

**Hauraki School  
BOARD MEETING MINUTES**

**Monday 11 September 2017  
7.30pm**

**Present:** Brendon Clark (Chair), Grant Signal (Treasurer), Jennine Cassidy (Secretary), Lucy Moffitt, Melanie Toft, Logan Burson, & Clarinda Franklin (Principal)

**Also Present:** Grant Thomlinson & Meena Dermott

**Apologies:** None

**Previous Minutes:** One additional bullet point to be added regarding release of the School's annual audited accounts. The amendment was made out of session. The minutes were re-circulated via email and were subsequently accepted as a true and accurate record of the 31 Jul 17 meeting. BoT members voted electronically.

**Matters Arising:**

- The enrolment form has been amended
- Amended policies presented were signed.

**Treasurers Report:** Read and Accepted by Lucy Moffitt & Jennine Cassidy

- Donations of \$114k have been received against a budget of \$126k. This equates to approximately 75% of students having paid the donation.
- International student fees have generated \$39k (annual budget of \$36k). The Board acknowledged the great effort by Clarinda for this result.
- The Board also recognised the amazing contribution of the PTA, who has provided \$94k of funding for the purchase of various fixed assets including interactive whiteboards and chrome books.

**Principal Report:** Read and Accepted by Logan Burson & Lucy Moffitt

- The roll is sitting at 512 verses 436 for the same time last year.
- We have been nominated by the Council for a sustainable schools award as a result of the work done by 64 of our year 5 and 6 students on water sensitive design. Thank you to Mrs Elizabeth Smuts, Mr Chris Pipes and Mr Seann Ashley for their efforts with this.

## **Policies:**

The following policies were reviewed in accordance with our strategic Aim 2.10, which complies with all MOE requirements: *Special Needs; Assessment; Job sharing responsibility*.

The Board is satisfied that the Assessment and Job sharing responsibility policies are ready to be signed off and updated on the school website. However more work is needed on the Special Needs policy. **ACTION: Brendon Clark to sign off on the Assessment & Job Sharing responsibility policies, Clarinda Franklin to amend the Special Needs policy for review again at the next meeting.**

**Annual Plan/Strategic Aim Review:** *In accordance with our Annual Plan the Board has undertaken to review a strategic aim (or part thereof) each Board meeting:*

### **Strategic Aim 1 – Students’ Learning.**

Taking a closer review of Strategic Goal 1.5 – *Continue to sustain and strengthen the provision for teaching of te reo and tikanga.*

Student learning through the National Curriculum continues to be an area of strength. We have continued to include te reo as part of our programme, but without the input of the tua tahi initiative this year. It presented varying challenges in 2017, but we are continuing to review with the aim of providing additional te reo support in 2018. **ACTION: Clarinda Franklin to investigate.**

## **General Business:**

- The Hauraki School Community Survey is now ready to be sent out this week. This survey provides parents and Whanau the opportunity to contribute ideas and opinions about how the school is doing.
- Lucy Moffitt, Brendon Clark and Clarinda Franklin individually met a representative from Cotterworks, a consultant representing Ngāti Whātua. A series of questions in relation to Ngāti Whātua’s were presented to these three individuals as a means for Ngāti Whātua to facilitate feedback on proposed development plans and associated impact(s) on the community in the Hauraki/Belmont area. In return for interview completion, the School is to receive a \$1500 donation (\$500 per completed interview). Three \$100 Westfield vouchers will also be received; these will be gifted to the PTA for the School Fair.
- The BOT Risk register will be updated to include School Donations. **ACTION: Grant Signal.**

- Grant Thomlinson submitted an email to the Clarinda suggesting that it would be a good idea for the school to purchase a defibrillator. The matter was briefly discussed however without the necessary documentation in support, the Chair elected to stop the conversation with an action item on Clarinda to circulate the email for consideration and subsequent discussion at the following meeting. **ACTION: Clarinda to circulate the email correspondence.**

**Meeting Closed at 8.55pm**  
**Next Meeting: Monday 30<sup>th</sup> October, 7.30pm**

Signed   
Chairperson, Board of Trustees

Date: 11 Oct 17