

Hauraki School Board Meeting Minutes

Monday 8th November 2021

5.00pm

Meeting held via Zoom - Present: James Greenway, Jennine Cassidy, Sarah Keber, Sarah Heron, Matthew Manning, Logan Burson, Christopher Pipes & Principal Clarinda Franklin.

Apologies: None

MINUTES OF PREVIOUS MEETING:

That the minutes of the previous meeting held 20th September 2021 having been distributed are approved.

CARRIED

Matters Arising:

- No matters arising.

REPORTS

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

Financial Report: On the 28th October Sarah sent the budget review for August and September. She noted that the lockdown has had an impact on our spending, so overall things are tracking well. There were no questions from the board.

Property Report Clarinda

- **School Pool update:** Grant Ballantyne has tweaked the design slightly and moved the pool to satisfy the MOE. We have also checked that moving it closer to the established Pohutukawa tree, won't damage the roots or the pool. We are now waiting on final sign off from the MOE.
- **Construction work update:** The Junior playground has been moved and we are now at the stage of working with Cero to get the 6 poles for the sail shades in, then we can continue with the sandpit, rock features and water play area.

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

Units: Approved for signing with a minor wording alternation (as noted by Clarinda on meeting notes)

Equal Employment Opportunity: Approved for signing.

Community Use of School Facilities: Approved for signing. However, Clarinda to contact our Insurer to make sure we are covered for damage should we hire to someone who does not have insurance. **ACTION: Clarinda.**

NEW Cyber policy: Matthew completed the cyber policy and distributed via email. The introduction regarding 'outsourcing to third party' and the wording around our compliance with regards to the privacy commission needs slight alteration. Once complete the board will approve for signing.

OF NOTE: Sarah Keber suggested we should review the Sexual harassment policy at the next meeting as it is overdue for review.

BOARD RISK REGISTER - Nothing new to add at this time.

HEALTH & SAFETY

Covid-19 Update:

- Clarinda confirmed that all, expect one, teachers have now confirmed double vaccination (one teacher has had the first dose). Clarinda is still waiting on confirmation from 3 teacher aides.
- Clarinda advised the board that Hauraki will be closely following all MOE Covid-19 guidelines, and will advise staff, parents and whanau what additional steps will be taken in relation to pick-up and drop offs in due course.

GENERAL BUSINESS:

- Term 4 testing – We are waiting on the advice from the MOE, but at this stage we will plan to still do reports in a slightly different format.
- James asked the board to starting thinking about 2022 board elections.
- Principal review – James Greenway advised that he would be conducting this in the next few weeks.
- Sarah to draft an end of year communication letter from the board. This will be circulated via email and distributed towards the end of the term. **ACTION: Sarah Keber.**
- The board had a final discussion surrounding our 2022-2025 Strategic plan and now feel it is ready to be signed off and sent to the MOE.
- Jennine advised that, due to current Covid-19 restrictions, we were unlikely to be able to have a board funded staff Christmas party this year. As such, she will sort out Christmas presents and cards for the staff. **ACTION: Jennine to sort gifts, and Clarinda to get a list for Jennine.**

There being no further business James moved that the public part of the meeting be closed at 6.30pm.

Next meeting: Monday 6th December 2021

Signed: _____

Chairperson, Board of Trustees

Dated: _____

6/12/21