

Hauraki School
BOARD MEETING MINUTES

Monday 6th May 2019
7.30pm

Present: Brendon Clark (Chair), Grant Signal (Treasurer) Jennine Cassidy (Secretary), James Greenway, Melanie Toft, Christopher Pipes & Clarinda Franklin (Principal)

Also present: Grant Thomlinson

Apologies: None

Previous Minutes: Read and Accepted by James Greenway & Jennine Cassidy

- One minor amendment to the date for 'calling for nominations'. Nominations close on Friday 24th May.

Matters Arising:

- Brendon Clark is on track in regard to creating handover notes for the new Board.
- Melanie Toft is still updating the Risk Register to include a donations risk, this will carry over to the next Board meeting.
- Communication has gone out to the community regarding the change back to a 'close to birthday' school entry, instead of cohort entry.

Treasurers Report: Read and Accepted by Melanie Toft & Brendon Clark

- \$100k of school donations have been received, compared to \$106k for the same time last year. The full year budget is \$120k.

Principal Report: Read and Accepted by Grant Signal & James Greenway

- We have been notified by the Education Review Office that they are likely to visit in either term 3 or 4 this year. They have requested some statistical information.
- A roof leak in the sick bay has been repaired by removing the skylight and replacing the iron roofing material.
- Triennial Maori curriculum review was completed, presented and accepted by the Board. No specific Board actions were requested.

Policies:

The following policies were reviewed: *Discipline Policy; Staff Discipline Policy; Sport Policy & Sensitive Expenditure Policy.*

- *Discipline Policy* – There are still several alternations to be made to this policy. The policy will be re-circulated to the Board via email for finalising. **ACTION: Brendon Clark to sign off once complete.**
- **ACTION: Once signed Chris to report back to the senior school.**
- *Staff Discipline Policy* - Ready to be signed off after a few minor wording changes. **ACTION: Brendon Clark to sign off.**
- *Sport Policy* – Ready to be signed off after a few minor wording changes. **ACTION: Brendon Clark to sign off.**
- *Sensitive Expenditure Policy* – Ready to be signed off after a few minor wording changes. **ACTION: Brendon Clark to sign off.**

Risk Register:

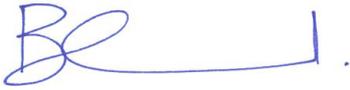
- Melanie will prepare an updated risk review ready for handover. **ACTION: Melanie Toft to distribute via email to the Board.**

General Business:

- Annual Financial accounts are ready to be signed off by the Chair Brendon Clark.
- The new 10 block building project is moving along nicely and at this stage is still on track for a July 2020 completion. **ACTION: Brendon Clark to write to the neighbours to update with times and plans.**
- The senior upgrade is now underway. Demolition is complete and a concrete floor for the new boys' toilet has been laid. It is expected to be completed by the end of term 2. Room 19 has moved to the room adjacent to the library temporarily.
- Following anonymous communication from a parent regarding clearer guidelines, and communication in relation to Bullying. The board had a discussion about Bullying at Hauraki School. The Principal stressed that she can only deal with what is reported and would encourage parents to approach her in the first instance. The Principal is currently dealing with some situations that may deal to these anonymous concerns. Jennine Cassidy was asked to encourage the parent to disclose their identity so we can ascertain if this is a new concern or one already under management. Generally, the Board believe that Hauraki School has an adequate framework in place to enable safe-telling, and that anti-bullying messages are clear and repeatedly reiterated. The Board discussed what more could be done to ensure we truly understand the prevalence of bullying at Hauraki. **ACTION: Management to review the parent communication and if necessary, discuss any amendments via email. Clarinda Franklin to add communication regarding bullying in the school newsletter and look at ways to increase two-way communication between parents and the school. Consideration to**

**be given to using the national Stand Up against Bullying day on Friday 17th
May to re communicate the school's policy on bullying.**

**Meeting Closed at 9.00pm
Next Meeting: 17th June 2019**

Signed: 
Brendon Clark
Chairperson, Board of Trustees

Date: 25 May 2019