



FRANKLEY
SCHOOL

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*Courageous
Caring
Learner*

Minutes

**Frankley School BOARD MEETING
Wednesday 17 August 2022**

**Frankley School
6:00 pm**

Agenda Item/Topic	To Discuss	Action	Responsibility
Present	Zoe Manderson, Sarah Morris, David Fox, Bonnie Mills, Andrew Inwood, Ryan Shields, Amber McKinnon, Abby Smith(Board secretary) Members of Public- NA		
Opening Prayer	Whakataka te hau – Karakia		
Apologies	No apologies		

Declaration of Interests	<p>Andrew Inwood has resigned as treasurer for SFRC. He will complete handover to another member as soon as possible.</p> <p>No other conflicts.</p>		
Opening Business	<p>Board Roles discussed, and agreed as follows</p> <p>Presiding Member- David Fox</p> <p>Moved - Bonnie Mills Second - Zoe Manderson</p> <p>Health and Safety- Ryan Shields</p> <p>Personnel- Amber McKinnon Bonnie Mills</p> <p>Finance- David Fox Zoe Manderson</p> <p>Property- Andrew Inwood</p> <p>Nathan Mumby to be Co opted for Property</p> <p>Moved - David Fox Second - Sarah Morris</p>		

Te Pihinga, Tūhono awa and Tūhono ngahere to visit Rotokare as per proposal.

Moved - David Fox

Second -Amber McKinnon

Frankley School to apply for the annual Toi Foundation grant.

Moved - Zoe Manderson

Second -Bonnie Mills

Frankley School to apply for NPDC Creative Communities scheme for Outdoor mural series to be installed within school grounds celebrating the formation of our school whānau / tuakana-teina house groups.

Moved - Bonnie Mills

Second - Amber McKinnon

Frankley school to apply for a grant from the Mazda Foundation to support the completion of Frankley's new mara(garden).

The application will include the following:

- * Plants - a selection of natives to be mass-planted, including some specimen trees
- * Corten steel screens plus the installation of the screens. It is anticipated that the screens will have images of native birds stencil cut out of them
- * Artificial turf to be laid in the proposed outdoor learning / seating area of the mara

	<p>Moved - Andrew Inwood Second - Zoe Manderson</p>		
Agenda	Accepted		
Principal's Report	<p>As attached.</p> <p>Move that the Principal's report be approved</p> <p>Moved - Bonnie Mills Second -Amber McKinnon</p>		
NAG 1 – Curriculum			

<p>NAG 2 - Review and Documentation</p>	<p>Changes to Harassment and Personal Grievance - School Docs read.</p> <p>School docs term 3 Assurance completed for: Appraisal of the Principal Surrender and Retention of Property and Searches Physical Restraint Risk Management</p> <p>Term 3 reviews to be completed in the September Board meeting.</p>		
<p>NAG 4 - Finance</p>	<p>Items to be tabled from the budget review:</p> <ul style="list-style-type: none"> ● Finance changes <ul style="list-style-type: none"> ○ Motion: To authorize Sarah Morris to use either operation grant or staff salaries funding as necessary to the end of the year for relief teachers to ensure cost effective use of bank staffing. ○ Motion: Budget changes <ul style="list-style-type: none"> ■ 0204 Donation - \$0 (was 10k) as this is SRFC funding that has already been allocated ■ 1150 EAP - \$0 (was \$4k) as this is being provided by MoE. Has been reallocated to C500 		

- 1460 - Reduced
- 2050 - Cleaning supplies \$10k (was 6k) as there appears to have been a significant increase in the cost of cleaning supplies this year
- 2420 - Repairs and maintenance, increased to \$30k to better reflect the costs so far this year and anticipated for the remaining
- 3317 - IT Software and Fees, increased to \$11k to reflect actual spending needs this year
- 3465 - Relieving, moved \$16k from 3420 (Ops grant teaching)
- C400 increased by \$4k (from acc 1150) to fund new classroom fitout.

Move that the above adjustments be made to the 2022 Frankley School budget.

Moved - David Fox

Second - Zoe Manderson

July Report Attached.

Move that the July financial report be approved.

Moved - David Fox

Second - Zoe Manderson

The relieving budget due to sickness is over the allocation. To support this extra cost, staff funding needs to be adjusted.

Move a teacher's salary from Teacher Salary to

	<p>Operations Grant as needed to support Bank Staffing balance.</p> <p>Moved - David Fox Second - Amber McKinnon</p> <p>Audit response sent to Silks.</p>		
NAG 4 – Property	<p>Move that the July Property report be approved.</p> <p>Moved - Sarah Morris Second - David Fox</p> <p>We are waiting for a second quote for the pool fencing.</p>	Follow up fence quote.	Sarah Morris
Health & Safety	<p>Move that the Health and Safety report be approved.</p> <p>Moved - Sarah Morris Second - Bonnie Mills</p>	Sarah Morris to contact Ryan Shields to go over the Health and Safety. A date needs to be set for the annual audit as well.	Sarah Morris

NAG 6 – Legislation

Move that 2023 school dates are 1st Feb - 15th Dec. This will include 4 teacher only days to support planned professional development.

Moved - Ryan Shields

Second -David Fox

Wednesday 17 August

Decide on the number of spaces for 2023 enrolment advertisement - Board Meeting

Friday 2nd September

Advertise the 2023 Out of Zone positions in local media and via the school Facebook, then Midweek

Monday 19th September

Applications for 2023 positions close and ballot held (if necessary)

Monday 19th September

Email all applicants and offer successful applications positions for 2023

Monday 26th September

Last day for position offers to be accepted. Follow up with phone calls. If any positions do not get taken up, ballot again and offer positions to new whanau.

Frankley School will advertise 20 new entrant places for out of zone students for the 2023 ballot.

Moved - Ryan Shields

Second - Amber Mckinnon

Parent reporting- the first written report has been completed for

Roll return for 1 July was 323 children.

General Business	<p>Redwoods evacuation request - Discussion around why they would need to evacuate.</p> <p>We agree on the provision that when they come here in an emergency to support our extended community. They will need to follow school policy and procedure under the leadership of the Frankley principal.</p> <p>Moved - Sarah Morris Second - Amber Mckinnon</p>	Agreement in writing.	Sarah Morris
Correspondence			
Minutes	<p>Minutes of the previous meeting were confirmed as read and correct.</p> <p>Moved- David Fox Seconded - Zoe Manderson</p>		
Next Meetings	<p>August 17 2022</p> <p>Meeting closed at 7.15pm</p>		

Date

Presiding Member

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 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