

HAURAKI SCHOOL BOARD MEETING MINUTES

Monday 12 February 2018

Present: Brendon, Lucy, Melanie, Grant, Clarinda, Logan, Mr Grant Tomlinson.

Apologies: Jennine

Opening remarks: Brendon welcomed the Board to the first meeting for 2018 following the Christmas/New Year holiday period. He stated that the Board was half way through its tenure and looked forward to continuing the work and progress that we had made during 2017.

Previous Minutes:

The previous minutes were accepted as a true and accurate record. Accepted: Grant/Lucy.

Matters Arising:

- Draft Child Restraint policy was deferred until the next meeting.
- The Social Media Guidelines policy was also deferred until next meeting.
- Report format. The format of information presented to the Board is under review following advice received during STA training. The new format offers an improved reporting environment for Board members whereby tracking of progress against the Strategic and Annual Plans is more efficient and streamlined. Clarinda sought feedback and it was determined that where applicable, she would provide a complementary report, in bullet point format detailing anything worthy of mention that was not reported by the primary means. The Board appreciated the new look product and accepted the format/content would be a work in progress.

Reports:

The Treasurer's report was presented by Grant. The Board is required to fund a portion of the initial costs associated with the tender process for the upgrade of the senior block and rooms 5 and 6. Once the tender process is complete, the Ministry will retrospectively cover these costs. Accepted: Grant/Lucy.

Clarinda presented her Principal's report as read. See above comments regarding the new format.

Policies

- The Child Restraint 2nd reading was deferred until next meeting.
- The Crisis Management policy requires a number of minor amendments. Selected items will be removed and placed in a more appropriate area. **Action:** Clarinda.
- The Health and Safety policy is on an annual review cycle, although the Board intends to conduct a further review prior to the building work later this year. There are no amendments required. Two points were noted by the Board:

- A reminder for the caretaker to be more vigilant when checking equipment (following an incident with a rusty nail protruding from a piece of equipment). This also applies to staff.
- That an Asbestos inspection had been conducted and that the results would be passed to all visiting contractor. **Action:** Review the Health and Safety policy once building starts (date to be confirmed).

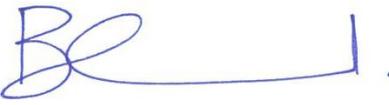
General Business:

- Budget 2018: Grant formally presented the 2018 budget, having previously circulated it for consultation earlier this year. The budget provides a surplus and was approved. Grant/Brendon.
- Clarinda presented the Annual Report 2017.
- Strategic Plan 2018: The draft Strategic Plan for 2018 was presented to the Board. This follows the community survey, student survey and staff/board workshop late 2017 and considerable work by Clarinda to collate the submissions and feedback. Some minor additions and amendments were made before submission to the Ministry by March 1 2018.
- Risk register: An amendment to Risk # 3 regarding teacher sabbatical leave.
- The following dates were agreed to as suitable for the Board's 2018 meeting schedule. 26 March, 14 May, 18 June, 6 August, 17 September, 29 October, 26 November 7.30pm
- School camp - The board gave its approval to book and pay the required deposit for the 2019 Year 6 school camp.
- Physical safety of children crossing the roads – Melanie will send an email for junior teachers to add to their homework letter and send home on Friday.

Correspondence: From Flo Bowie thanking board for support.

Next Meeting Date: Monday 26 March 7.30pm 2018

The meeting was closed at 8.50pm.

Signed 
Chairperson, Board of Trustees

Date: 12 March 2018