

Hauraki School
BOARD MEETING MINUTES

Monday 19th June 2017
7.30pm

Present: Brendon Clark (Chair), Grant Signal (Treasurer), Jennine Cassidy (Secretary), Lucy Moffitt, Christopher Pipes, & Clarinda Franklin (Principal)

Also Present: Grant Thomlinson

Apologies: Melanie Toft

Previous Minutes: Read and Accepted by Brendon Clark & Clarinda Franklin.

Matters Arising:

- Clarinda Franklin to follow-up with the Ministry to make sure audited accounts can be made available to the general public. **Action – Clarinda Franklin.**
- A meeting was held at AT with Jackie Hayward and Clarinda Franklin to discuss how we plan to contribute to the momentum of travelwise to maintain gold status. Clarinda Franklin will take the staff representative role until a teacher can be found.
- Mrs Donna Golightly is still gathering more information on the requested Chrome Books for the extension classes.

Treasurers Report: Read and Accepted by Jennine Cassidy & Christopher Pipes

- Grant Signal reminded us that the report presented was for April 2017, however Mary will send through the updated accounts shortly.
- \$106k of donations have been received, which represents 84% of the budget of \$126k. This is similar to this time last year.
- Audit – The Board discussed the results of the Audit and there is no further action required.

Principal Report: Read and Accepted by Grant Signal & Brendon Clark

Clarinda Franklin amended the presentation of the Principal report to better align to the Strategic Aims: Student Learning; Documentation and National Standards; Personnel; Community Engagement; School Finance and Property.

- The school roll sits at a healthy 485, compared to 436 for the same time last year.
- Rooms 14 and 18 have been involved with a Council initiative relating to water sensitive design as part of inquiry. Teachers and visitors were very impressed with the standard of work produced by the students.
- A school wide handwriting curriculum review has been completed.

- Staff sickness has been particularly high this year. This will apply pressure to the budget
- A survey to all Maori and Pasifika families has been sent out requesting feedback on how the school is catering for their children. The information will be collated and reported back to the board.
- We received \$700 for the Shore to Shore fun run grant. The amount is based on the total number of children attending.

Policies:

The following policies were reviewed in accordance with our strategic Aim 2.10, which complies with all MOE requirements: *Self Review policy; Appointment of Staff policy; Food Policy*. The Board is satisfied that with some minor wording changes, these policies are ready to be signed off and updated on the school website. **ACTION: Brendon Clark to sign off.**

Annual Plan/Strategic Aim Review: *In accordance with our Annual Plan the Board has undertaken to review a strategic aim (or part thereof) each Board meeting:*

Strategic Aim 4.2 – Enhanced communication with parent community to ensure greater transparency by Board and school.

- The Board discussed and recognised that while the school is achieving in most areas of communication with Facebook, newsletters and letters, there is a need to review the school's enrolment form to encourage parent participation. **ACTION: Lucy Moffitt and Clarinda Franklin to review.**

Strategic Aim 4.5 – Greater exposure in local newspapers to reflect school events and achievement is to be encouraged.

- This is an area for improvement. Opportunities to increase the school's profile in the community need to be pursued.

General Business:

- Grant Signal is continuing his work on the Boards Risk Register. He suggested that keeping it aligned with our Strategic Aims would allow us to better understand our risk in each area. **ACTION: Grant Signal to present a final draft plan to the Board.**
- **Field Evaluation** – Nikki Horne presented the final report from the NZ Sports Turf Institute. The field evaluation report highlighted three key options: Sand Carpet, Synthetic turf and Hybrid turf. Each of the options presented are expensive and therefore alternative funding options need to be investigated, acknowledging that any work must consider the future real estate plan.

- **Cohort Entry** - The cohort entry MOE document was presented. As a BoT the policy is supported in principle. Community consultation is required, noting that at least one terms notice is required before implementation.

Meeting closed at 9.00pm
Next meeting 31st July, 7.30pm

Signed 
Chairperson, Board of Trustees

Date: 04 Jul 17