

Hauraki School Board Meeting Minutes
6:00pm, Monday 5 August 2024

Present: Paul Barber, Logan Burson (Staff Rep), Clarinda Franklin (Principal), Sarah Gold, Sarah Keber, Queenie Lai, Emily McRae

Apologies: None

Conflicts of Interest:

None noted.

Minutes of Previous Meetings:

Resolved that the minutes of the meeting held 1 July 2024 are approved.

Financial Report (including Property):

The Board noted the June 2024 financial report and discussed how the risk management (insurance) budget is a separate item to management of the risk register (health & safety); and queried the high water rates. Donations are tracking well. Lisa to ask whether Kindo discretionary items (shoes etc) can be directed towards Hauraki students.

Principal's Report (including Annual Plan and Health & Safety):

The Principal spoke to the report, noting:

- health & safety incidents reported, and sick bay protocols are followed, but again no identifiable trends are evident and the playground equipment is regularly maintained. Parents are notified immediately of any head injuries and children are reminded of appropriate playground (safe) behaviour in assemblies;
- adjustments for special groups are made after mid-year testing. Māori and Pasifika students are considered as part of this;
- a new year zero class has started this term and the introductory parent meeting for this group was well attended. Teacher funding (and therefore class numbers for 2025) will be known/considered in September;
- **5YA Property Funding:** we are coming towards the end of the first five years of the current ten year plan. Senior classroom upgrades are complete, with approximately \$107,000 remaining, which the Ministry has indicated it may be possible to approve for upgrading the changing sheds. The Board is supportive of seeking Ministry approval to bring forward the upgrade of the changing sheds (with the proposed projects each being less than \$100,000).

Discretionary Leave & Holidays Policy:

The Board resolved to approve the Policy.

Health & Safety Policy:

The Board discussed:

- interaction and co-ordination between PCBUs (eg. in relation to the pool construction);

- the layers of governance and responsibilities of the Board, management and staff;
- Health & safety curriculum consultation, which will be followed up;
- Police checking is obtained for any personnel in sole charge of children;
- Lock-down procedures in classrooms with glass walls, and that three forms of communication would be utilised to inform the community of any such incidents.

The Board resolved to approve the Policy (with a minor edit to expand the type of pandemic referred to in the Appendix).

Risk Report:

The Board noted:

- the health & safety register entry will be updated (as above);
- the risk of staffing/teacher shortages remains elevated, particularly considering recent recruitment experiences and that teacher release requirements will increase twice in 2025 (which is likely having an impact on the availability of relievers).

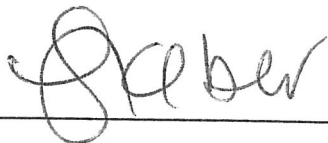
General Business:

- **OIA Correspondence:** no further correspondence has been received from the requester following our response.

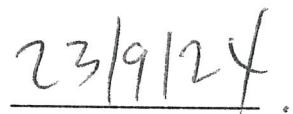
The meeting closed at 7:50pm.

Next meeting: 6pm, Monday 23 September 2024

Signed: _____



Dated: _____



Presiding Member, Board of Trustees