

**Hauraki School Board Meeting Minutes**  
**6:00pm, Monday 13 May 2024**

**Present:** Paul Barber, Logan Burson (Staff Rep), Clarinda Franklin (Principal), Sarah Gold, Sarah Keber, Emily McRae

**Apologies:** Queenie Lai

**Conflicts of Interest:**

None noted.

**Pool Update:**

Steve Eagles joined the meeting and gave an update on the construction of the school pool. A major milestone will be the Auckland Council inspection on 22 May 2024, following which concrete surround (including provision for shade and fence fixings) will be poured.

The pool budget remains on track, including provision for replacing contaminated soil with stone backfill. Other PTA fundraising efforts (eg. spellathon, sale of seats), are ongoing, with proceeds expected to be used for pool-related projects (ie. shade sails, additional seating, pool heating, pool cover, renovating change sheds).

To provide additional space for seating on the shady side of the pool, the boundary hedge will need to be trimmed back or removed. Clarinda will obtain quotes for full removal of the hedge and for the hedge to be cut away from the pool fence.

The Board thanked Steve for his considerable efforts in getting the pool in the ground. Steve left the meeting at 6:30pm.

The Board discussed the safety aspects of the new pool and what will need to be in place to protect the community, including the regulation pool fence height (and the possibility of a higher pool fence), clear signage, gate lock, security cameras, pool cover, etc. The Board noted the pool is currently double-fenced.

**Minutes of Previous Meetings:**

Resolved that the minutes of the meeting held 25 March 2024 are approved.

**Matters arising:**

- the Board noted NZSTA stop-work notices require 14 days' notice so that arrangements can be made for school to remain open for instruction; and
- an additional quote has been obtained for the cleaning contract and Clarinda is working through the best option.

**Financial Report (including Property):**

The Board noted the April 2024 financial report and discussed the timeliness of reports and

increased bank and kindo fees. This will be considered further when the transaction report is available from CES.

The Board discussed the availability of reports from CES and whether additional Treasury reporting is necessary. The three CES reports will be forwarded to the Board each calendar month.

**Principal's Report (including Annual Plan):**

The Principal spoke to the report, noting:

- the shop-for-schools contribution will be considered after the pool-related projects are completed
- new netballs can be obtained within the current PE budget;
- Hauraki hosted a Reggio Emilia conference at the weekend, attendees were very impressed with the atelier set-up, which enables each class to have a 5-week block of art each term (school show permitting);
- the new curriculum re structured literacy has not yet been finalised. However, Hauraki is very well-advanced in the delivery of this programme; and
- release time for teachers increases by five hours each term to 25 hours per term from 2025, at which time this policy will be reconsidered.

**Finance Policy:**

The Board resolved to approve the Policy (with minor edits to clarify: the budget is prepared in December; Clarinda manages the relationship with CES; signed donation receipts are available for Board donations, including via kindo; the Board will consider approval of capital expenditure over \$2,000; and to update references to NAGs).

**Cash Management Policy:**

The Board resolved to approve the Policy (with minor edits to clarify cheques are no longer used and to remove the paragraph referencing synthetic money market products as not required).

**Sensitive Expenditure Policy:**

The Board resolved to approve the Policy.

**Curriculum Expenditure Policy:**

The Board resolved to approve the Policy.

**Theft and Fraud Policy:**

The Board resolved to approve the Policy (with a minor edit to reference the Whistleblower Policy).

**Health and Safety:**

The Board discussed the report and noted safety concerns around driveways and children getting to and from school. Clarinda will remind students at tomorrow's assembly what the protocols are for getting to and from school and include a reminder to parents in the next



newsletter (noting children's safety outside school is their responsibility).

The Principal confirmed the pathway by rooms 18/19 (outside the library), which are a potential trip hazard, is being repaired.

The Board discussed the Whangarei Boys High School litigation around the caving accident. As discussed previously, the risk assessment required by Hauraki's EOTC policy is followed, eg. site assessments on the day of Waterwise. The Board discussed the expectations of parents/guardians for their children to return home safely after every school excursion and that management will keep this under continual review.

The Board discussed the protocols around parent help for school trips and role taking at the end of each trip to ensure no students are left behind. The EOTC protocols, including expectations of parents, should continue to be followed.

**Risk Report:**

The Board discussed the risk register, noting that EOTC is featured. The Board note that the risk re staffing recruitment and retention should be elevated as an ongoing risk.

**General Business:**

- **Land surrounding school:** Ngāti Whatua are planning to develop the area around Marsden Street, including widening the school pedestrian accessway from Marsden Street. Clarinda noted Ngāti Whatua were willing to be involved in discussions with the Ministry regarding acquiring land to make school drop-off/pick-up transport options safer (to enable a one-way vehicle entry and exit as an extension of the current driveway exiting onto the Western end of Jutland Rd). The Board offered its assistance to progress any discussions with the Ministry as needed.

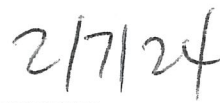
The meeting closed at 8:15pm.

**Next meeting: 6pm, Monday 1 July 2024**

Signed: \_\_\_\_\_



Dated: \_\_\_\_\_



Presiding Member, Board of Trustees