



FRANKLEY
SCHOOL

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New Plymouth 4371

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*Courageous
Caring
Learner*

Minutes

**BOARD OF TRUSTEES MEETING
Wednesday 16 March 2022**

**Frankley School
5:15 pm**

| Agenda Item/Topic | To Discuss | Action | Responsibility |
|-------------------|--|--------|----------------|
| Present | Nathan Mumby, Zoe Manderson, Sarah Morris, David Fox, Bonnie Mills - online Zoom meeting | | |
| Opening Prayer | | | |
| Apologies | | | |

Opening Business

Principal to spend within the budget guidelines without any further approval from the Board. Nathan Mumby moved that this be accepted.

Moved Nathan Mumby
Seconded Zoe Manderson

Elect an EEO officer
Nathan Mumby moved that Sarah Morris take on this role

Moved Nathan Mumby
Seconded Dave Fox

Elect a Privacy Officer- Nathan moved that Sarah Morris take on this role Principal this be accepted.

Moved Nathan Mumby
Seconded Dave Fox

To remove Robyn King as a signatory from Frankley Board TSB accounts. Nathan Mumby and Sarah Horton-Morris are the listed signatories on the Frankley Board accounts. Sarah Horton-Morris and Nathan Mumby to have online access to Frankley School Board TSB bank account. Nathan moved that this be accepted.

Moved Nathan Mumby
Seconded Dave Fox

Minute:
\$2500 received for Year 6 surfing from Tū Manawa grants

December 2021 \$5,000 donation received from Taranaki Radiology. This has been put toward our MASAM plan

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| Agenda | Accepted | | |
| Principal's Report | <p>As attached. Report tabled.</p> <p>A Covid 19 update included the Frankley School website connected learning availability to whānau during isolation. School leadership continues to respond daily to absent staff and children. Two teachers are working from home to provide support to isolated whānau at this point in time.</p> <p>The Leadership team have been focused on the implementation of the Strategic Plan, and are working with unit holders on resourcing and timeframes for projects.</p> | | |
| NAG 1 – Curriculum | | | |
| NAG 2 - Review and Documentation | <p>Term 1 School Docs reviews - Frankley Board to continue working on Reviews individually over the remainder of term 1.</p> <p>Attestation for term 1 completed in Principals report. EEO Officer elected for 2022.</p> | | |
| NAG 4 - Finance | <p>Report Attached. February Report updated accounts tabled.</p> <p>Audit questions completed. Draft end of year Accounts received from Education Services. No</p> | <p>Cyclical Maintenance account needs to be addressed to ensure the correct amount of money is available for future</p> | Dave |

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| | <p>action required at this point.</p> <p>Term Investment to roll over of Principle \$30,500.</p> | <p>works. Sarah Morris to check on how much money needs to be transferred quarterly.. Lease and Loans commitments for 2022 to be confirmed.</p> | |
| NAG 4 – Property | <p>As per attached report. Roof spray and gutter completed. Bonnie Mills to work on Pump track plan. Playground to be investigated by Kahikatea learner. SFRC idea to widen footpath and put in shelter at front of the school is not tenable due to field size, cost, and accessibility in to a shelter space for roll size. The board will approach them to support changes needed to pool area- fencing and removal of trees. The timing of the installation of the graphix on the hall to be checked. Quote for tree work around pool received from Tricky Trees.</p> | | Nathan |
| Health & Safety | <p>Hazard register up to date and reviewed.</p> | | Sarah |
| NAG 6 – Legislation | <p>Enrolment scheme ballot for term 3 and 4 2022. There are 9 spaces available for New Entrant/Year 1. These will need to be advertised towards the end of term 1.</p> <p>Nine spaces for 5 year olds-Year 0 to advertised for term 3 and 4 2022 Moved Dave Fox</p> | | Sarah |

| | Seconded Zoe Manderson | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------------|---|-------|------|-----------------------------|-----------------------|-----------------|------------------------|-------------------------|---------------------|--------------------------|---------------------------|-------------------|----------------------|-------------------------|--------------------------|------------------------------|---------------------------------------|---------------------|--------------------------|-------------|---------------------------|--------------------|-----------------------------|--|--|
| General Business | <p>September Board Elections. The Frankley Board will use the provided timeline for the election as below:</p> <p>Claire Southee available as a Returning Officer for Frankley school Board election Moved Sarah Morris Seconded Zoe Manderson</p> <table border="1"> <thead> <tr> <th>Event</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Select Returning Officer by</td> <td>Wednesday 6 July 2022</td> </tr> <tr> <td>Close Main Roll</td> <td>Wednesday 13 July 2022</td> </tr> <tr> <td>Call for Nominations by</td> <td>Friday 15 July 2022</td> </tr> <tr> <td>Close Supplementary Roll</td> <td>Wednesday 3rd August 2022</td> </tr> <tr> <td>Nominations Close</td> <td>Friday 5 August 2022</td> </tr> <tr> <td>Voting Papers issued by</td> <td>Wednesday 10 August 2022</td> </tr> <tr> <td>Election Day (voting closes)</td> <td>4pm Wednesday 7 September 2022</td> </tr> <tr> <td>Accept postal votes</td> <td>Monday 12 September 2022</td> </tr> <tr> <td>Count Votes</td> <td>Tuesday 13 September 2022</td> </tr> <tr> <td>Board Takes Office</td> <td>Wednesday 14 September 2022</td> </tr> </tbody> </table> | Event | Date | Select Returning Officer by | Wednesday 6 July 2022 | Close Main Roll | Wednesday 13 July 2022 | Call for Nominations by | Friday 15 July 2022 | Close Supplementary Roll | Wednesday 3rd August 2022 | Nominations Close | Friday 5 August 2022 | Voting Papers issued by | Wednesday 10 August 2022 | Election Day (voting closes) | 4pm Wednesday 7 September 2022 | Accept postal votes | Monday 12 September 2022 | Count Votes | Tuesday 13 September 2022 | Board Takes Office | Wednesday 14 September 2022 | | |
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| Correspondence | Term Investment Letter from TSB. | | | | | | | | | | | | | | | | | | | | | | | | |
| Minutes | <p>Minutes of the previous meeting were confirmed as read and correct.</p> <p>Moved Sarah Morris Seconded Bonnie Mills</p> | | | | | | | | | | | | | | | | | | | | | | | | |

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| Next Meetings | Wednesday 18 May 2022 5:15pm. Online if unable to meet in person. Meeting closed at 7.00pm | | |
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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 | Completed |
| | Complete pool assurance with Rangī | Dave | Completed |

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| | 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 | |
| 16.03.2022 | Finance -Cyclical maintenance and leases and loans | Sarah | |
| 16.03.2022 | Graphix tohu installation | Sarah | |