

Hauraki School Board Meeting Minutes

Monday 12 May 2025, 6.00.p.m.

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

Conflicts of interest: none noted

Minutes of previous meeting

Resolved that the minutes of the meeting held 24 March 2025 are approved.

Matters arising

- Change of officer: Sarah Keber is the Board Secretary
- **ERO Report**
 - Final report issued 7 May 2025. ERO requested feedback on the evaluation process – Presiding Member and Principal to provide this.
- **Marsden Street Development**
 - On 3 April 2025, the Principal confirmed by email that the Board consented to the height in relation to boundary (HIRB) infringements, in accordance with conditions set out in the minutes of 24 March 2025. By return, Ms Clare Mandeno (Ngāti Whātua Ōrākei Whai Rawa (Whai Rawa) – Property Team (NW)) confirmed that the following updates had been made to the official plans to be submitted to council:
 - Visual screening to the windows that face the school and infringe the HIRB planning guides.
 - Shading diagrams stand as true and by 10.00 a.m. every day of the year, there is no shading on the school building and negligible shading over the boundary.
 - An update to the restrictions on major deliveries during construction reads: *“The requirement to provide a Construction Traffic Management Plan prior to commencement of construction. The CTMP must specifically require that major deliveries and heavy vehicles are restricted from travelling along Jutland Road south of Francis Street, Waitemata Road, Marsden Street, Walter Street, Sydney Street, Francis Street and Pine Ridge Terrace during the hours of 8:30am 9:15am and 2:30pm-3:30pm Monday to Friday, during the school term.”*
 - Landscape architects Wraight + Associates completed design for access to the school from Marsden Street, which included planting, bollards, lighting as well as passive surveillance over the path by the homes along the path.
 - NW are keen for an ongoing open dialogue with the school and while the Ministry will need to be involved in any discussions around 90 and 92 Jutland Road, NW is open to proposals.
 - Presiding Member received hard copies of NW plans to sign off and noted that the Board’s consent can be withdrawn at any time. The Board noted concerns with the width of the access path from Marsden Street (H&S for children and ability of school to restrict access to grounds).
 - **Update:** On 13 May 2025, the Presiding Member signed and returned the plans on behalf of the Board. The Board’s consent noted concerns regarding the Marsden Street accessway and this being subject to ongoing discussion and consultation between the developer and the Board, through the Principal.

- **Sensitive Expenditure – Reggio Emilio trip proposal**

- On 25 March 2025, Mrs Logan Burson submitted an updated *Proposal for Study Tour – Reaching Across the Tasman (Melbourne, 6 – 10 September 2025)*. The Board agreed in principle to send 3 teachers, subject to further discussion with the Principal and Mrs Burson.
- Following those discussions with staff, the Board ratified 3 teachers attending the training. The Board noted the school must continue to develop, learn and implement the Reggio pedagogy, the school's long-standing approach to professional development including 'train the trainer', and that the 3 teachers attending the training will lead and drive schoolwide change on their return.
- The Board is satisfied that this training benefits all students, noting that as Associate Principal, Mrs Burson has a schoolwide focus on curriculum development and leads Inquiry and Literacy for all year groups, and 9 teachers across all syndicates are currently undertaking professional development on the Reggio pedagogy.
- The Principal will update the community on the planned travel.

Treasurer report

The Board noted Mrs Queenie Lai's update:

- At the end of the first quarter, the budget is on track. The Board thanked parents for their donations to the school.
- The Board noted that the line budget overspends were largely phasing issues, with most curriculum budgets spent at the beginning of the year. The Board will continue to monitor these line budgets. Noted that two international students have become domestic students and funds held in trust will be refunded.
- The Board queried the increase in public equity and whether this reflected the school pool.
- Audited reports have been prepared by the school for 31 May deadline, but currently waiting on financial statements from CES and representation letter.

Principal's Report

The Principal spoke to the draft Annual Plan, noting:

- Roll has increased to 506, compared to 472 in 2024 and 487 in 2023. The Principal continues to monitor and apply for increased staff allowance as appropriate.
- Attendance for term 1 was 82%, compared to 72% in term 1 2024. Noted that main reasons for absence were "Illness / Medical" (57%) (justified absences) and "Holiday" (30%) (unjustified). Attendance remains a high priority, with lateness followed up, and Principal will share term 1 statistics with community.
- All classes are now using Prime math books, with additional funding secured for year 4 "on top of" maths. PAT assessment has been administered for years 3-6 students for maths, and years 4-6 for Reading Comprehension.
- A blessing just before lunch has been introduced and led by students each day. A powhiri was performed at our recent school visit for new entrants.
- Additional 5 hours of CRT entitlement will be absorbed by an extra day of release for mid-year testing and report writing. Principal developing a plan for term 3.
- The Board acknowledged and thanked the PTA for their fundraising efforts with the annual Electric Picnic.

POLICIES

Education Outside the Classroom (EOTC)

- The Board resolved to approve the policy, noting the Board's obligations to read policy annually and review triennially.

Bullying

- The Board resolved to approve the policy with minor edit to include a reference to the Privacy policy.
- Principal to discuss updated policy with staff.

Curriculum Delivery

- The Board resolved to approve the policy with an edit to acknowledge the school's focus on integrating the principles of Te Tiriti o Waitangi and Te Ao Māori.

Use of Physical Restraint

- The Board resolved to approve the policy, noting additional discussions required with parents on acceptable physical contact limits.

Artificial Intelligence policy

- Board noted the need for a policy to be drafted for consultation.

HEALTH & SAFETY

The Board noted the Principal's update:

- No student injuries to report.
- A fire drill practice took place on 25 March and flu injections offered to staff.
- A fibre upgrade took place on 7 May with the replacement of our fire wall. This is to provide safer and smarter protection.
- Additional security cameras funded by the PTA have been installed in the pool area.

Risk Register

The Board noted Mr Paul Barber's update:

- Safe365 continues to be implemented at the school, with an ongoing focus on moving monthly property reports, injury registers and EOTC reviews to the platform.
- The Board noted that that Argest manage the building warrant of fitness (BWOFF) checks and compliance repairs for the school. The school completes regular property checks to ensure compliance.

GENERAL BUSINESS

Community Consultation

- A new strategic plan must be drafted by January 2026, and this will involve consultation with the community, staff and the Board.
- Consultation with the community will focus on curriculum, teaching quality, Te Tiriti o Waitangi and Te Ao Māori, attendance and property goals. The Principal will draft survey questions, with Board

input. The Board discussed need to reach and hear all communities within the school, and will consider how best to conduct the survey.

- The Board plans to begin community consultation in term 3, with new Board involved in staff consultation.

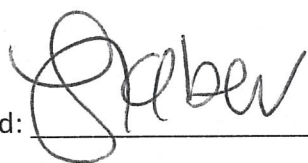
Correspondence

- The Board has received correspondence from parents interested in standing for Board elections. The Principal is following up directly with these parents.

Meeting ended at 8.00 p.m.

Next meeting: Monday 16 June 2025, 6:00 p.m.,

Signed: _____



Presiding Member, Hauraki School Board

Dated: _____

16/6/25 .