



FRANKLEY
SCHOOL

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*Courageous
Caring
Learner*

Minutes

BOARD OF TRUSTEES MEETING

Wednesday 15 June 2022

Frankley School

5:15 pm

Agenda Item/Topic	To Discuss	Action	Responsibility
Present	Nathan Mumby, Zoe Manderson, Sarah Morris, David Fox, Bonnie Mills, Abby Smith (Board secretary) Member of Public- Geraldine Irvine , Kristina Watson		
Opening Prayer	Whakataka te hau – Karakia		
Apologies	No apologies		

Opening Business	<p>Minute SFRC May contribution to School wide projects.</p> <p>Sports uniforms \$3282.97 Tohu \$1000.00 Certificates \$1000.00 Outdoor Classroom \$3700.00 Sport and PE shed set up \$2000.00 Structured Literacy \$3000.00 Garden Group \$500.00 Seating for Garden area \$3000.00</p>		
Agenda	Accepted		

<p>Principal's Report</p>	<p>As attached.</p> <p>Sarah Morris has been working on the Spring Board Trust programme. The Leadership team are working with stakeholders to develop the future Frankley School strategic plan.</p> <p>The Gap analysis was shared, as well as three draft Strategic Goals and Strategic Initiatives.</p> <p>Goal 1 -Te Ako Developing a capability based curriculum</p> <p>Goal 2-Te Ao Māori Living the Te Tiriti o Waitangi (partnership, protection, participation)</p> <p>Goal 3 - Collaboration (Mahi Tahī) Collaborating with experts</p> <p>Nathan Mumby moved that the Principal's report be approved</p> <p>Moved - Nathan Mumby Second -Bonnie Mills</p>		
<p>NAG 1 – Curriculum</p>	<p>Unit- Te Taiao Geraldine Irvine and Kristina Watson presented a new garden idea for outside Tūhono Awa and the courts, this is in response to the culture audit.</p> <p>One quote has been received and has exceeded the budget. They are waiting for the second quote.</p> <p>The waterplay area development outside Te Pihinga was also shared. Work will commence in September</p>	<p>Second quote for garden</p>	<p>Geraldine Irvine and Kristina Watson</p>

	<p>Drinking water and rocks in the play area discussed. Geraldine has worked with contractors to ensure they meet Health and Standard.</p> <p>Student Art installations and enviro projects were also shared and are included in the attached Te Taiao report.</p> <p>SFRC have contributed to garden seating and water play projects as minuted above.</p> <p>The Board were happy to see positive outcomes from the approved staffing and resourcing for The Arts and Environment.</p>		
NAG 2 - Review and Documentation	<p>Bonnie Mills shared outcomes from the Structured Literacy (reading)annual improvement plan. All students have made progress in this targeted teaching programme.</p> <p>Detailed information is documented in the attached June monitoring annual improvement plan.</p> <p>The math target has been impacted by covid. The math team are currently working on interval testing and will share this at the August Board meeting. The team have continued to work with staff to support change in teaching practice. Math has not received the same resourcing as Structure Literacy, in terms of teacher release. This will be reviewed as we set up for 2023 based on a gap analysis.</p>		

	<p>Frankley School Verification Report-English for Speakers of Other Languages has given clear next steps to support Bonnie Mills in planning for these students and their teachers.</p>		
<p>NAG 4 - Finance</p>	<p>June Review of Budget-This will be completed for the August Board meeting. The relieving budget and repairs and maintenance budget has been exceeded.</p> <p>The school operational grant was based on 360 students, July roll return numbers are looking closer to 330 this will impact our fourth installment in September.</p> <p>Discussion about writing off previous years unpaid fees on eTap. Sarah Morris does contact whānau when needed, if it is just a reminder. Family situations are considered and treated respectfully. We want all of our children to be involved in sports and activities. The board agreed to write off unpaid fees previous to 2022. School donations are just that, a donation so should be removed from statements too.</p> <p>Dave Fox moved that all unpaid fees before 2022 be written off and removed from family statements.</p> <p>Moved - Dave Fox Second -Nathan Mumby</p> <p>May Report Attached.</p> <p>Nathan Mumby moved that the May financial report be approved.</p> <p>Moved - Nathan Mumby Second - Sarah Morris</p>	<p>June Review of budget</p> <p>Statements to be updated on etap</p>	<p>Sarah Morris and Dave Fox</p> <p>Abby Smith</p>

<p>NAG 4 – Property</p>	<p>Pump Track Discussion about funding of the pump track. The MOE have approved \$74,100 from the school operational grant. This is one of the costs to build and install the pump track with Trail Pro. We also need to fund the drainage and driveway to ensure the track is sustainable.</p> <p>The driveway and drainage work has been quoted by Flow Industries \$57,724.50 . We need to get a second quote. We need to apply for grants to complete the project.</p> <p>Motion- to submit grant applications to support the Frankley School Community Pump Track project.</p> <ul style="list-style-type: none"> * Pelorus Trust * Southern Trust * NZCT * Lion Foundation <p>. Dave Fox moved that Frankley School apply to the above to support the funding of the Frankley School community pump track.</p>	<p>Grants to be applied for Pump Track Second quote needed for drainage</p>	<p>Bonnie Mils and Kristina Watson</p>

	<p>Moved - Dave Fox Second-Bonnie Mills</p> <p>Main property points. Admin block 3-4 days behind schedule. New hubs to be completed mid July. The power cable issue has caused ongoing issues for the septic tank. All lighting, including exit lights, will be checked by Switched Electrical when school moves off the generator. The repairs and maintenance budget has been exceeded.</p> <p>Nathan Mumby moved that the May Property report be approved.</p> <p>Moved - Nathan Mumby Second - Dave Fox</p>		
<p>Health & Safety</p>	<p>Hazard register up to date and reviewed. Rangi Trinder checks the register daily and meets with Sarah Morris weekly.</p> <p>Rope swings replaced as per 2021 Health and Safety audit</p> <p>School Docs- Frankley school Policy and Procedure</p> <p>-Reporting and Recording Accidents and incidents Board Policy review- no changes needed. Hazard form not used. Information goes straight onto the hazard register that is available to all staff through the admin handbook. The medical book is kept in the first aid room.</p> <p>Sarah Morris moved that the Health and Safety report be approved.</p>	<p>Teaching staff are reviewing <i>Healthcare- - Medicines, Managing Minor/Moderate injury, Managing Serious Injury and Illness</i></p>	<p>Sarah Morris</p>

	<p>Moved - Sarah Morris Second - Nathan Mumby</p>		
NAG 6 – Legislation	<p>Annual report not received until the beginning of June. Auditors held up with Covid interruptions.</p> <p>Annual report read, reviewed and approved by Dave Fox, Nathan Mumby, Gemma Chadwick and Sarah Morris. It has been uploaded to MOE data portal and school website as required.</p>	<p>Annual report to be shared with Zoe Manderson and Bonnie Mills</p>	Sarah Morris and Dave Fox
General Business	<p>Board members to submit information about their time on Board to help advertise elections. NZsta information to be included in the newsletter.</p> <p>We will use paper elections in 2022, not electronic balloting option.</p>		
Correspondence	<p>In - Frankley School Verification Report from MOE. This was discussed in NAG 2 by Bonnie Mills.</p>		

Minutes	Minutes of the previous meeting were confirmed as read and correct. Moved -Nathan Mumby Seconded -Sarah Morris		
Next Meetings	August 17 2022 5:15pm. Meeting closed at 6.30pm.		

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	To be actioned

15.09.21	Discuss H&S Office role with staff	Sarah	Completed
	Complete pool assurance with Rangi	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. Completed
	Contact Anna Duncan	Sarah	08.12.21 Completed
	Costing for fences	Sarah	
08.12.21	Go ahead with Hayden Markham	Nathan	Completed
16.02.2022	Second quote for doors	Sarah	Completed and waiting for installation
16.03.2022	Finance -Cyclical maintenance and leases and loans	Sarah	Completed
16.03.2022	Graphix tohu installation	Sarah	One Completed, one booked in