

Hauraki School Board Meeting Minutes
Monday 4th April 2022
7.30pm

Present via Zoom: James Greenway, Jennine Cassidy, Sarah Keber, Sarah Heron, Matthew Manning, Christopher Pipes & Principal Clarinda Franklin.

Apologies: None

MINUTES OF PREVIOUS MEETING:

That the minutes of the previous meeting held 21st February 2022 having been distributed are approved.

CARRIED

Matters Arising:

- Clarinda confirmed the kids made a card for Aaron for his help installing the rugby posts – **CLOSED**
 - A letter and small thank you gifts were sent to the retiring PTA Chair & Secretary – **CLOSED**
 - Video Surveillance: We are having issues getting connected to the network, but once this is sorted, Clarinda will go through the policy with them - **DEFERRED**
 - Sarah working through the final checks with the bank in relation to offering PayWave and credit. It looks like the charge of 2.5% can easily be charged to the cardholder, therefore shouldn't cost us more to offer this service – **ACTION:** Sarah K to communicate to the board via email once complete.
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REPORTS

Principals Report Clarinda presented her report and took questions from the board.

- The school roll is slightly lower at 469, compared to 489 for the same period last year.
- Recent storm damage resulted in one classroom being badly flooded and the other three in the senior block to a lesser extent. Room 21 moved to the hall for a few days and the carpet has now been replaced in that room. The insurance claim is with MOE.
- In relation to our strategic goal of ensuring digital technology that supports quality teaching and learning, we have continued to improve technology in classrooms by reviewing and updated our leased iPads (70) and laptops (3) from Maia Financial. Our IT staff Gaea and Nikki were released for three days to manage this process.
- A 2021 Analysis of Variance Report was submitted to the Auditors recently as part of our annual reporting requirements. Because we were unable to do our end of year testing, due to COVID, data was taken from the beginning and mid-year reporting instead.
- The senior school is taking part in weekly the reo lessons facilitated by Te Puna Tua Tahi.

Financial Report: Sarah sent through the January/February Budget via email, and it was taken as read.

- As of 8 February, the school has received \$88,370 in donations against the annual budget of \$100,000 (88%). This is approximately \$10,000 more than February 2021.
- The vandalism is the only area of significant overspent because of the 15 smashed windows earlier this year. However, Clarinda advised that the insurance claim has been approved, which should sort this overspend out.

Property Report:

The new Junior playground has been officially opened.

POLICIES – The policies as noted below were reviewed by the board.

Privacy: This policy needs a complete update. **ACTION:** Sarah H to rewrite the policy and circular before the next meeting, so it can be signed off at the next meeting.

Teachers Laptop Usage – Approved for signing.

HIV and other Blood-borne Viruses: Sarah H will update the Acts and send through to Clarinda, so the policy can be approved for signing. **ACTION:** Sarah to update.

Use of Physical Restraint: Approved for signing.

HEALTH & SAFETY/COVID

- We are continuing to manage risks and protect our staff, children, and community by following all MOE guidelines in relation to COVID-19. The MOE require an updated risk assessment plan, which Clarinda is working through. She will book into one of the workshops offered to ensure our plan is as thorough as possible. Once complete, this will be circulated to the board. **ACTION**
- Matthew to add COVID-19 as a risk to the board Risk Register. **ACTION**
- We will be offering all staff the opportunity to have the Flu vaccination again this year. **ACTION:** Clarinda to book a suitable time.

GENERAL BUSINESS:

- Christopher shared some highlights from the recent school camp from his report, which was circulated via email. The board thanked Christopher Pipes again for his above and beyond approach to running another successful camp.
- Sarah and James to write a letter to the community from the board, updating them on what we have been doing:
 - Community survey feedback.
 - Thanks to families who have supported the school by paying donations and reminding them what we use the money for.
 - Thanks to the outgoing Bianca Cornforth (PTA Chair), Sarah Furlong (secretary) and Nikki Horne who was instrumental in getting the Cool School Pool project off the ground.
 - Advising about the September board elections.

There being no further business James moved that the public part of the meeting be closed at 8.40pm.

Next meeting: 23rd May

Signed:  _____
Presiding Member, Board of Trustees

Dated: 4/7/22