

Hauraki School Board Meeting Minutes
Monday 1 September 2025, 6.00 p.m.

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

Conflicts of interest: none noted

Minutes of previous meeting

Resolved that the minutes of the meeting held 28 July 2025 are approved.

Matters arising

Strategic Planning & Community Consultation

- Community consultation: received 109 responses out of a possible 776 (62% European/Pakeha, 23% Asian, 8% Māori), which is comparable with 2021 survey results.
- The survey reflected the community's appreciation of our dedicated teachers and the rich learning opportunities through quality academic programmes (literacy, numeracy, science, social science, history, health, technology).
- Improvements noted in quality of uniform, streamlining communications (particularly around volunteering opportunities), ideas for property improvements and the implementation of tikanga Māori. Noted community concerns around the use of AI and supporting safe and appropriate digital use (term 4 session planned).
- 67% agreed or strongly agreed with Board investigating arrangements for the use of land on Jutland Road to enable a drive through to be created, noting school and Ministry are unlikely to be able to provide funding of this scale and the school is restricted from borrowing by law, and potential cause of congestion.
- 70% of respondents supported the school pool being covered by an external provider for year-round use, noting not to be at detriment of students.
- Staff and Board survey also completed, and results collated.
- Year 6 students surveyed and highlighted students' enjoyment of friends, teachers, sporting opportunities, curriculum, inquiry, extension groups, competitions, math, art and music. Camps and class trips are very much appreciated by students. The most frequent suggestion for improvement was the senior playground and the Board noted all students would benefit from this upgrade.
- **Next steps:** Principal to continue identifying themes across community, staff and student feedback and formulate draft strategic plan for Board sign off.

SwimIQ pool proposal

- Ministry lease agreement has been completed and submitted to the Ministry. The Ministry's Property Manager has contacted the Principal and confirmed agreement moving through Ministry approval process.
- Swimming lessons due to begin beginning of term 4 2025.

Election update, Board handover and induction

- On 14 September 2025, election results will be declared, and new Board assumes governance of Hauraki School from 15 September 2025. The outgoing Board wishes the new Board a successful

and productive term and noted that prior to the new Board's first meeting, the new Board should read and understand their obligations under the Code of Conduct, and Finance and Health and Safety policies.

- The Board thanked Mrs Emily McRae, Mrs Queenie Lai, Mr Paul Barber, and Mrs Sarah Keber for their service to and contributions to the Board.

Pool changing sheds

- Work underway to install toilets. The Board acknowledged and thanked Mr Steve Eagles for his ongoing management of this project.

Treasurer report

The Board noted Mrs Queenie Lai's update:

- As at the end of July 2025, the school has an operating surplus, with income tracking ahead of budget and expenses on or below budget. Working Capital is projected to meet all expected expenditure requirements. The Board continues to closely monitor line budget spending.
- The school has met the donations budget for the year. The Board thanked the school community for their ongoing support of the school.

Principal's Report

The Principal spoke to the Annual Plan, noting:

- Roll has increased to 528, compared to 491 in 2024 and 504 in 2023. The Principal continues to monitor and apply for increased staff allowance as appropriate.
- The Board noted students' curriculum, sporting and arts achievements over term 3, with particular successes in Tournament of Minds and Jump Jam.
- Professional development has continued with senior management attending a two-day Literacy Symposium over 20 and 21 August and most year 4 – 6 teachers attending an online workshop with Jo Knox.
- Term 4 CRT planned and Principal continues to consider specialist release opportunities for next year (Te Reo Māori and robotics), depending on staff and budget allocations.

POLICIES

The Board began to rationalise and merge policies, and noted new Board may continue to do so.

Health and Safety

- Updated to include Food, Blood-borne viruses, including HIV, Alcohol and Drugs (due for review term 4) policies.
- The Board resolved to approve the policy.

Staff Discipline

- Updated to include Sexual Harassment policy.
- The Board resolved to approve the policy.

Property and Asset Management

- Updated to include Community Use of School Facilities.
- The Board resolved to approve the policy.

Enrolment Scheme, Copyright, Stand-down, Suspension, Exclusion and Expulsion, Child Abuse/Child Protection

- The Board noted these policies are due for review and will be considered by the new Board.

HEALTH & SAFETY

- An ambulance was called to ensure student wellbeing after an accident on the senior playground. No particular hazards were identified as a result of this accident.

GENERAL BUSINESS**New Zealand School Property Agency**

- The Ministry has appointed a new property manager to liaise with the Principal.
- A new 10-year property plan (10YPP) is due in July 2026. To prepare for the 10YPP, the Ministry has appointed consultants to prepare an assessment of all school property, and they are due to meet the Principal in the upcoming school holidays. The consultants will submit their report to the Ministry, who develop the 10YPP for Board agreement and ratification. 10YPP is divided into two 5 year blocks for spending.

Industrial action

- The Board noted that education sectors are currently in collective bargaining, with recent strike action by the PPTA. The Board noted that paid union meetings (PUMs) are statutory and collective contract entitlements, and that improving attendance is an ongoing concern. The Board thanked the Principal for ensuring that the school remained open for instruction during the recent PUMs.
- If strike notices are issued (minimum of 3 calendar days' notice), the Board needs to work with and support the Principal in managing the day-to-day impact of any industrial action, using guidance provided the New Zealand School Board Association (NZSBA):
[Guidance Schools Lawful+Strikes+August+2025.pdf](#)
- It is the Board's decision whether to close a school for instruction. Principals and teachers who are striking union members will not be involved or vote in any Board decisions about school closures or staffing during strikes as they have a conflict of interest. The principal can provide information but must not influence the decision-making or vote.

Open for instruction

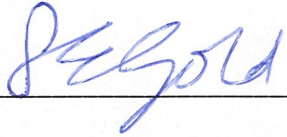
- The Board noted the recent instructions from the Ministry on when a school is considered to be open for instruction: [Open and closing for instruction - public guidance.pdf](#)
- The Board noted that if school cannot open for instruction due to industrial action, the school year may need to be extended.

Correspondence

- None noted

Meeting ended at 7.12 p.m.

Next meeting: Monday 13 October 2025, 6:00 p.m.

Signed: _____ 

Presiding Member, Hauraki School Board

Dated: 13-10-25