



FRANKLEY
SCHOOL

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*Courageous
Caring
Learner*

Minutes

BOARD OF TRUSTEES MEETING

Wednesday 16 February 2022

Frankley School

5:15 pm

Agenda Item/Topic	To Discuss	Action	Responsibility
Present	Nathan Mumby, Zoe Manderson, Sarah Morris, David Fox, Bonnie Mills and Robyn King as minute secretary.		
Opening Prayer			
Apologies			

	<p>Paul Davison has missed 3 consecutive meetings therefore is no longer on the Board. We will need to farewell and thank Paul for his contribution to our kura.</p>		
<p>Opening Business</p>	<p>Presiding Member for 2022- Nominated- Nathan Mumby by Sarah Morris Unanimously agreed Nathan Mumby accepted Position of Presiding Member</p> <p>Moved for Year 6 children to attend Surfing for Life</p> <p>Moved Nathan Seconded Dave</p> <p>Deputy Principal-that the board directs that(except where the Board at its discretion otherwise determines), in the absence of the principal from duty of periods not exceeding 2 weeks and for the full period(s) of such absence, the deputy principal shall perform all duties. Nathan moved that this be accepted by the board. Unanimously agreed</p> <p>Covid 19 planning- if Principal and DP are unable to lead, Rachael James and Tina Johnson will take the lead on site. This is documented in the Covid 19 continuity plan.</p>		

	<p>Nathan moved this to be accepted by the Board.</p> <p>Unanimously agreed</p> <p>\$15,000 for Capital Grant from Toi Foundation for Digital technology minuted as accepted for 2022. Confirmation received December 2021.</p>		
Agenda	Confirmed		
Principal's Report	Unit holders for 2022 as attached.		

NAG 1 – Curriculum	2022 Annual Improvement Plan data updated and sent to MOE by March 1.		
NAG 2 - Review and Documentation	School Docs has changed review plan over 3 year cycle. Principal to work through changes and implement review cycle. Behaviour Management: Rubric linked to School docs. Data to be collated on eTap by Leadership.		
NAG 4 - Finance	Report Attached. February update accounts tabled.		
NAG 4 – Property	As per attached report.		Nathan
Health & Safety	Annual Audit 2021 completed by Sarah Morris and Zoe Manderson Hazard Register shared and discussed Red Protection framework completed and on School website Covid 19 Mandates for school staff include Booster by March 1 or within 183 days of second vaccination.	Work plan underway to remedy any hazards that can be minimised or eliminated Principal to document as Privacy Officer	Sarah

NAG 6 – Legislation			
General Business	Board Work Plan approved for 2022 Charter and Analysis of variance sent to MoE by March 1 2022 Staff appraisal will commence term 2		
Correspondence			
Minutes	Minutes of the previous meeting were confirmed as read and correct. Moved Nathan Seconded Bonnie		
Next Meetings	Wednesday 16 March 2022 5:15pm Meeting closed at 7.15 pm		

Date

Nathan Mumby, Chairperson

Meeting Originated From	Action	Responsibility	Date Action Completed
11.12.2019	H&S computer use	Sarah	Completed

	Emergency Kit	Sarah	
11.08.21	Investigate safety around Jungle Gyms in playground	Sarah	08.12.2021 Removed from school grounds
	Police Vetting - Coaches	Paul	
15.09.21	Discuss H&S Office role with staff	Sarah	
	Complete pool assurance with Rangitikei	Dave	Completed
	Speak with Paul around completing H&S audit	Sarah	Completed with Zoe Manderson
10.11.21	Contact Hayden Markham	Nathan	08.12.21
	Contact Anna Duncan	Sarah	08.12.21
	Costing for fences	Sarah	
08.12.21	Go ahead with Hayden Markham	Nathan	Completed
16.02.2022	Second quote for doors	Sarah	