

**Hauraki School
BOARD MEETING MINUTES**

**Monday 26th November 2018
7.30pm**

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

Also present: Grant Thomlinson

Apologies: None

Previous Minutes: Read and Accepted by Brendon Clark & Clarinda Franklin

Matters Arising:

- International student numbers for 2019 depend on what year they are enrolling for, but 10 would be a comfortable number.
- Donations – moved to the In-committee part of the meeting.
- Brendon Clark has completed the letter to the neighbours outlining the details for the new school build.

Treasurer's Report: Read and Accepted by Clarinda Franklin & Brendon Clark

- Nothing new to add at this time.

Principal Report: Read and Accepted by Jennine Cassidy & James Greenway

- Nothing new to add at this time.

Policies:

The following policies were reviewed: *Bullying policy; Units policy; Equal Employment policy, Curriculum Expenditure policy*

- Bullying Policy – A few minor wording changes required, then this policy is ready to be signed off. **ACTION: Brendon Clark to sign off.**
- Units Policy - No changes required. **ACTION: Brendon Clark to sign off.**
- Equal Employment Policy - No changes required. **ACTION: Brendon Clark to sign off.**
- Curriculum Expenditure Policy - No changes required. **ACTION: Brendon Clark to sign off.**

Risk Register:

- Nothing new to add at this time.

General Business:

- **MOE strategic building plan update:**

The development of the pool has been included in the contract works as a separable portion which will provide efficiencies in terms of cost savings. The geotech report has been sent to our pool architect. The MOE design plans have now been approved, and while compromises were made in relation to the carpets the semi-open plan layout was ticked off. A second set of stairs has been added to the plans for compliance as well as a double door entry for the toilets. The focus now is to get things ready for demolition, with as little disruption as possible.

The Chair expressed concern that the Board has not been presented the Building Health and Safety Plan (an action item from an earlier meeting) for the works commencing at the start of the school holiday period (less than three weeks). The Board agreed that it needed sufficient time to circulate, review and consider the plan. **Action: Principal to convey this sentiment to the MOE/PM.**

Meeting Closed at 8.30
Next Meeting: 25th February 2019



Signed _____
Brendon Clark
Chairperson, Board of Trustee

Date: 14 Dec 2018