

**Hauraki School Board Meeting Minutes**  
**6:00pm, Monday 2 December 2024**

**Present:** Paul Barber, Logan Burson (Staff Rep), Clarinda Franklin (Principal), Sarah Gold, Sarah Keber, Queenie Lai, Emily McRae

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**Conflicts of Interest:**

None noted.

**Minutes of Previous Meetings:**

Resolved that the minutes of the meeting held 4 November 2024 are approved. Matters arising: IT upgrades are under way. Resource consent for the changing sheds has not been received yet (in process).

**Financial Report (including Property):**

The Board noted the October 2024 financial report and discussed: movements in working capital; interest income from the term deposit to be reviewed in the next budget; audit fees have increased to near budget (and are expected to further increase in 2025); and electricity expenses are over budget (and expected to remain so for 2025 as Ministry funding is not likely to increase).

**Principal's Report (including Annual Plan):**

The Principal spoke to the report, noting:

- electrical equipment has been checked and tagged (and MBIE requirements for 2025 will be confirmed);
- some time has been spent on the new maths curriculum, including development of a scheme document and planning sheet, to enable consistency across the school;
- the community health survey has closed and responses are being reviewed;
- gymnastics results have been impressive, lead by Mrs Bright;
- testing data has been collated across years 2-6 and results are largely similar to previous cohorts; and
- the successful pool opening ceremony was well attended.

**Enrolment Policy:**

The Board resolved to approve the Policy.

**Homework Policy:**

The Board resolved to approve the Policy (with minor edits to clarify: homework is released on a weekly rather than daily basis; and is monitored and/or marked).

**Units Policy:**

The Board resolved to approve the Policy (with minor edits to correct typos and cross-reference the Equal Opportunities Policy).

### **Principal Professional Growth Policy:**

The Board resolved to approve the Policy (and Clarinda confirmed the PGC has been completed for 2024).

### **Health and Safety:**

The Principal confirmed three broken bones over the period from children climbing trees.

The Board discussed its responsibilities under the Health and Safety at Work Act and the reasonably practicable steps to be taken to eliminate or minimise the risks associated with tree climbing.

The Board took into account and weighed up all relevant matters, including: whether tree climbing should be banned; legislative objectives regarding every student being able to attain their highest possible standard in educational achievement and the school being a physically and emotionally safe place for all students and staff; the availability of duty staff to monitor tree climbing on their circuit of the school premises (and therefore inability to effectively monitor a ban); the degree of harm being largely minor injuries/low risk relative to the number of children climbing; the involvement of parents and their response to injuries received to date; the maturity of the trees on the school grounds; the positive learning opportunities associated with the activity ie. tree climbing is good exercise, allows children to get in touch with nature, provides sensory and safety and awareness development, and encourages children to apply healthy risk taking; and the availability of tree climbing at other schools.

The Board remains of the view that, on balance, tree climbing should be allowed to continue and children should be reminded to take care to climb within their capabilities, eg. not requiring assistance to climb (ethos of if you got yourself up there you can get yourself down the same way), ensuring at least three of their four limbs are in contact with branches at all times, keeping close to the trunk, not climbing on dead branches, testing weak branches, always thinking about falling, not climbing in bad weather, and not doing it if they don't feel comfortable/there is no pressure to climb trees.

### **Risk Report:**

The Board noted the risk register has been updated, particularly in relation to the tree incidents above. See also health and safety reporting below.

### **General Business:**

- **Attendance:** the Board discussed what more could be done to achieve the 2030 attendance target. Daily attendance reporting is already captured. A letter to parents to be sent this term will draw attention to the detrimental impact of absence on achievement, impact on broader classroom considerations (eg. children demanding teacher time to catch up), and testing results being missed. The Board discussed what input the Ministry may be able to provide in this space.
- **ERO visit:** Clarinda confirmed preparations are ongoing in advance of next year's ERO

visit. 10 hours structured literacy and 5 hours of maths per week are already in place (and will continue).

- **Green wall:** Clarinda to provide a cost proposal for screening between the senior and junior classroom blocks, with a view to this being paid for out of the Principal's wellbeing budget while this remains available.
- **Health and Safety reporting:** the Board ratified the approximate \$4,000 spend for a new system to automate health and safety reporting, which may assist with professional development.
- **Board letter:** the letter to parents this term will include certain items mentioned above and thank contributors to the success of the pool.

The meeting closed at 7:25pm.

**Next meeting: 6pm, Monday, 17 February 2025.**

Signed: \_\_\_\_\_



Dated: \_\_\_\_\_

17/2/2025

Presiding Member, Board of Trustees