

Hauraki School Board Meeting Minutes
Monday 23rd May 2022
7.30pm

Present via Zoom: James Greenway, Jennine Cassidy, Sarah Keber, Sarah Heron, Logan Burson & Principal Clarinda Franklin.

Apologies: Matthew Manning

MINUTES OF PREVIOUS MEETING:

That the minutes of the previous meeting held 4th April 2022 having been distributed are approved. **CARRIED**

Matters Arising:

- Sarah Heron sent (via email) the revised Privacy policy. The Board is happy with the policy, although it was suggested that we add this policy to the enrolment package for visibility & reference the surveillance policy - CLOSED
 - Sarah Heron updated the HIV and other Blood-borne viruses policy - CLOSED
 - Clarinda circulated the new school MOE guideline assessment plan - CLOSED
 - Matthew Manning updated and circulated (via email) the risk register with the Covid-19 risk added - CLOSED
 - Clarinda offered flu vaccination to the staff - CLOSED.
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REPORTS

Principal Report Clarinda presented her report and took questions from the board.

- The school photocopier lease has been rolled over, and the three older machines have been replaced with new ones. Staff training took place and codes are being allocated for the staff with the aim of controlling the number of copies printed.

Financial Report: Sarah sent through the March Budget via email, and it was taken as read.

- As of 31 March, the school has received \$95,349 in donations against the annual budget of \$100,000 (95%). This is approximately \$4,000 more than March 2021.
- Overall we are on track. Our income was more than our expenditure. The only question is whether we have finished paying for all the SIP outstanding invoices. Clarinda feels that we are nearly there but will confirm what is still outstanding.
ACTION - Clarinda to follow-up.

Property Report:

- In keeping with our strategic aim of maintaining our school buildings, Clarinda has received a quote from J.R. WEBB & SON (1932) LTD to paint the outside of the school.

She will get another quote to compare, before making a final decision. The board is happy to sign off via email to move the process along, so we can book in time within holidays. **ACTION:** Clarinda to follow up.

- Some of the rubber pour n play began peeling off the junior school playground and a repair is underway. This is under warranty.

POLICIES – The policies as noted below were reviewed by the board.

Privacy: Now that Sarah H has amended this policy (and discussed in Matters Arising) we are ready to sign off.

HIV and other Blood-borne Viruses: This policy is ready to be signed off.

Bullying: There are a few minor wording changes required. Sarah K will send Clarinda her wording suggestions, so Clarinda can update the policy ready for sign off.

Child Abuse: This policy is ready to be signed off.

HEALTH & SAFETY/COVID

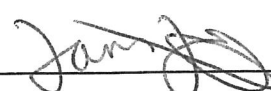
- We are continuing to manage risks and protect our staff, children, and community by following all MOE guidelines in relation to COVID-19. We continue to enforce mask wearing for all staff and children years 4 to 6.
- There was one broken arm in the month of April. No particular hazards contributed to this accident.

GENERAL BUSINESS:

- With the Board elections in September - The board is conscious of ensuring that we have a smooth transition to the new board and provide a comprehensive induction pack. **ACTION:** Sarah to send out a NZSTR link regarding the induction process & Clarinda to follow-up with CES to get a timetable for planning around the elections.
- Once we have a timetable, Sarah K suggested that we arrange a board funded morning tea for the volunteers who have helped out throughout the year to say thank you. **ACTION:** Clarinda to confirm a suitable date.
- It was also agreed that we do a final outgoing board letter.

There being no further business James moved that the public part of the meeting be closed at 8.40pm.

Next meeting: 4th July.

Signed: 
Presiding Member, Board of Trustees

Dated: 4/7/22