

**Hauraki School
BOARD MEETING MINUTES**

**Monday 18th June 2018
7.30pm**

Present: Brendon Clark (Chair) Grant Signal (Treasurer), Jennine Cassidy (Secretary), Melanie Toft & Clarinda Franklin (Principal)

Also present: Grant Thomlinson, James Greenway

Apologies: Logan Burson

Previous Minutes: Read and Accepted by Brendon Clark & Grant Signal

Matters Arising:

- The tiger turf work for the senior playground has been approved by the Board via email correspondence. (29/5/18).
- The delegations schedule for the Principal has now been signed off.
- The procurement plan has been signed off.
- We are reviewing two options for on-line payment facilities. Grant Signal will distribute information for both systems for the Board to review.

Treasurers Report: Read and Accepted by Jennine Cassidy & Brendon Clark

- We have received \$107k of donations against a full year budget is \$134k.
- We have received \$83k from international students, against the annual budget of \$65k
- Expenses are tracking slightly lower to budget, but that should catch-up by the end of the year.

Principal Report: Read and Accepted by Grant Signal & Jennine Cassidy

- The school roll sits at a healthy 474 students.
- Mid year assessment data has now been collected ready for mid-year reports.

Policies:

The following policies were reviewed in accordance with MOE requirements:
Staff Appraisal policy; Principal Appraisal policy; Sexual Harassment policy.

- The 'Staff Appraisal' policy is now ready to be signed off – **ACTION: Brendon Clark**
- The 'Principal Appraisal' policy is now ready to be signed off – **ACTION: Brendon Clark**

- The 'Sexual Harassment' policy requires review to insure we comply with all current legislation. **ACTION: Brendon Clark to follow-up.**

Risk Register:

- We are still in need of a travel-wise co-ordinator so we can maintain our gold status. **ACTION:** Clarinda Franklin to talk to the senior staff again.
- We can remove the 'Flu' Risk from the register.

General Business:

Clarinda Franklin and Jennine Cassidy presented the Board with an overview regarding what the Community of Learning (COL) is all about, and why Hauraki School decided not to join when invited. **As a board we will review this decision again in term 4.**

Re-development plan –Ignite have been asked to check adjacent property ownership as the information presented was incorrect.

Update – The work is out to tender, and we are down to the final candidates.

The School Audit has been signed off and submitted to the MOE.

Clarinda Franklin will relay to Felicity that there will be a 25metre pool going in to make sure there is room for the pool.

Meeting Closed at 8.45
Next Meeting: 6th August 2018



Signed _____
Chairperson, Board of Trustees

Date: 30 Jul 18