

Hauraki School Board Meeting Minutes
Monday 16 June 2025, 6.00 p.m.

Present: Clarinda Franklin (Principal), Sarah Keber (Acting Presiding Member), Paul Barber, Queenie Lai, Logan Burson

Apologies: Sarah Gold (Presiding Member), Emily McRae

Conflicts of interest: none noted

Minutes of previous meeting

Resolved that the minutes of the meeting held 12 May 2025 are approved.

Matters arising

Resource consent for changing sheds

- This remains ongoing, with Council requesting additional information. Mr Steve Eagles and pool architect working through this request.

Marsden Street Development

- No further correspondence received on access path.

Audited accounts

- Prepared and submitted to the Ministry of Education by 31 May 2025 deadline.

Treasurer report

The Board noted Mrs Queenie Lai's update:

- As at the end of May 2025, the school has an operating surplus, with income tracking ahead of budget and expenses on or below budget. Working Capital is projected to meet all expected expenditure requirements. The Board continues to closely monitor line budget spending.
- Confirmed that the increase in public equity in the school's accounts reflects the pool.
- Savings interest rates are declining and have reduced by half. The Board factored in this reduction when completing the annual budget and will continue to monitor.

The Board acknowledged and thanked the PTA for purchasing computer equipment, including a charging trolley and laptop for teacher job share (school has exceeded Ministry allowance), and new library shelving.

Principal's Report

The Principal spoke to the Annual Plan, noting:

- Roll has increased to 507, compared to 474 in 2024 and 494 in 2023. The Principal continues to monitor and apply for increased staff allowance as appropriate. The Board noted that the roll will continue to grow in term 3, with a new entrant class starting in mid-August.

- Reggio Philosophy professional development continued with senior management visiting Te Kowhai School to observe structured writing teaching.
- Handwriting Curriculum Review completed by the Principal, with actions to be implemented, and students acknowledged and rewarded with pen licenses and badges.
- The school's Kapa Haka group performed at the Bayswater Matariki festival on 14 June.
- Final attendance report for term 1 was 82% regular attendance (national average 65.9%), compared to 72% in term 1 2024. Noted that main reasons for absence were "Illness / Medical" (57%) (justified absences) and "Holiday" (30%) (unjustified). Attendance remains a high priority.

Mid-year testing

- Mid-year testing has been administered school wide using Progress and Achievement (PAT) and E-Asttle Reporting for reading, writing and maths. All teachers have been provided with CRT for testing and report writing.
- Most students across all year levels, including Māori and Pasifika students, are at or above expected levels for reading, writing and maths. The Board noted the school's particularly strong results in maths. Small number of students not achieving at expected levels, or at risk of not achieving, are receiving targeted intervention as appropriate.

POLICIES

Computer Security and Cyber Security

- The Board resolved to approve the policy.

Digital Technology Use and Safety

- The Board acknowledged and thanked Mrs Gaea Ladley for her work in updating this policy.
- The Board resolved to approve the policy and noted that the school intends to run another digital safety seminar for parents later in the year.

Generative Artificial Intelligence (AI)

- The Board acknowledged and thanked Mrs Ladley for her work in preparing this policy.
- The Board resolved to approve the policy, noting that student use of AI is limited, and that the principal will share policy in upcoming newsletter.

Privacy

- The Board resolved to approve the policy and confirmed that the Principal is the designated Privacy Officer.

Video Surveillance

- The Board resolved to approve the policy.

HEALTH & SAFETY

The Board noted the Principal's update:

- On going meetings are held periodically with All About People for the purpose of further developing our online health and safety practices. All 2025 Incident Reports have been recorded on Safe365.
- Most of the drains around the school have been checked to minimise the risk of flooding. The Board noted that a large amount of water enters the school from neighbouring properties and the need for drainage solutions to be included in property and strategic plans.

- The Board reflected on the competitive aspect of cross country and the physical and emotional needs of students competing.

GENERAL BUSINESS

Strategic Planning & Community Consultation

- A 2026 – 2028 Strategic Plan setting out the school's strategic direction needs to be developed. This is a living document that the Board will use to develop an Annual Plan each year.
- Consultation with the community will begin in early term 3 via Survey Monkey, with draft survey questions agreed and to be updated to invite ideas on property goals.
- Staff and Board meeting set for 28 July, with Board meeting to follow, to be confirmed with all attendees.

Correspondence

- None noted

Meeting ended at 7.22 p.m.

Next meeting: Monday 28 July 2025, 6:00 p.m.,

Signed: _____

PE Gold

Dated: _____

28.7.25

Presiding Member, Hauraki School Board