

Hauraki School Board Meeting Minutes

Monday 9th August 2021
5.00pm

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

Apologies: None

Also present: Grant Thomlinson

MINUTES OF PREVIOUS MEETING:

That the minutes of the previous meeting held 28th June 2021 having been distributed are approved. **CARRIED**

Matters Arising:

- No matters arising.
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REPORTS

Principals Report Clarinda presented her report and took questions from the board. She highlighted the following points:

- July 1 roll returns have been submitted. This information is used to determine funding for the following year.
- The MOE attendance report was shared with the board.

Financial Report Sarah presented her June report and took questions from the board. She highlighted the following points:

- It was noted that the spending is at 50% of budget, therefore we are on track and there are no concerns at this time.

Property Report Clarinda

- Ministry have been pushing hard for a letter to say that the board approve the property plan so sign off can be completed. However, the board still requires clarification around the removal of the toilets and the 400k budget before this can be done. Therefore, there is an action on Clarinda to go back to the MoE for confirmation that these issues are sorted. Once done, James will, on behalf on the board, write an approval letter. **ACTION: James and Clarinda to keep the board updated.**
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POLICIES – The policies as noted below are approved for signing.

Teacher Induction: This was reviewed and accepted by the board.

BOARD RISK REGISTER Matthew reviewed the Board Risk Register and took questions from the board.

- Cyber was added as a risk due to the increased attacks on schools in NZ. There is an action on Matthew to review the ministry recommendations relating to cyber-attacks and cyber security breaches ahead of reviewing our 'Digital Technology policy. **ACTION: Matthew Manning**

HEALTH & SAFETY

- Clarinda advised that there was nothing of note to make the board aware of since the last meeting.

GENERAL BUSINESS:

- It was noted that it would be a good idea for as many board members as possible to attend the up-coming Strategic Planning & Reporting professional development workshop on the 23rd August. Sarah Keber & Jennine Cassidy have already registered.
- The board and teachers strategic planning workshop was very successful. The Board thanked Clarinda for arranging and running this. There is an action on Clarinda to collate all the meeting notes, and Jennine to collate the SWOT analysis notes.
ACTION: Clarinda & Jennine
- Clarinda requested board approval for a teacher only day on the 5th November to coincide with end of year testing and data entry into Edge. The Board approved this.

There being no further business James moved that the public part of the meeting be closed at 5.50pm.

Next meeting: Monday 20th September 2021

Signed: _____

Chairperson, Board of Trustees

Dated: _____

20/9/21