

**Hauraki School
BOARD MEETING MINUTES**

**Monday 20th March 2017
7.30pm**

Present: Brendon Clark (Chair), Grant Signal (Treasurer), Jennine Cassidy (Secretary), Lucy Moffitt, Logan Burson, Melanie Toft, & Clarinda Franklin (Principal)

Also Present: Grant Tomlinson & Meena Dermott

Apologies: None

Previous Minutes: Read and Accepted by Clarinda Franklin & Grant Signal.

Matters Arising:

- The PD team has raked the bark on the junior school playground. The Caretaker will continue the maintenance until we are ready for the Astro turf, which is due for installation in the upcoming holidays.
- The Parental Contact, Complaints, Property Management and Uniform Policies have now been signed off. The Parent Volunteer's policy addendum has also been signed off.
- All staff received Epipen training on Monday 13 March by the public health nurse, and the school now has our own emergency Epipen. Later in the month, another nurse will provide a staff-training session on epilepsy and seizure management.
- The 'calculation of time' sheet has been created and will be circulated at each meeting.

Treasurers Report: Read and Accepted by Lucy Moffit & Jennine Cassidy.

- School donations sitting at \$96k and as a percentage of the budget, are tracking similar to previous years.
- Grant will review the financials from last year and send out a summary for the Board to review. **Action: Grant Signal**
- Mary (School Accountant) has been working very hard on the accounts in recent months and Clarinda suggest that some form of acknowledgement from the Board would be a good idea. **Action: Clarinda to draft a note and present a bottle of wine from the Board.**

Principal Report: Read and Accepted by Grant Signal & Brendon Clark

- The roll is sitting on a healthy 465 students, compared to 436 this time last year and 403 in 2015.
- A year 3 student broke his leg on the middle school playground. Clarinda is investigating the piece of equipment involved, checking to see if it is

safe enough, or if there might be something we can do to improve the safety. **Action: Clarinda Franklin**

- Several year 1 teachers attended the first part of the Reggio Emilia Aotearoa course – Intensive Pedagogy of Relations.

Policies:

- **English as a second language policy** - No changes made. Brendon to sign off.
- **Water safety policy** – This policy is ready to be signed off, after a small wording change from 'should' to 'must' in relation to the pool gate.
- **Enrolment scheme policy** – This policy is ready to be signed off, after a footnote to reference the International Student Policy.
- **Cash management policy** – Grant Signal and Clarinda Franklin to make several updates and wording changes before this policy can be signed off. We need to add Grant Signal as a signature authority – **Action: Grant Signal to follow-up with the Bank.**

General Business:

- Looking at the strategic risk that we as a Board are exposed to, Brendon suggested that we need a 'Board Strategic Risk Management Plan'. He will circular some starting points for discussion outside of this meeting, with a view to continue the discussion at the next Board meeting.
Action: Brendon Clark.

Meeting closed at 8.30pm
Next meeting Monday 8th May, 7.30pm

Signed 
Brendon Clark
Chairperson, Board of Trustees

Date: 1 May 2017