

Hauraki School Board Meeting Minutes

Monday 21st October 2019

7.30pm

Present: James Greenway, Melanie Toft, Jennine Cassidy, Sarah Heron, Sarah Keber, Matthew Manning, Christopher Pipes, Logan Burson & Principal Clarinda Franklin.

Also in attendance: Grant Thomlinson & Tony Ramsay (7.30pm - 7.45pm)

Apologies: None

MINUTES OF PREVIOUS MEETING - Read and Accepted by Sarah Keber & Clarinda Franklin.

Matters Arising:

- The meeting date was noted down incorrectly on the minutes and has now been amended to correctly reflect the date. - CLOSED
 - The board note that the finance policy is now approved for sign off and will be updated to the school website. CLOSED
 - Melanie will review the H&S policy in relation to the school evacuation points. Do the new building works have implications on our evacuation points? **ACTION: Melanie to come back to the board at next meeting.**
 - Where possible policies are now being reviewed together when they are referenced in another policy. CLOSED
 - **OF NOTE:** The board are asked to review and complete the Hautu self-assessment with any questions with Clarinda. CLOSED
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REPORTS – Read and Accepted by Jennine Cassidy & Matthew Manning.

Principals Report:

- Monthly highlights were shared with the board
 - **OF NOTE:** The school roll continues to grow and is now sitting at 524 students compared to 482 for the same period last year.
 - **OF NOTE:** A final new entrant class has opened with 10 students. Mrs Stefanie Kingston and Mrs Sharon Dalton are job sharing this position.
 - **OF NOTE:** End of year testing will commence over the next few weeks.

Financial Report:

- No report at this time.

Curriculum Review Report:

- Triannual Music Review discussed. As Tony Ramsay was unable to be present at the previous meeting, he came to present an overview and take questions from the board.
 - **OF NOTE:** The quality of learning is of an overall high standard across the junior, middle and senior school.
 - The board thanked Tony for his ongoing passion and commitment to the Hauraki School music department.

POLICIES – The policies as noted below are approved for sign off with amendments.

Curriculum Expenditure:

- Minor wording amendments as noted by Clarinda on meeting documentation.

Cash Management policy:

- There is some confusion relating to fundraising (point 15) and Section 73 of the Education Act 1989. Is this section relevant? **ACTION: Sarah H to review and confirm back to the board at next meeting.**

Finance policy:

- Ready to be signed off.

Sensitive Expenditure policy:

- This was recently reviewed and as such does not require any changes. The new review date can be altered to align with the above policies.

Schedule of Delegations:

- This was reviewed and accepted by the board.
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BOARD RISK REGISTER

Review:

- Melanie presented the board risk register. A discussion took place around all current and future foreseeable board risks. **ACTION: Melanie to update as per amendments noted on meeting documentation.**
 - **OF NOTE:** Staff resource (risk 3). We are finding it hard to replace high calibre teaching staff due to an overall teacher shortage in the Auckland region.
 - **OF NOTE:** Maintaining Travelwise Gold Status (risk 9). Melanie to update any potential risk relating to children going to and from school in high traffic.
 - Christopher noted that there might be a risk around carparking due to the building works.
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GENERAL BUSINESS:

- The board raised concern round the fact that the school fire bell is still not operating. Clarinda confirmed that she is working to resolve this issue as soon as possible, and in the meantime the school is confident that we have adequate plans in place to ensure safe school wide evacuation should the need arise. Jennine suggested that in the meantime we purchase a gas operated foghorn from NZ Safety as an additional precaution. **ACTION: Jennine to follow-up with Clarinda.**
- The board self-review timeline was reviewed by the board.
 - **OF NOTE:** Sarah H, Sarah K and Matthew are to attend the NZSTA Governance Essentials workshop in November.
 - **OF NOTE:** Added the board risk register to the timeline.
- Jennine noted that a date/time needed to be set for the end of year board and staff Christmas party. Clarinda and senior management will discuss and get back to Jennine with a date before the next meeting. **ACTION: Clarinda to confirm date and Jennine to arrange event.**

There being no further business James moved that the public part of the meeting be closed
at 9.13pm.

Next meeting: 2nd December 2019

Signed: 
Chairperson, Board of Trustees

Dated: 9/11/19