

Hauraki School Board Meeting Minutes
6:00pm, Monday 17 February 2025

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

Health and Safety:

Craig from All About People joined the Board and spoke to the tabled slide pack including:

- the *Maritime v Gibson* case, which resulted in clearer obligations for officers and the Board (as a PCBU). Due diligence duties apply to all PCBUs. Duty to eliminate and/or mitigate hazards 'so far as is reasonably practicable.'
- consider: how people communicate within the school and how this is reported to the Board; understanding the operations of the school (as duties are calibrated to the nature of the business/school); appropriate resources and processes; unlikely to be zero harm.
- health and safety audit function of Safe365 will provide reporting against standardised parameters to give a view of governance and process gaps. But insufficient to have processes and procedures, need to know these are being followed/risks are being managed. High trust model. However, process of engagement/conversation to identify top risks and work out how they're being managed to be followed eg. monthly walk-around with property manager. Ask questions re incidents and how to learn/improve from them. Culture counts.
- examples of how to meet obligations, eg. IoD survey discussion questions, staff google wellbeing survey. For example, year 6 camp: EOTC policies and processes to be followed, risk assessment process followed, touch on the high risk activities.
- high risk areas likely to include: roof repairs, pool chemicals, property maintenance (playground and buildings), EOTC and traffic. Consider context and realistic outcomes, and level of risk once mitigations/controls in place, eg. tree climbing, check trees are safe, arborist and risk assessment.

Craig left the meeting.

Election of Officers:

Presiding Member: Sarah Gold

Treasurer: Queenie Lai

Secretary: Emily McCrae

With effect from 18 February 2025.

Board confirmations:

- all Board members confirmed they had read and understood the code of conduct, declared any conflicts of interest and signed the declaration;
- confirmed that all Board Members meet the criteria under Schedule 2 of the Children's Act;

- confirmed that all Board Members have read and understood their obligations under the Finance (use of public money) and EOTC policies: the Board discussed the upcoming year 6 camp and the activity groupings (two parents for each group of ten children) and running of higher risk activities by the camp instructors (harnessed high beam).
- the Board approved the Schedule of Delegations.

Minutes of Previous Meetings:

Resolved that the minutes of the meeting held 2 December 2024 are approved. Matters arising: policies are now finalised; resource consent for the changing sheds remains outstanding.

Annual Plan:

The Principal spoke to the draft Annual Plan, noting:

- the Annual Plan is derived from the Strategic Plan (the three year plan, which will require consultation and review at the end of the year, likely term 4), with curriculum changes, assessment changes (eg. online PAT tests being reintroduced in March) and new staff as areas of focus;
- tikanga and te reo will be supplemented by videos prepared by Mr Ashley, which will also enable staff to upskill and learn;
- health and safety considerations (also discussed above);
- the environmental and sustainable aims that will be furthered by the addition of a green wall; and
- potential PTA funding of pool security lighting, senior playground upgrades and certain sports uniforms.

The Board signed off the Annual Plan (incorporating the above changes), which includes: that students will receive 10 hours structured literacy and an average of 5 hours structured math; and strategic planning aligns to attendance goals (daily reporting, 80% of students attending more than 90% of the time by 2030).

Annual Budget:

Queenie spoke to the draft 2025 Annual Budget, noting:

- income: all grants have increased; interest has decreased as less invested; donations increased to \$130,000 (\$91,000 received by 10 February); international student fees included as locally raised funds. Salary grants include lump sum for holiday remediation;
- deficit often projected as worse than actual by the end of the year and is acceptable because the school has a healthy working capital. A number of expenses have increased (eg. Kindo and bank fees). Government grant for power and water does not distinguish between the two so unclear how that will be split – solar panels could be investigated. Principal professional development line should be increased to \$6,000; and
- pool funds raised include funds to cover pool lighting and signage (as noted from the PTA above).

The Board approved the 2025 Annual Budget (incorporating the above changes).

Financial Report (including Property):

The Board noted the December 2024 financial report and asked for the uniform income (if any) to be confirmed. Audited accounts are still to come.

Principal's Report:

The Principal spoke to the report noting:

- significant diversity in new enrolments, increasing ESOL enrolments, which is Ministry funded;
- swimming lessons are going well but may only utilise the pool in terms one and four. NZLS and Phoenix have expressed interest year round, as has another evening swim squad. Any interest will be on a short-term basis initially until optimal Hauraki usage is established; and
- high non-attendance on 7 February, which will be raised in the next Board newsletter and further thought given to planning of dates for teacher-only days in 2026 and beyond to achieve attendance goals.

Property and Asset Management Policy:

The Board resolved to approve the Policy (noting the maintenance schedule relating to the 10 year plan).

Inquiry:

Logan discussed the process behind development of the Inquiry programme and the Reggio philosophy of recognising capable learners and the environment as the third teacher. The learning programme can be applied to all areas of the curriculum ie. asking questions, grouping wonderings and building this into teaching/Inquiry skills, building to their year 6 'passion project'.

Health and Safety:

The Principal confirmed one broken arm as a result of the 'end-of-lunch rush'. Students have been spoken to in assembly and duty teachers will monitor the staggered release of children from lunch (one classroom at a time). The incident has been recorded in the previous system (accident form), but will also be entered into the new Safe365 system.

Clarinda discussed tree climbing. An aborist has assessed and attended to the grounds, including removing one unsafe tree. Tomorrow's assembly will include the 'three-points-of-contact' reminder.

General Business:

- **Teacher only days:** four half days are available during term time, which will again be taken as two full days on the Fridays prior to King's Birthday and Labour Weekend.
- **2025 Board meeting dates:** Monday 17 February, 24 March, 12 May, 16 June, 28 July, 1 September, 13 October and 1 December.
- **Election date:** tbd at the next meeting (potentially 10 September).
- **2026 Camp:** the Board approved the payment of a deposit for the year 6 camp for 2026,

with Mr Pipes expected to report to the Board on the 2025 camp at the next Board meeting.

- **Ngati Whatua:** proposed that plans be added to agenda of the next (24 March) board meeting, noting traffic is of particular concern. Clarinda will also speak to the Council after ERO's visit.
- **Correspondence:** AT conversation, directed to Clarinda. Parent intervention re class placement resolved. Welcome newsletter to be drafted.
- **ERO documentation:** governance survey and synthesis tool to be considered by the Board and provided to Clarinda by Friday.

The meeting closed at 9:15pm.

Next meeting: 6pm, Monday 24 March

Signed: _____



Dated: _____

26-3-25

Presiding Member, Board of Trustees