

Hauraki School
BOARD MEETING MINUTES

Monday 14th May 2018
7.30pm

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

Also present: Logan Burson and Grant Thomlinson

Apologies: None

Previous Minutes: Read and Accepted by Grant Signal & Melanie Toft.

Matters Arising:

- Clarinda Franklin made a submission to Auckland Transport on behalf of the School in relation to the requirements for pedestrian crossings.
- The crisis management policy was signed off.

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

- As the school leases most of the IT equipment Grant Signal suggested that the Board consider purchasing these types of assets going forward to avoid interest costs. **ACTION: At the next renewal date the Board will consider all options.**
- Clarinda received a \$36k Tiger Turf quote for the Senior School playground. In principle the Board is in favour of this spend. Clarinda needs to circulate the quote and information, including relevant priority, out of session so that a decision can be made whether to proceed or not. **ACTION: Clarinda to circulate.**
- The school audit documents are ready for signing off. The School received a positive report.

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

- Clarinda Franklin presented the Reggio International Study Group review. The Reggio curriculum is all about developing processes for activities and projects that relate back to learning (what we do and why we do it). The Curriculum is able to be flexibly adjusted through continuous dialogue among teachers and children. There is an overall high level of engagement, and the children seem to be very motivated and focused. Moving forward Clarinda Franklin and Logan Burson will look to redesign the concept of how we teach Inquiry Learning, particularly in the junior school. They will also review our art curriculum (have a more linear approach) and find ways to make the classrooms more engaging.

Policies:

The following policies were reviewed in accordance with MOE requirements: *Homework policy; Delegations policy; Use of Physical Restraint policy.*

- The *'Homework policy'* is now ready to be signed off.
- The *'Use of Physical Restraint policy'* is now ready to be signed off.

- The '*Delegations schedule*' – The Board have reverted to the original version from the NZSTA website, which will be altered to align with current policies. **ACTION: Brendon Clark to review/amend and distribute.**

General Business:

Melanie Toft led the review of the risk register and felt confident that all areas are under control. However, Clarinda Franklin is still looking for a new TravelWise coordinator. It was noted that is a long standing risk.

Spouting repairs – It was agreed by the Board to move forward with the Spouting repairs. The Board will initially pay for this cost, and the Ministry will refund this from the 5year maintenance plan.

The Board reviewed the procurement plan for the senior block upgrade. the scope of work is influenced by available funding. Next Step - Brendon Clark to talk to the Project Manager Rob Gunter before providing the Board's approval. **ACTION: Brendon Clark**

Clarinda Franklin presented the Board with the latest Hauraki school redevelopment planning report update from Ignite. We are still waiting on further concept drawings, before we progress to the next stage.

Items from the community:


Grant Thomlinson requested a copy of the procurement plan for the senior block alterations. Jennine Cassidy gave him a copy.

Grant Thomlinson asked for an update on progress for options relating to online payment facilities. **ACTION: Grant still working through several options.**

Correspondence:

It was with disappointment that we received Lucy Moffitt's resignation letter. The Board confirmed that Brendon Clark would now begin the approved process of filling this position by way of selecting someone for the vacancy. He will approach the people who ran at the last election, and move forward from there. **ACTION: Brendon Clark to begin this process.**

Meeting Closed at 9.45pm
Next Meeting: 18th June, 2018

Signed 
Chairperson, Board of Trustees

Date: 1 Jun 2018