

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

**Monday 6<sup>th</sup> August 2018**  
**7.30pm**

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

Also present: Grant Thomlinson

**Apologies:** Grant Signal

**Previous Minutes:** Read and Accepted by Brendon Clark & Melanie Toft

**Matters Arising:**

- Clarinda Franklin will continue to be the Travel Wise teacher until further notice.
- The Astro-turf work for the senior playground has been postponed till the next holidays because of the bad weather.

**Treasurers Report:** Read and Accepted by Brendon Clark & Melanie Toft.

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

- All Scheme folders held by staff have now been converted to Google Docs.
- Mid-year assessment for reading, writing and maths has now been collated. An analysis of this indicates how well students across the school are tracking towards achieving the end of year expectation. From this, a group of year 6 students will receive additional writing help above and beyond usual writing programs.

**Policies:**

The following policies were reviewed in accordance with MOE requirements:  
*Teacher Induction policy; Bullying policy; The Sexual Harassment policy.*

- The 'Teacher Induction' Policy – After a few minor wording changes, this policy is now ready to be signed off. **ACTION:** Brendon to sign off.
- The 'Bullying Policy' – After a few minor wording changes, this policy is now ready to be signed off. **ACTION:** Brendon to sign off.
- The 'Sexual Harassment' Policy Brendon has re-written this policy to comply with current legislation – This was handed out for final review outside of the meeting. **ACTION:** For review then sign off.

**Risk Register:**

- Melanie Toft recommended we focus on the emergent risk of strike action on 15<sup>th</sup> August, and make this the focus of the risk discussion this month. The outstanding risk item around maintaining our Gold Travelwise status was discussed during matters arising from the last meeting and will be mitigated by Clarinda continuing as the Travelwise coordinator.

**General Business:**

Chair Brendon Clark formally welcomed James Greenway to the Board.

We were nominated by the MOE for a wireless upgrade. This was because we were part of the original wireless program. The total work is \$16,000 and the school is required to contribute \$3200. The Board agreed to this spend via email on 30<sup>th</sup> July 2018.

**MOE strategic building plan update:**

Clarinda Franklin has been attending weekly meeting with the MOE and the Architects every Tuesday morning to discuss the design and where we are in the building process.

- 5 Main Contractors are on a short list and one will be appointed on the 23<sup>rd</sup> August.
- Topographical, underground and overground surveys are ongoing, as well as several discussions around where the re-locatable buildings will go while the work is done.
- Planning car-park management and re-locating some of the services, will be done first with the new build due to start sometime in mid 2019.
- Brendon Clark will send a "*message from the Chair*" general update to the school community once the Main Contractor is appointed. **ACTION: Brendon Clark**

**School Swimming Pool Update:** The MOE want Board assurance that the school pool will actually happen, along with size and dimension details. At this stage the pool is looking like 22mtrs. The Board support the pool subject to the PTA raising the funds and forecasting ongoing running costs. **ACTION: Clarinda to obtain this detail from Nikki Horne and present to the Board.**

**Senior School design up-date:** Clarinda Franklin has made slight changes to the layout, which will help with in general flow of the building, and better utilize vacant spaces. Designs have been re-drawn and we are waiting on pricing updates.

The Board made the unanimous decision to close the school for the upcoming strike on 15<sup>th</sup> August 2018. This decision was based on the fact that there would be insufficient teachers to adequately supervise and provide health and safety for the children. **ACTION: Brendon Clark will send a letter to all parents advising of the school closure. Clarinda Franklin will also send a letter, explaining why the strike action is happening. Both letters will go out on Tuesday 7<sup>th</sup> August.**

**Correspondence:**

Camp Adair has sent an email asking for confirmation that we want our same booking for 2020. The Board Unanimously voted to confirm this booking.

**ACTION: Christopher Pipes to respond.**

Annual Audit of the accounts – William Buck has approached the Board relating discussion around future audits - **ACTION: James Greenway to review the fee structure and confirm back.**

**Meeting Closed at 9.30**  
**Next Meeting: 17<sup>th</sup> September 2018**



Signed \_\_\_\_\_  
Chairperson, Board of Trustees

Date: 25 August 2018