

**HAURAKI SCHOOL
BOARD MEETING MINUTES**

**Monday 28 November 2016
7.30pm**

Present: Brendon Clark (Chair), Grant Signal (Treasurer), Clarinda Franklin (Principal), Lucy Moffitt, Melanie Toft, Logan Burson (Staff Rep)

Also present: Grant Tomilinson

Apologies: Jennine Cassidy

Previous Minutes: Read and accepted by Lucy Moffitt and Grant Signal

- The process for the distribution, review and approval of the previous meeting's minutes was discussed. Meeting minutes will be drafted and distributed by the secretary, with the aim of circulation within approximately a week of the meeting. The onus is then on board members to review and pass feedback to the Secretary/Chair, again within a week, thereby allowing an accurate set of minutes to be written whilst still time relevant to the meeting. Ultimately, this should allow the Board to promptly formally accept and approve the minutes at the following meeting, thereby maximising board time.

Matters arising:

- The new non-custodial access policy review was unable to be completed. This is being reviewed by Lucy and will be distributed prior to the next meeting. **Action: Brendon Clark/Lucy Moffitt.**
- The out of date non-custodial policy was removed from the school's website.

Treasurer's Report: Read and accepted by Brendon Clark and Clarinda Franklin

- The treasurer reviewed and presented the accounts.
- Of note, accountancy fees are higher than normal because of changes in office staff as Mary is spending more time at school to train staff.

Principal's Report: Read and accepted

- The Principal's 2016 Annual Report was presented. This included a summary of the actions related to the annual plan, 2016 National Standards data, and a report on target students including ESOL children.
- The enrolment of International Students for next year was discussed. **Action: Clarinda Franklin.**
- Board members were shown a photograph of the recently erected signs on the playgrounds.

Policies:

- **Gifted and Talented policy:** The policy was reviewed by Sandy Coutts.
 - Board members held a discussion on the criteria for and notification to parents of how students were selected for this programme. Clarinda provided a satisfactory explanation.
 - Minor amendments (deletion of para 7 and insert as required) to the policy were made. Policy to be signed off by Brendon Clark, out of session. **Action: Brendon Clark and Clarinda Franklin.**

- **Complaints policy:** The board acknowledged this is one of the policies that has the potential to attract more visibility from the school community. The policy requires further review, with the following key areas identified:
 - Inclusion of the STA complaint matrix, potentially modified. This matrix is simple, well laid out and easy to follow.
 - A review to ensure the legislation titles/dates at para 6 are correct.
 - Establishing a process for presenting the complaint log on a quarterly basis.
 - A review of the time period that a complaint remained on an individual's record.

- **Vulnerable Children Policy:** Raised as a agenda item from the previous meeting.
 - Despite being recently reviewed and signed, this policy requires further amendment with particular consideration to publishing a statement within the policy on police vetting check for parents involved in school activities.
 - Based upon a strong recommendation from the STA and MOE, police checks are required for any parent involved in an overnight activity i.e. school camp.
 - In all other parent/caregiver assisted activities, a police vetting check is not required.
 - 'Overnight' Parents attending the Year 6 2017 Camp are to apply for a Police Vetting Check. **Action: Clarinda Franklin**

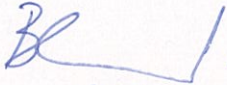
General Business:

- **Drainage:** As part of the school's five year property plan, necessary drainage work will be undertaken in the senior playground area by North Shore Drainage.
 - This work is part of the school's amended five year property plan.
 - Although a MOE expense, the board approved (31 Oct meeting) funding this drainage work as this task is being conducted in parallel to building an area for bike/scooter parking (travelwise initiative).
 - The necessary documentation for retrospective MOE funding been submitted.

- **Health and Safety:** A recent event where a young child died in a tragic accident at a daycare was discussed. It was noted by Logan that some children play inappropriately (not skipping) with skipping ropes. With immediate effect, skipping ropes will be banned from the playground at breaks/lunchtime. Scheduled physical sessions with skipping ropes will continue. **Action: Clarinda Franklin**

Correspondence: A letter (dated 17 Nov 16) from a neighbour (name deliberately withheld) requesting a number of addressees be added to the distribution list of information regarding future real estate plans. This letter was in response to an earlier letter and subsequent telephone call between the Chair and this neighbour.

Meeting closed 10.00pm
Next Meeting: To be determined



Signed: *BRENDON CLARK*
Chair, Board of Trustees

Date: *10 FEBRUARY 2017*