Minutes of the Hauraki School Board Meeting
Held on 16 February 2026 at 6:00pm

Attendees: Sarah Gold (**SG**), Abbie Featherstone (**AF**), James Hawes (**JH**), Jolly Morgan (**JM**), Hamish Miller (**HM**) and Clarinda Franklin (**CF**)

Present: NA

Apologies: Logan Burson (**LB**)

Location: Hauraki School Staff Room

Conflicts of Interest: None

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(1) **Election of Officers**

1. It was noted that it was necessary to elect a Presiding Member for the coming year and that SG proposed to stand down having served her term.

   HM was nominated as the next Presiding Member and this nomination was unanimously approved by the Board.

   The Board thanked SG for her immense hard work as Presiding Member over the course of the prior year.

(2) **Code of Conduct**

Each member of the Board confirmed that they had read and understood the Board's Code of Conduct and that they have signed a declaration to that effect.

(3) **Board Eligibility Criteria**

Each member of the Board confirmed that they have not been convicted of any "Specified Offence (as identified in Children's Act Schedule 2 offences https://www.legislation.govt.nz/act/public/2014/0040/latest/DLM5501909.html))

(4) **Finance and EOTC policies**

Each member of the Board confirmed that they have read and understood their obligations under the Board's Finance and Education Outside of the Classroom (**EOTC**) policies.

(5) **School Camp**

CF explained to the Board that, as a part of the School's EOTC programme (and consistent with past years), in 2027, 6th Years would be encouraged to attend the annual camp at "The Y Camp Adair".

The Board discussed safety arrangements at the Y Camp and CF confirmed that the camp was professionally run by the YMCA.

The Board went on to approve the arrangements for the 2027 Camp as presented by CF and agreed to the payment of the necessary deposit.

(6) **Delegations Policy**

The Board consider and discussed the Schedule of Delegations presented to them by CF.

Following discussion, the Delegations Schedule was approved.

(7) **Previous Minutes**

The Board acknowledged and accepted the minutes of their previous Board and Committee meetings held on 1 December 2025.

(8) **Attendance Management Plan**

CF explained that the School was required to have an Attendance Management Plan from the beginning of 2026 and presented the form of that plan which is now in operation at Hauraki.

The Board noted that, through 2025, attendance at Hauraki was below the attendance rate deemed "good attendance" by the plan albeit that the staff believe that attendance remains high in comparison to other similar schools.

It was noted that lack of attendance was typically due to either illness or to families taking holiday in term time. Acknowledging that the former is unavoidable, the Board discussed how the latter could be mitigated. SG suggested that, to the extent possible, "Teacher Only Days" and any other days on which students weren't expected in School should be placed around long weekends so that people were encouraged to use those for their holidays.

(9) **Treasurer's Report**

(A) JM noted that the draft December 2025 accounts had only been received that morning and, therefore, the most recent "actual" financial information available was that for the month to 30 November 2025.

JM presented those historical financials and noted that, based on the latest information for the full year 2025, the School was likely to run a very modest surplus.

(B) JM went on to present the budget for the Financial Year 2026 (covering the period from 1 January to 31 December 2026). JM noted, in particular, that as a result of the lack of forecast PTA donations, the School was forecast to run a deficit of $145,215 for FY26. He went on to note that this was the result of $165,000 of depreciation cost and that, whilst the school would not be insolvent from a cashflow perspective, it would need to raise money if it were to replace those depreciating assets.

(C) The Board went on to discuss how the deficit could be addressed and how it was not satisfactory to approach the PTA for assistance on an irregular basis and only when significant items of capex arose. JM and JH suggested an annual conversation with the PTA to discuss projects around the School which would be appropriate subjects of fund raising efforts. The Board further discussed how it would be particularly desirable if PTA funded projects were able to address the School's operational expenditure.

(D) The Board approved the FY26 Budget and asked HM to meet with the PTA on 24 February to discuss whether or not the PTA would be open to a more structured annual engagement with the Board to discuss projects which might be funded in the coming year.

(10) **Principal's Report and Planning**

(A) The Board considered and discussed the Principal's Report dated February 2026.

The proposed schedule of Board meetings for 2026 was considered and approved with the exception of the March meeting which is to be brought forward to earlier in the month.

(B) The Board considered and approved the Annual Plan for 2026, and the Cyclical Maintenance Plan.

The Board discussed, in particular:

(i) the proposal for the installation of heating (and cooling) systems in classrooms throughout 2026. The Board approved of these steps but queried whether or not this could be extended to the junior school block.

CF informed the Board that the junior school block was being considered separately since it had had a ventilation system installed when it was constructed and that any solution addressing the issue of heating/cooling in that block would ideally be integrated into that system.

The Board went on to discuss whether or not, solar cells should be considered for the junior block roof in order to power any heat pump solution. The Board agreed that this would form part of the discussion with the PTA.

(ii) The fact that the FY25 annual accounts needed to be signed off by the end of May and that the auditors would therefore need to provide the draft accounts to the Board in advance of their May meeting to give time for consideration.

(iii) The escalating costs of Kindo and asked CF to raise this with Kindo to see if a reduction was possible (noting that alternatives are available).

(iv) Health and safety in relation to tree climbing and certain accidents which had occurred when children fell while climbing at the end of 2025. CF noted that the particular danger related to one tree at the back of the school (due to its significant root system) and confirmed that climbing in that tree was now banned.

On this basis and having discussed whether or not it was appropriate to take steps in relation to other trees, the Board concluded that CF's approach was reasonable having regard to the need to protect children from injury whilst not limiting their ability to learn. It was also noted that the recently conducted Community Survey showed that parents, in general, are not in favour of a general ban on tree climbing.

(v) Finally, and also related to Health and Safety, the Board discussed whether or not the School should have a policy preventing people from using the School pool when lightning was in the air. It was decided that this should be investigated with the people operating the pool and the Board would revisit it at a future meeting.

(11) **Policies**

The Board considered and ratified the School policies relating to:

(A) Child Protection;

(B) The Role of the Parent/Guardian in School Life; and

(C) Gifted and Talented Children.

The Board went on to note that, given the pace at which AI is developing, a watching brief should be kept on the School's policies in this area. However, it was acknowledged that this issue was less acute in the context of a primary school than in the context of intermediate or secondary schools.

(12) **Meeting Close**

The meeting closed at approximately 7:30pm.

Signed: ______________________ Dated: 16.03.2026

Presiding Member, Hauraki School Board