

## IHauraki School Board Meeting Minutes

Monday 24<sup>th</sup> February 2020  
7.30pm

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

**Also in attendance:** Grant Thomlinson

**Apologies:** Melanie Toft

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**MINUTES OF PREVIOUS MEETING** - Read and Accepted by Sarah Keber & Matthew Manning.

**Matters Arising:**

- The previous minutes have been updated to reflect that the Principal and Treasurers reports were confirmed as read and accepted by Melanie Toft & Sarah Keber.  
CLOSED
- The Cash Management Policy wording was amended and the referenced section that was not relevant to the policy was removed – CLOSED

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**REPORTS** – Read and Accepted by Matthew Manning & James Greenway.

**Principals Report:**

- Monthly highlights were shared with the board
  - **OF NOTE:** The year has started with a very healthy 494 students, compared to 471 for the same period last year.
  - **OF NOTE:** The coronavirus did prove to be slightly challenging to manage because of its beginning coinciding with the end of the holidays and start of the school year. However, we feel happy that we have and are continuing to follow the ministry recommended guidelines.
- A discussion took place around the ERO report recommendations for 'next steps'. Clarinda and senior management to review and ensure these are reflected in our annual plan.
  - **OF NOTE:** Once the final ERO report comes in, it will be added to the school website, and highlighted in the newsletter.
- Charter & Annual Plan 2020. This was tabled for discussion and approval for submission to the MOE. **MOVED: Sarah Keber & Jennine Cassidy.**
- The analysis of variance 2019 Report is now complete and will be submitted to the MOE.

**Financial Report:**

- As Melanie was absent no treasurers report was presented. **ACTION: Melanie to circulate the treasurers report via email.**

- **OF NOTE:** Clarinda mentioned that we have still not been reimbursed for the renovations to the senior block from the MOE, therefore this will distort the financials.
- Draft Budget 2020 –A budget has been drafted but requires Melanie and Clarinda to meet in the next few weeks to go through. It is the boards expectation that a proposed final draft will be circulated for approval shortly thereafter. **ACTION: Melanie and Clarinda to finish the draft budget and circulate.**

**Curriculum Review Report:**

- The 2020 Year 6 School Camp was reviewed and discussed. Christopher presented an in-depth camp report and took questions from the board.
  - **OF NOTE:** The board thanked Christopher Pipes for his ongoing passion and commitment to the School Camp – without Christopher and the wonderful team of dedicated teachers and parents driving this, we would not be in a position to offer this amazing opportunity year after year.
  - **OF NOTE:** We are at maximum capacity for occupancy in the cabins. Therefore on-going we will need to use a combination of tents and cabins. **ACTION: Matthew to look at costs for purchasing tents.**
- Christopher recommended that the board sign off on paying the \$1500 deposit for the 2021 camp, which secures our position. **MOVED by Matthew Manning & Sarah Heron.**

**Property Report:**

- The new building block is progressing well;
  - **OF NOTE:** At this stage they are on-target to be finished Sept/Oct 2020.
  - **OF NOTE:** Clarinda has been impressed with the level of commitment they have shown throughout the building process, especially around H&S.
  - **OF NOTE:** We have now paid for the board approved flooring, which will be reflected in the treasurer report.

**POLICIES** – The policies as noted below are approved for sign off with amendments.

**Parental Contact:**

**The Role of the Parent in School Life:**

- These policies have been combined to form a single policy. With a few minor wording amendments and title change as noted by Clarinda on meeting documentation this policy is accepted by the board.

**BOARD RISK REGISTER**

**Review:**

- Nothing to report.

**GENERAL BUSINESS:**


- The Sustainability Contestable Fund has been established to support schools to improve their operational efficiency and reduce their environmental impact. Clarinda will look into whether this is something we could apply for in relation to solar heating for the new school pool. **ACTION: Clarinda to research.**

- Sarah H and Sarah K are to attend the NZSTA Finance workshop in early March.  
**ACTION:** To be added to the board self-review timeline.
- Future board meeting dates were confirmed as:
  - Monday 30<sup>th</sup> March
  - Monday 25<sup>th</sup> May
  - Monday 29<sup>th</sup> June
  - Monday 10<sup>th</sup> August
  - Monday 21<sup>st</sup> September
  - Monday 19<sup>th</sup> October
  - Monday 7<sup>th</sup> December

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There being no further business James moved that the public part of the meeting be closed at 9.15pm.

**Next meeting: Monday 30<sup>th</sup> March 2020**

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

Dated: 25/3/20