* *Student Attendance*	DM	

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#	Item	Detail	Lead	Time
		- *Board review Student Uniform/Student Dress Expectations* *Concerns and Complaints Policy* - *Board review*		
3.8	Personnel	In committee **MOTION**:	BH	
4	**Administration**			
4.1	Correspondence		GP/ BH	
4.2	Confirmation of Email Resolutions			
4.3	Confirm next meeting date and agenda	Thursday, 29th October	GP	
4.4	Upcoming Events		DM	
		7th Sept - 11th Sept - AIMS Games - Netball Playoff for 1/2 - MTB - BMX 7th / 4th / 9th Week 9 - Teacher Observations - Follow up from goal setting - Principal's Appraisal Thursday - Interschool Girls Cricket - Wow Preview Show - Pūtaiao Kaicycle trip | Enrichment - Maycroft Builds presentation Hall 9am Thursday 17th Sept Week 10 - WRISSA Volleyball Ākua Tangi - Thursday Berhampore Production school hall 6pm Thursday - Value Certificate assembly		

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#	Item	Detail	Lead	Time

		Holidays
		- Monday Call back Day
		  - Planning
		  - Day of service
		  - PLD
		- National MTB Champs
		  - 2 Students
		
		Term 4
		Week 1
		- EPro8 Rotations
		  - Morgan Leading
		Week 2
		- Transition meetings
		  - Brendon and Nicola
		Week 3
		- Transition meetings continued
		- Wednesday WRISSA Ki O Rahi
		- Thursday BoT Meeting
		Week 4
		- Toa Whakaihuwaka Mon / Tues
		  - Football Girls
		  - Netball
		  - Basketball
		  - Football Boys		

4.5	Termly Attendance report	Next term	BH	
4.6	In committee	Some items for discussion		
5	**Meeting closure**			
5.1	Review meeting			
5.2	Closing Karakia & Farewell	Unuhia, unuhia Unuhia ki te uru tapu Draw on, draw on, Draw on the supreme		

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#	Item	Detail	Lead	Time
		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!	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

Raised	ACTION	Who	Status	Previous Notes/Updates