

# Minutes of the Hauraki School Board Meeting

## Held on 1 December 2025 at 6:00pm

**Attendees:** Sarah Gold (**SG**), Abbie Featherstone (**AF**), James Hawes (**JH**), Jolly Morgan (**JM**), Logan Burson (**LB**) and Clarinda Franklin (**CF**)

**Present:** NA

**Apologies:** Hamish Miller (**HM**)

**Location:** Hauraki School Staff Room

**Conflicts of Interest:** None

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### (1) Previous Minutes

The Board acknowledged and accepted the minutes of their previous Board and Committee meetings held on 13 October 2025.

### (2) Matters Arising

- (A) SG asked CF if the Ministry of Education had responded in respect of the proposal for the operation of the swimming pool. CF confirmed that there had been no response.
- (B) SG asked JH to confirm if it was a legal requirement for a board of trustees to have a copyright policy. JH confirmed that it was not a legal requirement but recommended that the policy be retained without amendment. This recommendation was based on the fact that the copyright policy was one of the sample policies recommended by the New Zealand School Boards Association (see [Help for Boards](#) for more details).

### (3) Treasurer's Report

- (A) JM presented the Treasurer's Report and highlighted the following issues:
  - (i) Whilst there was a forecast budget surplus of \$24,940.14 for 2025, for FY 2026, there was a forecast deficit of \$133,380.43.
  - (ii) In addition, the forecast deficit for FY2026 assumed a \$100,000 donation from the PTA which JM recommended should be removed from the FY26 forecast (increasing the deficit to \$233,380.43).
- (B) Noting that it was not a requirement that the School run a surplus every year, the Board acknowledged that the prudent approach would be to seek to close the gap through additional income streams (including international students) and reductions in expenditure.
- (C) In this context, the Board considered whether or not to increase the requested parental donation from the current \$375 per student. Conscious of the need to balance inflation (and the increasing demands of the school) against affordability, the Board approved a \$15 increase to \$390 per student.

- (D) Finally, the Board resolved to sign off the draft FY2026 budget in the form presented and to revisit the budgetary deficit at their first meeting of 2026 when the final budget was available.

**(4) Principal's Report and Strategic Plan**

- (A) CF presented the Principal's Report for 1 December 2025. CF noted, in particular, the strain which 522 students (compared to 518 in 2024 and 522 in 2023) placed upon school resources.
- (B) CF highlighted the fact that, following public warnings of harmful content in pottles of coloured sand, 10 had been identified and removed from classrooms. These had been sent for testing and had been determined not to be harmful.
- (C) CF further noted that there would be significant maintenance to carpets and lino in the middle school during the summer holiday as well as cyclical painting and touch ups.
- (D) CF went on to note that the draft 2026 – 2028 Strategic Plan for the School had been prepared and circulated to the Board. The Board acknowledged the draft Strategic Plan and noted that "Strategic Aim 2" appropriately reflected the Board's duty to ensure an inclusive learning environment.
- (E) SG went on to query whether or not succession planning should form a part of the Strategic Plan. The Board discussed this issue with particular input from LB and CF. Ultimately, it was concluded that succession should not form a specific section of the Strategic Plan but that it needed to be a paramount consideration for staff and management.

**(5) Policies**

- (A) The Board considered and ratified the Rehabilitation Policy. It was agreed, however, that, if the opportunity arose to include that policy within another policy, it should be taken.
- (B) The Board then discussed the School's Sports Policy. It was decided that, whilst the appendices were useful in terms of setting standards of expected behaviour for participants, there was no need for those appendices to be signed and returned to the School. As with the Rehabilitation Policy, the Board expressed a preference for the Sports Policy to be combined with other similar policies.

**(6) Health and Safety**

- (A) CF confirmed that no incidents have arisen since the last meeting but that she is aware of concerns about trip hazards in the School hall caused by balls and gymnastics equipment being left out. CF noted that she would look into equipment being stored in a separate (locked) storage area outside of the hall.

**(7) General Business**

- (A) The Board asked CF whether or not any further information was available in relation to possible teacher strike action. CF confirmed that she was not aware of any proposed strikes.
- (B) In line with new Government requirements, CF noted that a new "attendance management plan" would be required for term 1.

