

**Hauraki School  
BOARD MEETING MINUTES**

**Monday 23 September 2019  
7.30pm**

**Present:** James Greenway, Jennine Cassidy, Melanie Toft, Sarah Heron, Sarah Keber, Matthew Manning, Christopher Pipes & Clarinda Franklin

**Also present:** Grant Thomlinson

**Apologies:** None

**Previous Minutes:** Read and Accepted by Sarah Heron and Clarinda Franklin

**Matters Arising:**

- The pedestrian crossings are now complete, although we are still waiting for the lollipop signs for the main school crossing. Waitemata Road and Walter Street crossings will no longer be manned by parents.
- The finance policy was approved in principle for sign off, but the Board wished to review the Cash Management and Sensitive Expenditure policies at the next meeting to ensure the three related policies are consistent before final sign off. **ACTION:** Board to review these policies at next meeting.
- The Education Outside the Classroom & Finance policies are now ready to sign off.

**Treasurers Report:** Read and Accepted by Sarah Keber and Matthew Manning

- 112k of donations have been received so far this year, compared with 106k for the same period last year.
- Melanie Toft will shortly begin working on next year's budget.

**Principal Report:** Read and Accepted by Matthew Manning & Christopher Pipes

- The school has a healthy roll count at 516, compared to 482 for the same period last year.
- The extensive alterations to the senior school are 99% complete. There are a few minor details that still need to be finished. **ACTION: Clarinda to chase and advise if Board assistance is required.**
- The new 10-block build is due to commence this week.
- Music Teacher Tony Ramsay completed and distributed the triennial Music Curriculum Review. While he was not able to present the report himself, in his report he thanked the Board for creating and sustaining the position of music specialist at the school. He acknowledged the excellent

teaching space and the ongoing commitment to the delivery of a music programme.

#### **Policies:**

- Sarah Keber suggested that going forward any policies that reference other policies should be reviewed together. **ACTION: Clarinda to follow through with this and recommend sensible groups of policies to be reviewed.** In conjunction Melanie Toft reminded the Board that some policies are on annual review cycle versus others that only require review once every three years.
- Melanie Toft reminded us that with the new build starting, we need to make sure our policies were up to date – she mentioned H&S with particular reference to evacuation points.
- Child Protection Act policy was reviewed – a few minor wording changes are required, then this policy is ready to be signed off.
- International Students Fees policy was reviewed – no changes required.
- Travelwise policy was reviewed – a few minor wording changes are required then this policy will be ready to be signed off.

#### **General Business:**

- Melanie Toft presented the updated Board Risk Register. **ACTION: Board to review existing risks for currency and completeness and look to discuss at next meeting.**
- Clarinda circulated the Hautu (Maori Cultural Responsiveness Self Review tool for Boards of Trustees) to the Board. The purpose of Hautu is to allow Boards to assess how culturally responsive their school is for Maori and identify priorities for development. The Board feel confident that as a school we are continually supporting Maori achievement and ensuring our children get access to quality Maori language and culture, by providing outside expertise to teach te reo and kapa haka and integrating the language into the curriculum. We are also proactively working on building community & whanau relationships. **ACTION: Board to review the Hautu and complete self-assessment.**
- A discussion took place regarding the measles outbreak. As a Board we feel confident that while we still have no confirmed cases of measles, we are doing everything we can to communicate to parents and whanau in line with Health Authority guidelines - Should the situation change, we will review this again.

**Meeting Closed at 9.15**

**Next Meeting: Monday 21<sup>st</sup> October 2019**

Signed   
Chairperson, Board of Trustees

Date: 21/10/19