Hauraki School Board Meeting Minutes

Monday 29th June, 2020

7.30pm

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

**Also, in attendance**: Grant Thomlinson, Nikki Horne & Nathan Cammock (7.30 – 8.25)

The meeting was opened by Chair James Greenway, who invited Nikki Horne & Nathan Cammock from the Pool Committee to present the current project scope, timeline & estimated running costs. Details of the presentation are attached as meeting notes.

**Election to office:**

Melanie Toft resigned the position of Treasurer.

* Sarah Keber was nominated as Treasurer; this was seconded by Sarah Heron and accepted by the Board.

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

**Matters Arising:**

* The Sustainability Contestable Funding is still something we want to investigate. **ACTION**: Clarinda to complete the application form.

**REPORTS –** Read and Accepted by Matthew Manning & Sarah Heron

**Principals Report:**

* Monthly highlights were shared with the board
	+ **OF NOTE:** The term has started with 20 more children than the same time last year bringing the total to 503.
	+ **OF NOTE:** The focus this term has been on teaching and learning, rather than professional development to help ensure the students are on track.

**Financial Report:**

* Sarah Keber presented a treasurer’s report based on the May 2020 accounts.
	+ **OF NOTE:** Total income for the year to date is $563,706, comprising of Government grants, interest, and locally raised funds.
	+ **OF NOTE:** Total expenditure for the year to date is $343,120, which is 32% of the annual budget. Expenditure would be expected to be around 42%, but lockdown has impacted normal activities.

**Curriculum Review Report:**

* Nothing to report at this time.

**Property Report:**

* The instillation of the caretakers shed is slightly behind, but still looking like completion will be early term 3.
* Junior Playground – We are at the stage of getting quotes for the removal of the current playground. **ACTION:** Clarinda to continue to follow-up with this and advise the board if any help is required.
* As a board we have started thinking about the area in front of the new building block. Clarinda has consulted with three companies to get plans and concept drawings which will include the new junior playground, seated areas, covered areas and landscaping. Once we have a better idea of the cost of the project, we will apply to access some funding from the SIP. **ACTION:** Clarinda to continue obtaining quotes and finalizing the plan and report back to the board as necessary.

**POLICIES** – The policies as noted below are approved for signing.

**Maori & Pasifika Consultation & Achievement:**

* This was reviewed and with a few minor wording amendments as noted by Clarinda on meeting documentation this policy is accepted by the board.

**Te Tiriti O Waitangi:**

* This was reviewed and a discussion followed regarding amending the policy to add ‘local content’ in line with feedback received from the ERO review. Clarinda to amend points 4 & 8 as noted on meeting documentation. This policy is accepted by the board.

**Complaints:**

* The review of this policy made it clear that we need to amend and remove the parts that relate to Protective Discloser and make it simply a ‘complaints policy. **ACTION:** Clarinda Franklin to send Sarah Keber the original (removed) Protective Discloser policy and Sarah Keber to draft both policies. Board to review next meeting.

**BOARD RISK REGISTER**

**Review:**

* Nothing to report.

**GENERAL BUSINESS:**

* It was noted that applications for funding opportunities seem to be taking up more and more of the Principal’s time. **ACTION:** Sarah Heron to look at the implications of using services such as ‘Go Fund Me’ for this.
* Navy Property Services contacted Clarinda Franklin to discuss the possibility of paying half of a new fence to replace a rotten fence on a property shared with the school. **ACTION:** Clarinda to investigate and come back to the board with options.
* Clarinda Franklin requested additional funds to be added to the maths budget (approx. $1k) to purchase more visual aids like place value blocks. This was accepted by the board.

There being no further business James moved that the public part of the meeting be closed at 9.35pm.

**Next meeting: Monday 10th August 2020**

Signed: ­­­­­––––––––––––––––––––––––––––––––––––––– Dated: ––––––––––––––––

Chairperson, Board of Trustees