

kHauraki School Board Meeting Minutes
Monday 28 July 2025, 5.00 p.m.

Present: Clarinda Franklin (Principal), Sarah Gold (Presiding Member), Sarah Keber, Paul Barber, Emily McRae

Apologies: Queenie Lai, Logan Burson

Conflicts of interest: none noted

Minutes of previous meeting

Resolved that the minutes of the meeting held 16 June 2025 are approved.

Matters arising

Resource consent for changing sheds

- Resource consent to install toilets in the changing sheds has been approved by council, with project to begin shortly.

Strategic Planning & Community Consultation

- On 28 July, the Board attended a planning session with Hauraki School staff to develop the 2026 – 2028 Strategic Plan
- Consultation with the school community began on 24 July and the survey will be open through until 4 August.

Treasurer report

The Board noted Mrs Queenie Lai's email update:

- As at the end of May 2025, the school has an operating surplus, with income tracking ahead of budget and expenses on or below budget. Working Capital is projected to meet all expected expenditure requirements. The Board continues to closely monitor line budget spending. Depreciation is higher than anticipated, which may be due to the swimming pool.
- Utility costs have increased as at 30 June (electricity \$16,592 compared to \$11,921 in 2024 and \$7,783 in 2023, and water \$15,819, compared to \$17,116 in 2024 and \$4,682 in 2023). Some of this may be due to the pool, but the Board also noted the general increase in prices in electricity and water.

Principal's Report

The Principal spoke to the Annual Plan, noting:

- Roll has increased to 524, compared to 484 in 2024 and 504 in 2023. The Principal continues to monitor and apply for increased staff allowance as appropriate. The Board noted that the roll will continue to grow in term 3, with a new entrant class starting in mid-August (new furniture purchased for classroom) however this class should capture all new entrant students due to arrive this year.

- Following mid-year testing, mid-year student reports were provided to parents on 23 June, with parent interviews offered and well attended.
- Audited 2024 accounts were signed off and have been uploaded to the web site.
- Professional development on fractions was undertaken with Year 1 – 3 teachers by way of an online workshop facilitated by Jo Knos. 'On top of' maths for a small group of year 4 students also started this term.
- Handwriting curriculum review completed, with ongoing focus on consistency through Principal's handwriting videos and daily handwriting.
- A website refresh is underway, with a rewrite of content and new photographs. Work continues and the website will be updated in due course, with the school's Prospectus likely to be online only. Will be shared with the Board before going live and the Board noted the potential for organising the school's policies online.
- Attendance report for term 2 was 80% regular attendance, compared to 72% in term 2 2024. Noted that main reasons for absence were "Illness / Medical" (61%) (justified absences) and "Holiday" (30%) (unjustified). Attendance remains a high priority with recent update to community through newsletter.
- Principal continues to develop a plan to manage CRT in term 4.

POLICIES

The Board noted there is an opportunity for the incoming Board to rationalise and merge policies, particularly with the upcoming website review.

Blood-borne viruses, including HIV

- The Board resolved to approve the policy.

Community Engagement

- The Board resolved to approve the policy.

Behaviour Management

- The Board resolved to approve the policy.

Teacher Induction

- The Board resolved to approve the policy.

Child Abuse

- The Board noted that this policy is due for review and resolved to postpone review until term 1 2026 when the Child Protection policy is due for review. The Board intends to review both policies concurrently with a view to consolidating them into one policy.

HEALTH & SAFETY

The Board noted the Principal's update:

- Incident Reports for 2025 are now being recorded on the safe365 app.
- The Board noted the recent accident where a student suffered a cut above their eye. While the Board considered this was an accident, they noted that the future risk of accidents can be minimised (or eliminated) by ensuring that the Property Manager completes regular hazard checks on the

playgrounds and fields (for example by checking for foreign objects or glass) before school starts and after weekends. The Board noted that this was particularly important with the likelihood of increased public access with Marsden Street development.

- The Principal noted the need to improve the school's signage about dogs, which are not allowed on school grounds at any time, and plans to provide a community reminder around respect of grounds, including litter, dogs, and vandalism.
- The school is part of the managed network upgrade to improve internet security, funded by the Ministry.

Risk Register

Mr Paul Barber undertook to update the Risk Register to include health and safety controls regarding property checks, improved signage and respecting school grounds.

GENERAL BUSINESS

SwimIQ

- The Board noted Ms Lauren Boyle's correspondence, dated 16 July 2025, and her request for an exclusive 3-year contract to run swimming lessons.
- The Board agreed to Ms Boyle's proposal, noting however that the pool was unlikely to be enclosed, the Ministry of Education lease agreement would need to be followed and concerns around in school swimming lessons. The Principal will continue manage correspondence with Ms Boyle.

Election update

- Board nominations are out with the community, with election to be held 10 September. The new Board takes over when the election result is declared.
- The Board noted the need to prepare a handover for the new Board, including their Code of Conduct, Finance and Health and Safety obligations.

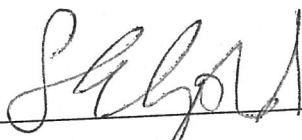
Correspondence

- None noted

Meeting ended at 6.32 p.m.

Next meeting: Monday 1 September 2025, 6:00 p.m.,

Signed: _____



Presiding Member, Hauraki School Board

Dated: _____

1-9-25