



FRANKLEY  
SCHOOL

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*Courageous  
Caring  
Learner*

## Minutes

**BOARD OF TRUSTEES MEETING  
Wednesday 18 May 2022**

**Frankley School  
5:15 pm**

Agenda Item/Topic	To Discuss	Action	Responsibility
Present	Nathan Mumby, Zoe Manderson, Sarah Morris, David Fox, Bonnie Mills -  Member of Public- Andrew Inwood		
Opening Prayer			
Apologies			

<p><b>Opening Business</b></p>	<p>To add Abby Moore as as a signatory to the Frankley School Board TSB account. Abby Moore will also have online access to the Frankley School accounts and be able to handle cash in the office. The signatories for the Frankley account will be Sarah Horton-Morris. Nathan Mumby and Abby Moore.</p> <p><b>Moved</b> Nathan Mumby <b>Second</b> Zoe Manderson</p> <p>For our Year 6 students to attend National Young Leaders Conference in Palmerston North, traveling by bus on May 25 2022</p> <p><b>Moved</b> Nathan Mumby <b>Second</b>David Fox</p>		
<p><b>Agenda</b></p>	<p>Accepted</p>		

<p><b>Principal's Report</b></p>	<p>As attached. Report tabled.</p> <p>Behavior management Report presented by Bonnie Mills as attached</p>		
<p><b>NAG 1 – Curriculum</b></p>	<p>Curriculum Expectations report presented by Bonnie Mills as attached</p> <p>Lucid Cognition presented by Brendon Anderson- as attached</p>		
<p><b>NAG 2 - Review and Documentation</b></p>	<p>Term 2 Assurances of Policy and procedure completed from School Docs review schedule. Health Survey to be completed in term 2</p> <p>School Docs - Behavior management Review - no changes needed to policy.</p> <p>Concerns and Complaints visual shared with Board. This has been updated due to review in 2021.</p> <p>Sarah Morris to update Abby Moore on policy as</p>		

	<p>identified in term 1 reviews to support her office role.</p> <p>Health and Safety vaccine mandates consultation with staff and community shared with the Board. This was in response to WorkSafe recommendations.</p> <p>Discussion about Police vetting sports coaches. MOE document shared "What checks do I need to undertake for adults coming into my school or kura". Decision made to vet sports coaches as regular volunteers at our school.</p> <p>Nathan moved that this be accepted.  <b>Moved</b> Nathan Mumby  <b>Second</b> David Fox</p>		
<p><b>NAG 4 - Finance</b></p>	<p>Report Attached. April report. Accounts tabled.</p> <p>Frankley Policy - Only delegated staff handle cash.</p> <p>Delegate- Abby Moore and Leah Uhlenberg to handle cash in the office.</p> <p>Nathan moved that this be accepted.  <b>Moved</b> Nathan Mumby  <b>Second</b> Bonnie Mills</p> <p>Discussion about budget. Sarah Morris and Dave Fox to review the budget with Karyn from edServices before the June meeting. We will look at the Relieving budget as only \$1500 and the Pool pump budget. The money may be used for fencing and pipes.</p> <p>Budget amendment to support coding of spending</p> <p>Consumables  3384 Kahikatea \$900</p>		<p><b>Dave</b></p>

	<p>3398 Tuhono ngahere \$600 3382 Tuhono awa \$600</p> <p>Akoranga/Play Project budget 3392 rename Te Pihinga PP \$2000 3393 Tuhono awa PP \$2000 3394 Te Kakano PP \$4000 3399 Te Puawai PP \$2000 3395 Tuhono ngahere \$2000</p> <p>Nathan moved that this be accepted. <b>Moved</b> Nathan Mumby <b>Second</b> Bonnie Mills</p>		
<b>NAG 4 – Property</b>	<p>Building sites -work progressing. Waiting for an incident report for the power cable</p> <p>To install a pump track at Frankley School. This will be paid for by the Frankley Board through the operational grant up to the value of \$120,000.00</p> <p>. <b>Moved</b> David Fox <b>Second</b> Bonnie Mills .</p>		<b>Nathan</b>
<b>Health &amp; Safety</b>	Hazard register up to date and reviewed.		<b>Sarah</b>

<b>NAG 6 – Legislation</b>	Annual report will be sent to MoE when received from the Auditors		<b>Sarah</b>
<b>General Business</b>			
<b>Correspondence</b>			
<b>Minutes</b>	Minutes of the previous meeting were confirmed as read and correct. <b>Moved</b> Sarah Morris <b>Seconded</b> Bonnie Mills		
<b>Next Meetings</b>	Wednesday 2022 5:15pm.  Meeting closed at 8.00pm		

**Date**

**Nathan Mumby, Chairperson**

<b>Meeting Originated From</b>	<b>Action</b>	<b>Responsibility</b>	<b>Date Action Completed</b>
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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 Rangī	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