

**Hauraki School
BOARD MEETING MINUTES**

**Monday 31st October 2016
7.30pm**

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

Also Present: Donna Golightly, Grant Tomlinson & Meana Dermott

Apologies: None

Brendon opened the meeting with reflection on the Board's function – *Governance and Strategic Planning*, and reminded that it is important that we, as a Board keep this in mind, each and every meeting.

Mrs Donna Golightly, the teacher in charge of Mathematics, presented to the Board and guests, the triennial Maths curriculum review. One of the report's recommendations proposed providing parents more information about the numeracy project. The discussion also identified a potential knowledge gap amongst a portion of parent body, with the methodology and strategies used in contemporary maths. This resulted in an action item to investigate the possibility and feasibility of providing parents with a solution to ensure the same techniques and strategies to solving maths problems at school could be used at home. **Action: Clarinda Franklin and Donna Golightly.**

Previous Minutes: Read and Accepted by Clarinda Franklin & Brendon Clark

Matters Arising:

- The New Non-Custodial Parent Access Policy still needs further review and is to be an agenda item at the next meeting. **Action: Brendon Clark.** The current policy is out of date and will be removed. **Action: Clarinda Franklin.**
- The Trustee Code of behaviour has been circulated and signed by all members of the BoT.

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

- The Treasurer reviewed and presented the accounts prepared by Mary.
- Brendon asked whether it was an option for sponsorship for the sports uniform. This might be something we look at in the future.
- Clarification was needed as to what the \$4,264 Risk Management amount was for. – **Action: Grant Signal**

Principal Report: Read and Accepted by Lucy Moffitt & Grant Signal

- Roll growth is as strong as ever.

- Travelwise initiatives are continuing to gain momentum, with lots more children using active modes for getting to and from school. Next week we will find out if we have achieved GOLD status.
- The MOE has indicated that they will review our current enrolment zone in 2017.
- Moving forward on the Travelwise policy (which has now been signed off), the school's management team need to start thinking about how to implement this so it is up and running for the first term of 2017. **Action: Clarinda Franklin**

Policies:

- **Non-Custodial Parent Accent Policy** – This will remain an agenda item until it is finalised.
- **Health & Safety Policy** – This policy has been up-dated and was signed off. This policy will be reviewed annually.
- **Child Protection Policy (VCA)** – While this policy has been signed off, implementation requires further work. This will remain an agenda item until procedures are implemented and the policy is fully up and running. **Action: Brendon Clark** (agenda item)

It was agreed that for the time being the Board would place the School Doc's policy concept into abeyance on the proviso that the following actions occurred:

- Code of conduct signed
- Health and Safety policy signed and promulgated
- Work with the Vulnerable Children's Act policy reinvigorated as a matter of priority. **Action: Lucy Moffitt**
- Resume the schedule of policy review (temporarily placed on hold at the last meeting).

General Business:

- Insurance – Clarinda will rollover the Insurance for another year once a couple of points have been clarified. This was approved by the Board.
- Drainage – A new drain between the senior playground and the prefab classrooms is required. This work will be undertaken prior to laying the hard surface for the bike racks. Given time constraints, the Board approved funding (\$4k) in the knowledge this will be refunded from the MOE in due course.
- Board funded Staff Christmas Party – Jennine to organise this on behalf of the Board. Clarinda has subsequently confirmed a suitable date. **Action: Clarinda Franklin.**

Meeting closed at 9.25pm

Next meeting Monday 28th November, 7.30pm

Signed *Clarinda Franklin*
Chairperson, Board of Trustees

Date: 8 Nov 16