

**Hauraki School  
BOARD MEETING MINUTES**

**Monday 8<sup>th</sup> May 2017  
7.30pm**

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

**Also Present:** Grant Tomlinson

**Apologies:** None

**Previous Minutes:** Read and Accepted by Brendon Clarke & Lucy Moffitt.

**Matters Arising:**

- Grant has now been added as a signatory for the school.
- Cash management policy has been re-worded by Grant Signal and Clarinda Franklin. This is now ready to be signed off.

**Treasurers Report:** Read and Accepted by Logan Burson & Lucy Moffitt.

- International students budget has been met for the year already- congratulations to Clarinda Franklin on achieving this.
- A question was asked whether the schools annual accounts are releasable to the public. **Action - Clarinda Franklin.**

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

- The school role continues to grow.
- The Playground Centre met with Clarinda about the seesaw equipment in the middle school playground. They note that it does comply to all current Health and Safety Standards. They suggested if we were concerned, placing a piece of rubber membrane over the current netting and have quoted \$1200 to do this. Clarinda will try and get a better price, but to expedite this, the Board has agreed to this unbudgeted expense.

**Policies:**

- **Classroom release time (CRT) policy** - Some minor wording changes to be made. Brendon to sign off.
- **HIV and other blood borne viruses policy** - The Health and Safety Act and dates need to be updated, otherwise it is good to sign off. Brendon to sign off.
- **Maori Consolation and achievement policy** - Add 'Pacifica' to this policy and fix a couple of typos. Brendon to sign off.

- **Treaty of Waitangi policy** – To change the policy name to Tiriti O Waitangi otherwise it is fine to be signed off. Brendon to sign off.

**General Business:**

- Strategic plan review. How as a Board can we refer to the strategic plan to track the progress against the overall Annual plan on a more regular basis to insure we are meeting our targets and be more proactive if we are not. The Board is confident that Clarinda and all senior management always have the strategic plan in the forefront of their minds, so perhaps it is more about insuring better communication. Clarinda will amend her principal's report to align against the strategic aims and we will make this a standing item. **ACTION: Lucy Moffitt will talk to a few key points at the next meeting.**
- Board Self Review –The self-review form will be sent to each Board member as a Google document so they can update as and when needed. **Action: Clarinda Franklin**
- Travel Wise – Point 1.9 in the annual plan talks about maintaining opportunities as an official gold travel wise school. A meeting will be arranged to discuss a plan of action going forward. **Action: Melanie Toff will facilitate a meeting.**
- Mrs Donna Golightly has requested additional Chrome Book's for the extension classes to use. More information is required.

**Meeting closed at 8.40pm**  
**Next meeting 19<sup>th</sup> June, 7.30pm**

Signed   
Chairperson, Board of Trustees

Date: 20.5.17