

Hauraki School Board Meeting Minutes
6.00pm, Monday 24 March 2025

WELCOME - *Kua hua te marama, a cycle has been completed*

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

Other attendees: Mr Neil Donnelly (General Manager, Ngāti Whātua Ōrākei Whai Rawa (Whai Rawa) – Property Team (NW)), Ms Clare Mandeno (NW), and Ms Lauren Boyle (*swimIQ*)

Conflicts of interest: none noted

Marsden Street Development

Mr Donnelly and Ms Mandeno presented to the Board on *Stage 1 Marsden Development Update for Hauraki Primary School*, dated 19 March 2025 (Stage 1 Update), as attached to minutes:

- NW's master plan is to build 140 units across Marsden Street. These will be 2-3 level family homes. NW have applied for resource consent for the first 60 units (given to council at the end of 2024) and the design contains height in relation to boundary (HIRB) infringements.
- The Stage 1 Update sets out the HIRB infringements and NW's plans to mitigate their impacts on the school. NW seeks approval from the council, Ministry of Education (MoE) and the Board regarding HIRB infringements in the design.
- With planned mitigations, NW do not consider that the HIRB infringements will have significant impacts on the school. NW plans include privacy, visual dominance and traffic mitigations and suggest that after 10.00a.m. there will be no shading to the middle school buildings on that boundary.
- Ms Mandeno has spoken to the MoE about the development, and the MoE have verbally agreed to the HIRB infringements, subject to the Board's minutes. Ms Mandeno will follow up approval with the MoE directly.
- NW advised that, from 2027, they expected up to 30 families will move into the proposed development each year.
- NW confirmed that Ngāti Paoa are mana whenua for the area and offered to introduce the Board to appropriate contacts.

Questions/comments from the Board:

- The school has a master plan for a multi-story building at the corner of the school (middle block). NW are aware and have planned for this.
- Health & safety concerns raised particularly with regard to traffic, parking, and construction of the units. To date no safety plan exists as only at resource consent stage. However, when resource consent is granted, NW agreed to work with the school to develop a robust safety plan.
- Board appreciated mitigations and confirmed should be adopted, including the suggested designs for the bathroom and bedroom windows for school privacy.
- The school would like to be consulted in relation to the improvements to the school pathway from Marsden Street, including safety features (lighting, bollards, security).

- The blackout period for construction deliveries should be extended to begin at 2:30pm on weekdays.
- Mutual benefit for NW and Hauraki: the Board confirmed that we wanted to form a mutually beneficial agreement with NW that acknowledges the impact of the development on the school (increased roll, community use of school grounds, construction traffic and increased traffic on the road once homes are occupied). The Board noted NW land directly next to our school and its potential to add in a safe space for parents to drive in and collect children then exit onto Jutland Road. This will future proof the school and provide a safer road-management plan. NW noted that this may be considered, but initially could not see how the Marsden build would impact on the traffic on Jutland Road and this part of the development is many years away (2027 "and beyond").
- The school wishes to develop a long-term mutually beneficial relationship with mana whenua, both from a neighbour and cultural competence perspective, which NW may be able to facilitate.
- Affordable rental properties are something that NW could look into to help with our staffing.
- The Board confirmed that want to continue discussions with NW before they dispose of the land next to the school so we can consider different options.

At 6:50p.m., Mr Donnelly & Ms Mandeno left the meeting.

Next steps:

- Board agreed to provide our consent for the HIRB infringements, noting that the MoE does not oppose the plans and indications from council that resource consent will be granted, with council's preference for NW to increase density of their builds. This consent will note our written requirements for a robust health and safety plan, traffic management plan (including traffic access timing) and written documentation of the extent of shading and light infringements
- The Board is excited to build a relationship with NW and Ngāti Paoa for ongoing mutual benefit.

Minutes of previous meeting

Resolved that the minutes of the meeting held 17 February 2025 are approved.

Matters arising

Resource consent for the changing sheds in progress but remains outstanding.

Treasurer report

The Board noted Mrs Queenie Lai's update:

- Clare from Schooled is leaving; Queenie to get in contact with her via email before she leaves.
- Annual Financial Reports due to the auditor 31 March 2025
- Auditors coming in next week
- The Board queried the variance in camp contributions and expenses. Queenie resolved to follow up. **Update:** Queenie confirmed by email on 25 March that this is due to the timing of the camp deposit payment, which must be paid a year in advance to secure our booking. This is part of our normal cycle of camp expenses.
- Pool budget: we will get a clearer picture in March

- There is a leak in the water pipe that leads to the pool. Indicative cost to fix \$3-4,000. The leak explains the high-water rates.

Principal's Report

The Principal spoke to the draft Annual Plan, noting:

- ERO report: Clarinda to suggest to ERO changes to the report that better reflect what is occurring at school. Overall, the Board is very pleased with the ERO report.
- Absenteeism report 2024: notable low numbers in term 3 of 2024 (54% attendance). Attendance remains a high priority and was highlighted in the ERO report. Board continues to message community on expectations.
- Management of increased classroom release time (CRT): teachers now receive 25 hours per term for CRT. Most of those hours are absorbed by Mrs Sharon Hawkins with art and Mr Tony Ramsay with music. The remaining 5 CRT hours are absorbed by Ms Eun Sun Kim running the allocated library sessions. Next term Ms Kim will open up a new entrant classroom so the additional 5 CRT hours will need to be covered by relief teachers. Principal will have a plan for this CRT by the end of term 1.
- PD workers have been at the school every second weekend (Saturday) keeping on top of the grounds.
- Health consultation process: very few responses were received, but responses have been noted with some changes made to Health curriculum.

Camp report

The Board ratified Mr Chris Pipes' very thorough *Year 6 Camp Report* (attached to the minutes).

The Board acknowledged the hard work of everyone involved in providing a valuable experience for all students and thanked the year 6 teachers for their outstanding work in preparing and delivering camp.

POLICIES

Education Outside the Classroom (EOTC)

- The Board resolved to approve the policy with minor edits.
- Board discussed how frequently we look at the EOTC risk reviews, noting particular concerns with high-risk activities such as camp and waterwise. Principal agreed to add approved risk reviews to Board updates and Board can request documents be presented. Principal to continue to keep hard copies of all risk reviews and investigate whether these risk reviews can be added to Safe365 for increased visibility.
- The Board noted the importance of bringing the EOTC policy to the attention of the new Board. Agreed to continue with triennial review, but with EOTC policy read annually so Board is reminded of and aware of obligations. Ideally this would be good at the start of the year just prior to year 6 camp. Sarah Keber to modify EOTC policy to reflect this.

Curriculum Review

- Policy to be updated to include requirement of one hour per day of structured literacy and math, Reggio Emilio pedagogy and other learning assessments.
- Sarah Keber to modify policy slightly and send to Board for review.

HEALTH & SAFETY

The Board noted the Principal's update:

- Incident with young child splitting chin open; managed well by staff on site. Not related to school equipment.
- Broken fingers from being stood on by another child outside the school hall. The Board noted that this was the second incident involving fingers being stood on and agreed that it could be eliminated by children not sitting outside the school hall. Principal to remind students and staff that children cannot sit outside the hall.
- Update on senior blocks rooms 21-22: Work has been completed, but paperwork yet to be signed. Should be done soon.
- Walkarounds to be scheduled: noted that Craig from Safe365, recommended Board schedule a walk about with Mr James Colebourne (Property Manager) to be assured identified hazards are managed appropriately.

GENERAL BUSINESS

Ms Lauren Boyle from *swimIQ*

At 7:30p.m., Ms Boyle presented to the Board on her *Proposal for Pool Enclosure & Swim School Partnership*, dated 20 March 2025 (attached to the minutes):

- Ms Boyle has been running swim school, *swimIQ*, at the school since the beginning of the year.
- Ms Boyle proposed that *swimIQ* pay for, manage, and install a pool enclosure in exchange for exclusive rights to the pool to run their swim school for a period of 20 years.
- Board noted potential for MoE input and what this would involve: Query whether security and ownership of structure is something that is possible under MoE land ownership.
- Ms Boyle indicated school adjacent land would be something she may be able to consider for swim school parking.

At 8:00p.m., Ms Boyle left the meeting.

Next steps:

- Initial response from the Board is that we were impressed by Ms Boyle's presentation and *swimIQ*'s lessons.
- A discussion took place on possible enclosure of the pool, including consideration of community consultation. Board noted pool only opened in November 2024, running costs still unclear, and need for MoE advice.
- We will continue to work with *swimIQ* for lessons in holidays and term times until we have a clearer picture of costs involved for running of the pool.

Election Date and appointment of Returning Officer

- Agreed 10 September 2025 for the next Board election.
- Schooled to run Board elections on behalf of the school.
- Board to notify the community of upcoming election through newsletter. Sarah Gold to draft newsletter item and send to Principal.

Sensitive Expenditure – Reggio Emilio trip proposal

Mrs Logan Burson spoke to *Proposal for Study Tour – Reaching Across the Tasman (Melbourne, 6 – 10 September 2025)* (attached to the minutes):

- The proposal was considered against the Sensitive Expenditure policy with a particular focus on paragraph 4: [https://www.hauraki.school.nz/414617/files/Sensitive Expenditure.pdf](https://www.hauraki.school.nz/414617/files/Sensitive%20Expenditure.pdf)
- The Board noted the proposal was for the school to send 3 teachers, as Logan's costs will be met by the Reggio Trust and Clarinda's proposed travel covered by a different line budget.
- The Board was satisfied the expenditure fit with the strategic direction of the school and funding was included in the annual budget. The Board noted the school's long-standing approach to professional development including 'train the trainer', and expectations that those attending any training share those learnings.
- The Board discussed the benefits to the school and Mrs Burson agreed to update the proposal so these were defined, particularly regarding how learnings would be rolled out on return and the benefits to students in all year groups.
- The Board approved in principle two teachers attending the conference, with a longer-term plan for sending additional teachers next year (2026).
- Board noted that when decision finalised, the Principal will advise school community of the conference and the benefits of it for all children at the school.

Complaints register

Board completed 6 monthly review of complaints register noting very few complaints.

Meeting ended at 9:18p.m.

Next meeting: 6:00p.m., Monday 12 May 2025

Signed: _____

Sarah Gold

Dated: _____

12.5.25

Presiding Member, Hauraki School Board