



FRANKLEY  
SCHOOL

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*Courageous  
Caring  
Learner*

## Minutes

**Frankley School BOARD MEETING**  
**Thursday April 4 2024**

**Frankley School Staffroom**  
**5:15 pm**

Agenda Item/Topic	To Discuss	To Action
Opening Prayer Present Apologies Declaration of Interests	<a href="#">Karakia</a> David Fox, Sarah Morris, Bonnie Mills, Ryan Shields, Zoe Manderson, Amber McKinnon, Andrew Inwood	
Minutes of the last meeting  Agenda:  Action checklist as below:	<a href="#">Board minutes February 2024</a> Moved: Amber McKinnon Second: Zoe Manderson  Work completed has been dated.	

Opening Business	<p>2024 Annual report approved and sent to MoE-due 31 May 2024</p> <p>Advertisement of position. Minuted that the teaching position advertised to be changed from permanent to fixed term position due to confirmed staffing for 2024.</p> <p>Enrolment scheme- advertise up to 20 out of zone spaces for children turning 5 for term 3 and 4 2024. Moved: Amber McKinnon Second: Zoe Manderson</p> <p>Anna Trinder has been awarded a Cultural Allowance Sarah Morris was interviewed about our unteach racism mahi by the Teachers Council. They would like to interview more people connected to Frankley. The Teachers Council will provide a brief before moving forward.</p> <p>Frankley School Gala - Sunday 10 November 2pm-5pm Moved: Ryan Shields Second: David Fox</p> <p>Minute - Round 12 Tu Manawa funding success - Skateboarding to support attendance for girls - \$1950.00 plus GST.</p> <p>EAP- Employee Assistance Programme has been implemented by the Frankley Board.</p> <p>Change next meeting date</p>	<p><b>Sarah Morris Bonnie Mills working on this.</b></p> <p><b>Sarah Morris to email applicants to confirm the change.</b></p> <p><b>Sarah to keep Board up to date.</b></p> <p><b>Ryan Shields to meet with SFRC around health and safety.</b></p>
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	<p>Move next meeting to the 16th May 2024</p> <p>Moved: Amber McKinnon</p> <p>Second: Zoe Manderson</p> <p><a href="#">Noho Marae - Muru Raupatu proposal</a></p> <p>Moved: David Fox</p> <p>Second: Andrew Inwood</p>	<p><b>Sarah Morris to work with Anna Trinder and Ryan Shields on Health and Safety for this event.</b></p>
Principal's Report- based on 2024 Annual Plan	<p><a href="#">Principals report April 2024</a></p>	
Finance Report	<p><a href="#">Finance Governance Report</a>- February 2024</p> <p>Dave Fox to sign the original budget and Board to minute</p> <p>FINAL Original Budget for 2024 with a Total Deficit of \$99,546.00- change to January minutes</p>	<p><b>Abby Smith to send signed budget to edservices.</b></p>

	Moved: David Fox Second: Andrew Inwood	
Property Report	<a href="#">Property Report</a>  Moved: Amber McKinnon Second: Bonnie Mills  Mecco to come and complete work on the court fencing in the holiday break,  Toilet block updates, and meetings going ahead next week.  Sarah Morris and Andrew Inwood met with Jeff Hill about culling rabbits. Rabbit culling plan was shared with the Board.	<b>Sarah Morris and Andrew Inwood to meet with Hilary Barron from WSP</b>  <b>Sarah Morris to send rabbit information to contractors on site during holidays. .</b>
Health & Safety Report	Health and Safety Report Hazard Register <a href="#">Digital doc.</a>	

Board Policy Reviews -Focus <a href="#">School Docs</a>	<p>Click on the links below:</p> <p><a href="#">Te Tiriti o Waitangi</a></p> <p><a href="#">Board Responsibility</a></p> <p><a href="#">Documentation and Self-Review Policy</a></p> <p><a href="#">School code of conduct to be reviewed</a></p> <p>Moved: Zoe Manderson</p> <p>Second: Ryan Shields</p>	<b>Sarah Morris to make changes and sent to School Docs. It will also be printed and put up in the school office.</b>
General Business		
Correspondence	<p>In - Noodle Head letter</p> <p>Out</p>	<b>Sarah Morris to thank Noodle Head for donations of balls on Facebook. Inform them we will not go ahead with Tuesday evening's offer.</b>
Next Meeting		
Reflection on meeting		

Public Excluded meeting		
Next Meeting	16 May 2024  Meeting closed at 6.45pm	

## 2024 Review Schedule and Board Assurances

### REVIEW SCHEDULE

Reviews are open to the whole school community. Boards are welcome to review all topics, but should focus on shaded rows with (board) beside the topic. Optional topics are indicated with an asterisk \*.

### BOARD ASSURANCES

The principal assures the board through regular reporting that the school complies with legislative and regulatory requirements, that relevant policies and procedures are up to date, and that appropriate actions have been taken. Some assurances may not be relevant to all schools.

#### TOPIC(S)

#### ACTIONS

**Risk Management**  
(every term)

- Assure the board that identified hazards are being monitored/controlled (including risks to student safety and wellbeing) and that measures are being re-evaluated to check their adequacy. This includes sun protection and EOTC activities.

**Planning and Preparing for Emergencies, Disasters, and Crises**  
(every term)

- Assure the board that there are emergency plans in place that provide emergency and evacuation procedures. Confirm that planning and procedures are up to date and in hard copy, and emergency supplies are checked and up to date.
- Assure the board that trial evacuations have been completed every term.

### TERM 1

Te Tiriti o Waitangi (board)

Board Responsibility (board)

Parent Involvement

Communicating with Parents

Community Conduct Expectations

School Character / Special Character \* (board)

**DOCUMENTATION AND SELF-REVIEW POLICY** (board)  
Review main board-level policy

School Planning and Reporting

Reporting to Parents on Student Progress and Achievement

**School Planning and Reporting**

- Assure the board that the strategic plan is submitted to the Ministry of Education by 1 March; that the annual implementation plan for the current school year is published by 31 March; that annual financial statements have been sent to the school auditor by 31 March; that the annual report (including audited financial statements) is submitted to the Ministry of Education by 31 May; and that the annual report is published as soon as practicable following this.

**Learning Support**

- Assure the board that teachers of students with learning support needs have a sound understanding of student needs, and systems are in place to support these students.

**Health Education**

- Assure the board that at least once every two years a consultation with the school community has occurred, and a statement on the delivery of the health curriculum has been adopted.

**Safety Management System and Worker Engagement, Participation, and Representation**

- Assure the board that the school safety management system aligns with board duties under the Health and Safety at Work Act 2015, including ensuring the safety of workers, providing a safe environment for workers and other people at the school, and minimising risks to health and safety.
- Assure the board that workers have had the opportunity to participate in improving workplace health and safety.

**Healthcare**  
(also see subtopics)

- Assure the board that the policies and procedures relating to first aid, recording and notification of accidents, and managing, administering, and recording medication are up to date and implemented correctly.

**Digital Technology and Online Safety**

- Assure the board that Digital Technology and Online Safety policies to promote internet safety and prevent bullying are being implemented correctly. Report on any breaches in digital safety.

**Boarding House/Hostel Policies \***

- Assure the board that the boarding house/hostel provides a safe emotional and physical environment that supports the learning of boarders enrolled at the school.

Meeting Originated From	Action	Responsibility	Date Action Completed
22.02.2024	Andrew Inwood to contact Mecco	Andrew Inwood	4.04.2024
	Andrew Inwood to contact Police about process of	Andrew Inwood	4.04.2024

	<p>culling rabbits. Then make a plan with Jeff.</p> <p>Andrew Inwood and Ryan Shields. Read notes on playground liability from MOE. Sarah has added them to the draft signage.</p> <p>Emergency kit - Purchase the items in pink and add to the kit, including some water.</p> <p>Finish 3 reviews on school docs</p>	<p>Andrew Inwood and Ryan Shields</p> <p>Abby Smith</p> <p>Frankley Board</p>	<p>4.04.2024</p>
22.02.2024	Email bride and groom to discuss details.	Sarah Morris	4.04.2024
22.02.2024	Organise physical restraint training and ongoing support for support staff	Sarah Morris Bonnie Mills	4.04.2024
24.08.2023	Abby Smith to go through and move some codes that are incorrect. Contact Caroline at edservices to make corrections.	Abby Smith	Completed
24.08.2023	Abby Smith and Amber Mckinnon can make new signatory and remove	Abby Smith Amber McKinnon	



	Nathan Mumby.		
24.08.2023	Abby Smith to follow up with the new road signs and see if we are still on that list.	Abby Smith	
31.05.2023	Upload Annual report to Data Portal	Sarah Morris	31.05.2023
14.12.2022	Shelving for caretakers shed - not urgent	Ryan Shields	