

Hauraki School
BOARD MEETING MINUTES

Monday 28 November 2017
5.30pm

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

Apologies: None

Brendon opened the meeting by thanking Grant Signal for chairing the last meeting. Brendon also recognised this as the mid-point in the Board's three-year tenure and this was an ideal time to reflect on the journey thus far and how we can continue to add value over the next eighteen months.

Previous Minutes: Jennine to re-issue the minutes once a few minor wording alternations/changes are made.

Matters Arising:

- Clarinda Franklin has provided Grant Signal with resourcing themes, which came out of the Community survey thereby enabling appropriate allocation of resources from a budgetary perspective.
- Grant Signal to continue investigating what options would be a good fit for a digital on-line payment service. Ideally it would be a system that would work for both the Board the PTA and potentially mirror that offered by Belmont Intermediate and Takapuna Grammar; the two schools that our students generally attend. **ACTION: Grant Signal**

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

- It was noted that \$33k of fixed assets have been purchased from the annual budget of \$30k. However, this is excluding the \$121k of assets that have been funded by the PTA.
- Projection for this year is that the school will break-even. This is predominately due to increased meticulous day-to-day management by the Principal, increased International student numbers and decreased spending overall.
- Creation of the draft 2018 budget is underway. As part of the board's on-going commitment to provision of sufficient staff the Board agreed to funding an additional teacher aid (\$20k) in 2018. It was noted that international student numbers are on track. In response to the excellent level of on-going financial support from the PTA and the school community the Board also elected to leave the donation at the 2017 level.

Principal Report: Read and Accepted by Grant Signal & Jennine Cassidy

- The roll is currently sitting on 524, verses 436 from this time last year.
- Teachers Mr Seann Ashley and Miss Leisha Calder have completed their first two years of teaching. Clarinda Franklin, Christopher Pipes and Chelsea Devine attended the graduating ceremony.
- It was noted that the parent information meeting about how Maths is delivered was very well received.

Policies:

The following policies were reviewed in accordance with our strategic Aim 2.10, which complies with all MOE requirements: *Professional Development, Community Use of School Facilities, Animal Welfare.*

The Board is satisfied that these policies are now ready to be signed off and updated on the school website. **ACTION: Brendon Clark to sign off.**

Jennine Cassidy presented a first draft of the new *Use of Physical Restraint* policy for review. **ACTION: To be discussed as an agenda item Feb 18.**

General Business:

- While reviewing the security surrounding our online class pages, it was identified that it might be a good idea if the school had some guidelines around social media. **ACTION: Clarinda Franklin and Donna Golightly to review this if guidelines are needed.**
- We will look to change the way information is presented to the Board, by aligning reports to the annual plan showing: action to be taken, who will lead the work and when the work will be completed. This is in keeping with examples reports presented during STA training courses. **ACTION: Clarinda Franklin to formalise early 2018.**
- Risk register review – Staff Resource - It was noted that we need to review our recruitment approach to ensure we continue to get the high calibre of teachers we currently maintain at Hauraki School.
- Brendon Clark thanked Melanie Toft for her work on the Board end of year newsletter. The newsletter was well received with positive feedback received by a number of Board members.
- Clarinda Franklin, Brendon Clark and Lucy Moffitt attended a community meeting with the Ngati Whatua on Monday 27th where they were provided feedback from the recent community interviews in relation to the peninsula land re-development.

Meeting Closed at 7.00pm
Next Meeting: February 12th, 2018, 5.30pm

Signed: 
Chairperson, Board of Trustees

Date: 15 Jan 18