



FRANKLEY  
SCHOOL

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*Courageous  
Caring  
Learner*

## Minutes

### Frankley School BOARD MEETING Thursday February 22 2024

Frankley School Staffroom  
5:15 pm

Agenda Item/Topic	To Discuss	Actions
Opening Prayer Present Apologies Declaration of Interests	<a href="#">Karakia</a> Sarah Morris, Dave Fox, Amber McKinnon, Andrew Inwood Zoe Manderson Ryan Shields, Bonnie Mills	
Minutes of the last meeting  Agenda:  Action checklist as below:	<a href="#">January 2024</a>  Approved	   <b>Abby Moore and Sarah Morris</b>

		<b>Tidy up actions section on minutes and, delete older actions</b>
Opening Business	<p>Principal Professional Learning - Sarah Morris is in Professional Learning Group with three other local Principals. The group is being led by Mike Dowd from Evaluation Associates.</p> <p>There may be a change to transport to Young Leaders in Palmerston North due to increased Year 6 numbers. We are working on confirming numbers but may need to use a van as well.</p>	<b>Bonnie Mills to confirm numbers.</b>
Principal's Report- based on 2024 Annual Plan	<p><a href="#">Principals report February 2024</a></p> <p>Moved: David Fox Second: Zoe Manderson</p>	
Finance Report	<p><a href="#">Finance Report</a></p> <p>Auditors are collating information currently.</p> <p>Moved: Amber McKinnon Second: Andrew Inwood</p>	

Property Report	<a href="#">Property Report</a>	
Health & Safety Report	<p><a href="#">Health and Safety Report</a> Hazard Register <a href="#">Digital doc.</a></p> <p>Andrew explained the poles holding the fence up at the orchard end of the courts are not as stable as they could be. Mecco have quoted and are able to complete the work. Board members agree they should be fixed and are happy for Andrew to go ahead and organise with Mecco</p> <p>Jeff Hill the caretaker is happy to help with the rabbit issue at school alongside Andrew.</p> <p>Discussions around the new signage for pump track/playground to get them designed and up.</p> <p>Moved: Amber McKinnon Second: David Fox</p>	<p><b>Andrew Inwood to contact Mecco</b></p> <p><b>Andrew Inwood to contact Police about process of culling rabbits. Then make a plan with Jeff</b></p> <p><b>Andrew Inwood and Ryan Shields. Read notes on playground liability from MOE. Sarah has added them to the draft signage.</b></p>

	<p>Action from last meeting- <a href="#">Emergency Kits and Supplies as listed on School Docs</a> <a href="#">Frankley school Emergency Kit</a> - yellow we have, pink we are currently sourcing</p>	<p><b>Purchase the items in pink and add to the kit, including some water.</b></p>				
	<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>Board Assurance to complete from December 2023</p> <p>Expenditure Assurance has been completed.</p> <table><tr><td><b>Evacuation / Emergency Kits and Supplies</b></td><td><ul style="list-style-type: none"><li>Assure the board that staff and students have completed trial evacuations each term, that emergency planning and procedures are up to date and in hard copy, and that emergency kits have been checked and contain all necessary items (with current dates).</li></ul></td></tr><tr><td><b>Expenditure</b></td><td><ul style="list-style-type: none"><li>Ensure twice a year that a board member has checked the processes and authorisations used to make payments to staff members, particularly the payments made to the principal, anyone related to the principal, and others in the school with payroll responsibilities. See SUE report sign off in the Expenditure topic.</li></ul></td></tr></table>	<b>Evacuation / Emergency Kits and Supplies</b>	<ul style="list-style-type: none"><li>Assure the board that staff and students have completed trial evacuations each term, that emergency planning and procedures are up to date and in hard copy, and that emergency kits have been checked and contain all necessary items (with current dates).</li></ul>	<b>Expenditure</b>	<ul style="list-style-type: none"><li>Ensure twice a year that a board member has checked the processes and authorisations used to make payments to staff members, particularly the payments made to the principal, anyone related to the principal, and others in the school with payroll responsibilities. See SUE report sign off in the Expenditure topic.</li></ul>	<p><b>Board to finish reviewing. Sarah Morris to share reviews in school newsletter.</b></p>
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General Business	<p>Physical Restraint</p> <p>Sarah Morris would like the board to approve that support staff: Amanda Lilo, Teresa Corlett and Tristie Siffleet undergo physical restraint training and are given authorisation to restrain as per the guidelines.</p> <p>Moved: David Fox Second: Amber McKinnon</p>	<p><b>Sarah Morris Bonnie Mills to organise training and ongoing support</b></p>				

Correspondence	<p>In -Wedding Request</p> <p>Happy to go ahead.</p> <p>Moved: David Fox Second: Amber McKinnon</p> <p>Abby Moore happy to co ordinate as on site staff member. .</p> <p>Out- NA</p>	<b>Sarah Morris to email bride and groom to discuss details.</b>
Next Meeting Agenda	Annual report approved and sent to MoE	
Reflection on meeting	The reports being sent out early supported preparation for the meeting. This allowed time for items that needed discussing.	
Public Excluded meeting		
Next Meeting	<p>4 April 2024</p> <p>Meeting closed at 6.15pm</p>	

# 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 to contact Police about process of	Andrew Inwood  Andrew Inwood	

	<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 Ruan Shields</p> <p>Abby Smith</p> <p>Frankley Board</p>	
22.02.2024	Email bride and groom to discuss details.	Sarah Morris	
22.02.2024	Organise physical restraint training and ongoing support for support staff	Sarah Morris Bonnie Mills	
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	