



FRANKLEY
SCHOOL

www.frankley.school.nz
admin@frankley.school.nz

Tukapa Street, RD1
New Plymouth 4371

Ph: 06 753 6436
Est. 1853



*Courageous
Caring
Learner*

Minutes

Frankley School BOARD MEETING
Thursday January 25 2024

Frankley School Staffroom
5:15 pm

Agenda Item/Topic	To Discuss	Actions
Opening Prayer Present Apologies Declaration of Interests	Karakia Sarah Morris, Dave Fox, Amber McKinnon, Bonnie Mills, Andrew Inwood, Ryan Shields, Zoe Manderson Abby Moore sends apologies(secretary)	Dave Fox
Minutes of the last meeting Agenda:	December 2023 Moved - Zoe Manderson Second - Amber McKinnon	Dave Fox

Action checklist as below:		
Opening Business	<p>Parent reporting 2023- Completed 2023</p> <p>Staff appraisal 2023 - Staff will have Te Ahu o te reo Māori as a focus for PGC</p> <p>Frankley School Transport from NPDC</p> <p>Recommendations from the Let's Go have have been added to the Annual Implementation Plan. Hauora team will focus on sustainable projects to support easing congestion.</p> <p>Confirm Strategic plan and Annual Implementation Plan. These have been checked by the MOE and they have confirmed they meet all the new regulations</p> <p>All Board members agree with the Strategic Plan and Annual Implementation Plan.</p> <p>Discussion about the road mapping of the Learning Spaces building projects and prioritise 2024 Toilet Revamp Project. Decision to complete the toilet project in 2024 and move Learning Spaces to 2025. Consultation and Designing to commence for the Learning Spaces end of 2024 to commence the project in 2025.</p> <p>Moved: Dave Fox Second: Amber McKinnon</p> <p>Board code of conduct</p> <p>Board members have read and agreed to the Board Code of Conduct. No changes need to be made</p> <p>Appointed Presiding Member</p> <p>Amber McKinnon - Nominated Dave Fox</p> <p>Seconded by Ryan Shields</p> <p>Dave Fox has accepted the Position as the Presiding Member</p> <p>Surfing Reference as requested for Surfing for Life</p>	

	<p>Discussion - Surfing for Life Health and Safety - must have a life guard present. We have secured a whānau member who is a Qualified Life Guard to support this EOTC programme. If they are not present there will be no water activity on that day.</p>	
<p>Principal's Report- based on 2023 Annual Plan reporting and NELPS</p>	<p>Analysis of Variance for the Annual Report--Annual progress target students. Discussion and information shared about the Annual Targets. Analysis of Variance Annual Report accepted by the board members.</p> <p>Moved: Amber McKinnin Second: Bonnie Mills</p> <p>EOTC training held with EONZ. Our 3 stage process was reviewed. There are some actions from this hui. Use Form 3 to update checklist- as we may need to colour code decision making Action Form 6 from the toolkit for outside providers Use updated water activities form to inform surfing RAS Ensure staff are clear about Variance from a planned EOTC. This is not to happen without clearance from the Principal Ensure SMP links to school EOTC policy Involve tamariki in risk planning Laminate medical A5 cards and wallet idea for emergencies is an option</p> <p>Sarah discussed the process for review. Board members are satisfied with the 3 step process.</p>	<p>Sarah Morris to action feedback from EONZ</p>
<p>Finance Report</p>	<p>Finance Report</p> <p>2024 Budget</p> <p>The Board approves the budget deficit of \$99,546 for the 2024 school year and the corresponding Balance Sheet and Cash Flow budgets</p>	<p>Plan out all Board dates and send them to EdServices to ensure the reports are distributed a</p>

	Review and planning/adaptions/future considerations for 2024 Budget. Adjustments can be made in the June review.	week prior to our board meetings
Property Report	Property Report DECEMBER Property Report JANUARY Andrew presented the January property report. Property report accepted Moved: Sarah Morris Second: Amber McKinnon	
Health & Safety Report	Health and Safety Report Hazard Register Digital doc. Ryan presented the Health and Safety Report Health and Safety Report accepted Moved: Ryan Shields Second: Bonnie Mills	
Board Policy Reviews -Focus School Docs	Board Assurance to complete from December 2023	Sarah Morris Check School Docs list of emergency kit equipment. Review this at the next hui

	<table><tr><td>Evacuation / Emergency Kits and Supplies</td><td><ul style="list-style-type: none">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).</td></tr><tr><td>Expenditure</td><td><ul style="list-style-type: none">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.</td></tr></table>	Evacuation / Emergency Kits and Supplies	<ul style="list-style-type: none">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).	Expenditure	<ul style="list-style-type: none">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.	
Evacuation / Emergency Kits and Supplies	<ul style="list-style-type: none">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).					
Expenditure	<ul style="list-style-type: none">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.					
General Business						
Correspondence	In - Out					
Next Meeting	Accounts to auditor Principal Professional Learning					
Reflection on meeting						
Public Excluded meeting						
Next Meeting	22 Feb 2024 Meeting closed at 6:40 pm					

--	--	--

TERM 4

CURRICULUM AND STUDENT ACHIEVEMENT POLICY

Review the main board-level policy

Student Achievement Information (*primary*)
Student Assessment and Achievement (*secondary*)

Home Learning

Distance Learning

Religious Instruction / Religious Education (*board*)

Religious Observances * (*board*)

Health Education (*board*)

Safety Checking	<ul style="list-style-type: none"> Assure the board that all children's workers employed or engaged by the school have been safety checked.
Principal Professional Growth Cycle	<ul style="list-style-type: none"> Assure the board that the principal is completing their professional growth cycle.
Provisionally Certificated Teachers	<ul style="list-style-type: none"> Assure the board that provisionally certificated teachers have received an appropriate induction.
Teacher Registration, Certification, and Police Vetting	<ul style="list-style-type: none"> Assure the board that all teaching staff are certificated and police vetted.
Police Vetting for Non-Teachers	<ul style="list-style-type: none"> Assure the board that all non-teaching staff have current police vets on file.
Appointment Procedure	<ul style="list-style-type: none"> Assure the board that the Appointment Procedure policy is being implemented correctly, including appointment committee delegations, and referee/background checks.
School Donations	<ul style="list-style-type: none"> Assure the board that the school complies with all donation requirements, and has given a written statement to parents/caregivers indicating if it has or has not opted into the government donation scheme.
Length of School Year	<ul style="list-style-type: none"> Assure the board that the school has been open for the statutory number of half-days and hours per day in the current year. Report the dates and number of half-days for instruction for the next year.
International Learners *	<ul style="list-style-type: none"> Assure the board that the school has completed a self-review of how it is meeting Code of Practice requirements and that the self-review attestation will be submitted by the due date - 1 December each year.
Evacuation / Emergency Kits and Supplies	<ul style="list-style-type: none"> 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).
Expenditure	<ul style="list-style-type: none"> 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.
Monitoring and Auditing School Bus *	<ul style="list-style-type: none"> Assure the board twice a year that the school compliance checklist has been attested to, requirements have been met, and those involved with the school bus are following appropriate policies and procedures.

Meeting Originated From	Action	Responsibility	Date Action Completed
24.08.2023	Abby Smith to go through and move some codes that are incorrect. Contact Caroline at edservices to make corrections.	Abby Smith	
24.08.2023	Abby Smith and Amber	Abby Smith	

	Mckinnon can make new signatory and remove Nathan Mumby.	Amber McKinnon	
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
23.02.2023	Send AOV and annual plan to the MOE	Sarah Morris	6.03.2023
14.12.2022	Security set up Pump track crossing barrier to be built	Andrew Inwood	Barrier completed 6.02.2023
14.12.2022	Check when moss treatment last occurred	Sarah Morris	<p>Response completed Feb 2022 Moss treatment of all roof areas and clear gutters on hall</p> <p>TAX INVOICE / STATEMENT Date <u>20/02/22</u> 117819</p> <div> <p>To <u>Frankley School</u> <u>357 Takapa St</u> <u>New Plymouth.</u></p> <p>From <u>Advanced Exterior Cleaning</u> <u>53 Reid Ave</u> <u>Hawera 4610</u> G.S.T. Reg. No. <u>70-069-903</u> Ref: O/N</p> </div>
14.12.2022	Shelving for caretakers shed - not urgent	Ryan Shields	

14.12.2022	To look at motorized doors for shed doors or other health and safety options	Dave Fox	Completed 3.05.2023
16.11.2022	Mileage added to 2023 budget	Dave	17.11.2022. Signed budget sent to edservices
16.11.2022	<p>Add isolated to Health Safety and Welfare Policy</p> <p>Tools The school maintains: a hazard register, and any identified hazard is eliminated, isolated or minimised</p>	Sarah	<p>Response from School Docs</p> <p>Changing the wording for the Health, Safety, and Welfare Policy at this moment would require us to make a tailored topic, which runs the risk of not receiving any of our automatic updates. As this policy is currently under review, we'll take on your wording suggestion as feedback, and may include it as part of the new version that we will roll out.</p>
16.11.2022	<p>Swimming Pool Management and Maintenance Policy</p> <p>Add <i>Formal induction and training is held for volunteers.</i></p>	Sarah	17.11.2022
21.9.2022	Check about waka in hall	Sarah	Complete
21.9.2022	PhotoLife vetting	Sarah	Complete
21.9.2022	Sarah to ask Craig MacClean from MOE about using 5YA for fencing.	Sarah	Complete - 5YA already allocated

	Abby to send information out to Board about Kindo	Abby	Complete
21.9.2022	Complete an application form for ministry consent for pool fencing to be paid with Board funds	Sarah	Complete - fencing started
21.9.2022	<p>Scan and spray where the holes need to be dug.</p> <p>Call Tricky Trees for tree work to get clear vision of the pou down the bush track</p>	Sarah	<p>Complete- just waiting for scan report</p> <p>Complete</p>