

**Hauraki School**  
**BOARD MEETING MINUTES**

**Monday 13<sup>th</sup> February 2017**  
**7.30pm**

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

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

**Apologies:** None

Brendon Clark made an opening statement –Understanding that as a Board, we must always be conscious about adding value through Governance not Management. Reminding us that we must be vigilant about time management during meetings and see what can be accomplished outside these times.

**Previous Minutes:** Read and Accepted by Clarinda Franklin & Grant Signal with one correction: The Principal's 2016 (not 2015) Annual Report was presented.

**Matters Arising:**

- Lucy reviewed the Non-custodial access policy.
- Clarinda is continuing to work towards the enrolment of more International Students for 2017/2018.
- The Gifted and Talented policy has now been signed off.
- Police vetting checks for overnight Parents attending the Year 6 2017 Camp have been done.
- Skipping ropes have now been banned from the Playground during morning tea/lunch, and will only be used during scheduled Physical Education sessions.

**Treasurers Report:** Read and Accepted by Jennine Cassidy & Melanie Toft.

- Grant reviewed and presented the accounts prepared by Mary (School accountant).
- Of note, working capital is \$480k, which includes the donations from the PTA towards the upgrade of the junior playground. \$79k is still unspent.
- The budget will be finalized this week.

**Principal Report:** Read and Accepted by Lucy Moffitt & Brendon Clark

- Roll growth is as strong as ever.
- The drainage and laying of a new concrete pad alongside the senior playground has now been completed. This was funded out of the 5year property plan.
- The turf for the junior playground will be installed in the April school holidays. We will also include an extension to accommodate new playground equipment. In the meantime P.D workers will be instructed

to rake the playground to help with depth of fall. **Action: Clarinda Franklin**

- The open drains around the school were levelled and covered with grates over the holidays and they look great. This was funded by the MOE.

#### **Policies:**


- **Parental contact policy** – No further changes made - Brendon/Clarinda to sign off.
- **Parent volunteer's policy addendum**– Lucy drafted an addendum relating to teaching staff applying risk assessment. It was decided that this should be added to the Child Protection policy (VCA). Lucy will also provide a risk assessment guideline sheet for the teachers to review and add to the A-Z directory. **Action: Clarinda Franklin/Lucy Moffitt.**
- **Complaints policy** – Subject to a few small typo corrections this is ready for Brendon/Clarinda to sign off.
- **Property Management policy** – No changes made – Brendon/Clarinda to sign off.
- **Uniform policy** – No changes made – Brendon/Clarinda to sign off.

#### **General Business:**

- As there has been a number of new and amended policies lately, it was suggested that we should draw parents' attention to the policy section on the website so parents are aware that they're there. **Action – Clarinda Franklin**
- The Board are looking into opportunities for Professional development courses and NZSTA workshops but as of yet, there seems to be a lack of activity in Auckland. **Action – Brendon Clark**
- Board contact with parents - As a Board we need to reiterate to parents who come to us with school management issues, that our role is one of governance, NOT management. Therefore it was decided that going forward, if parents contact Board members with matters relating to day to day running of the school, they should, in the first instance, go and see the senior teacher in charge, or Principal.
- Clarinda Franklin has updated the Board Self Review chart for 2017 and will keep it updated with relevant details, including adding BOT meeting dates. **Action: Clarinda Franklin**
- It was discussed that compared to other schools our International Student Fees are low. Mary (school accountant) suggested that we apply a GST component to our fee structure. **A motion was made and carried. Brendon Clark/Grant Signal**
- Christopher Pipes thanked the Board for the end of year Christmas function and teacher gift.
- Christopher Pipes also thanked the Board for the ongoing support of the Annual School camp (21<sup>st</sup>/24<sup>th</sup> February). He requested that he be able to re-book the same spot/dates for next year, as this needs to be confirmed at the end of camp to secure the booking. **A motion was made and carried to support the school camp for 2018. Brendon Clark/Jennine Cassidy**

- It was discussed that the Allergy component of our Food policy does not adequately reflect the communication from the school to parents. It was also suggested that while all children with identified allergies are required to provide an EpiPen, the school should have an EpiPen for emergencies, i.e. a previously undiagnosed allergy or bee sting. Jennine Cassidy agreed to draft some policy guidelines and forward relevant information relating to what other schools are doing and where to purchase EpiPens. Clarinda will also follow-up with the public Health Nurse. **Action: Jennine Cassidy/Clarinda Franklin.**
- Board members need to complete the 'calculation of time' sheet required by the MOE. Jennine to send the form to the Board to complete. **Action: Jennine Cassidy**

**Meeting closed at 8.50pm**  
**Next meeting Monday 20<sup>th</sup> March, 7.30pm**

Signed   
Chairperson, Board of Trustees  
*B.J. CLARK*

Date: 28 FEB 2017