

Hauraki School Board Meeting Minutes  
Monday 4th July 2022  
7.30pm

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

**Apologies:** Matthew Manning

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**MINUTES OF PREVIOUS MEETING:**

That the minutes of the previous meeting held 23rd May 2022 having been distributed are approved. **CARRIED**

**Matters Arising:**

- The revised Privacy policy is now complete. - CLOSED
  - Clarinda will arrange a 'Helpers' morning tea in Term 4 - CLOSED
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**REPORTS**

**Principal Report** Clarinda presented her report and took questions from the board.

- All the Information required of us, but the MOE for the Carbon Neutral Government initiative has been sent.
- A teacher only day on Friday 3 June was greatly appreciated by staff. Moderation of writing took place to ensure accurate assessment, and time was also given for data entry and report writing,
- The updated Annual Plan was submitted to the MOE on the 31st May.
- The mid-year testing data was shared with the board. Sarah Keber suggested that given the overall positive results, we should share the information with the community in the next newsletter. **ACTION: Clarinda**

**Financial Report:** Sarah sent through the May Budget via email, and it was taken as read.

- Overall we are on track - donations are at 99.8% and our expenditure is less than our income.
- The credit card/paywave system has been approved and we are just waiting on the ASB to do sort from there end. To confirm we are adding 2.5% to all credit card and payway transactions.

**Property Report:**

- The board is happy to go ahead with painting the outside of the school. This job will be completed by J.R. WEBB & SON (1932) LTD. Clarinda to sort out timing. **ACTION: Clarinda.**

**POLICIES** – The policies as noted below were reviewed by the board.

**Curriculum Delivery:** This policy is ready to be signed off.

**Discipline:** This policy is ready to be signed off.

**Community Consultation:** This policy is ready to be signed off.

#### **HEALTH & SAFETY/COVID**

- We are continuing to manage risks and protect our staff, children, and community by following all MOE guidelines in relation to COVID-19. We continue to enforce mask wearing for all staff and children years 4 to 6.
- We have had a lot of staff off sick this past month, which has had an impact on our reliever budget.
- Mr Christopher Pipes fell and broke his leg. No particular hazards contributed to this accident.

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#### **GENERAL BUSINESS:**

- Elections - CEC have received all the information they require from our school database. All additions/deletions will be sent out by 13th July. Then the issuing of nomination papers for parent representatives will be sent out by Friday 15th July. A nomination portal is to be set up and these nomination forms are to be placed on to the CES School Election website. Nominations close on Fri 5 August. All staff members were offered the opportunity to be a staff representative but no one expressed interest in this. No staff election is therefore necessary as Christopher Pipes & Logan Burson have agreed to continue.
- Sarah K raised the subject of uniforms. The board is concerned about the quality of the uniform as well as the affordability of the uniform for our families. Clarinda is continuing to talk through quality issues with the supplier, while also looking at other options. Clainda also commented that any family struggling to meet the cost of the uniform, should feel free to talk to her, so something can be arranged.
- The board agreed that there would be a handover including a welcome and information pack sent out BEFORE the first meeting (minutes from the last few meetings, ERO report, Annual Plan, Charter, etc). The board also agreed that as many current board members as possible would attend the first meeting on the 14th September. **ACTION: James to make sure the above is done.**
- Pool Update: We are now working on the final hurdle before we can get the letter from the MOE to hand over to the council for consent. We want the pool moved slightly closer to the edge of the proposed middle school block. The MOE has it at 7m distance and we want it at 5.4m (1.6m difference) to take account of the tree and potential damage.

There being no further business James moved that the public part of the meeting be closed at 9.05pm.

**Next meeting:  
28th August 2022**

Signed:  \_\_\_\_\_  
Presiding Member, Board of Trustees

Dated: 29th August 2022