



Hobsonville
School

BOARD MEETING

DATE	Wednesday 20 March 2024
TIME	6.00pm
VENUE	Staff Room
PRESENT	<ul style="list-style-type: none">• Mrs Katy Bexley- Presiding Member, Policies• Mrs Jini Seal - Deputy Presiding Member - Health and Safety• Mrs Sane Walker - Finance• Ms Jolayne Trim - Property - Internal/External• Mrs Kylee Pocklington-Foster Staff Representative• Mrs Anne Leitch - Principal
IN ATTENDANCE	<ul style="list-style-type: none">• Mrs Rae Hawkes - Minutes Secretary• Mrs Christine Pasfield - Deputy Principal• Mr Brad Hill - Deputy Principal

1. Welcome

2. Meeting Protocol

2.1 **Apologies:** J. Cherry

2.2 **Declarations of Interest:** None

2.3 **Motion:** that the board agreed that K. Bexley continues in her role as Presiding member.
Moved: J. Trim / **Seconded:** J. Seal / **Agreed**

3. Minutes of the Previous Meetings

3.1 Re Action 2 .3 from 14/2 mtg: J. Seal's details have been updated in the Register of Interests.

3.2 Re Action 3.3 from 14/2 mtg: A. Leitch discussed monitoring of threatening emails with other Principals, and found that other schools have a similar email filtering system to our school.

3.3 Re Action 7.9 from 14/2 mtg: A. Leitch has made adjustments to the budget to allow for an assistant or temporary caretaker.

3.4 Re Action 8.2 from 14/2 mtg: The final 2024 budget was emailed to board members for approval.

3.5 Re Action 8.4 from 14/2 mtg: The school pays Waste Management for a 1.5 cubic metre front loading bin for general waste, which is emptied twice a week. Auckland Council bins for recycling and general rubbish are also used, and are currently emptied free of charge.

- 3.6 K. Bexley advised that Auckland Council are proposing to charge all schools for recycling in the future, and recommended providing feedback to Auckland Council against this proposal.
- 3.7 **Motion: that the Minutes from the meeting held on 14 February 2024 are accepted as a true and accurate record.**
Moved: J. Bexley / Seconded: S. Walker / Agreed
- 3.8 Minutes of Hobby's Whānau & Friends Meetings noted.
- 3.9 **Action: A. Leitch to ask Eliza Kell, Chairperson - Hobby's Whānau & Friends to come up with a proposal for how to manage having alcohol available for parents to purchase at school discos and for board members to discuss the proposal at the next board meeting.**
- 4. Matters Arising**
- 4.1 Re Gifted Learners Policy reviewed in Term 4 2023. Schooldocs has updated their Learning Support section and content regarding gifted learners is now briefly covered under the Providing Learning Support, and they recommend keeping more detailed information in our internal document system.
- 4.2 **Action: A. Leitch to review the new Providing Learning Support Policy for approval at the next meeting.**
- 4.3 **Motion: the board gives permission to destroy all routine accounting records prior to 2016, as per the School Records - Retention and Disposal Schedule.**
Moved: K. Bexley / Seconded J. Seal / Agreed
- 5. Inwards / Outwards Correspondence**
- 5.1 Letter of resignation - Shyal Chand - Fixed Term Scale A Teacher - last day of duty 10/4/2024 - noted.
- 5.2 K. Bexley will be attending the Journey to Te Tiriti overnight excursion and professional development opportunity 6-7 April 2024.
- 5.3 **Motion: that the board approves the Inwards / Outwards Correspondence.**
Moved: S. Walker / Seconded: J. Trim / Agreed
- 6. Strategic Decisions and Discussions**
- 6.1 **Motion: that the board approves the following Teacher Only Days allocated by the Ministry of Education for 2024.**
Tuesday 4 June 2024 - (King's Birthday Weekend)
Tuesday 29 October 2024 - (Labour Weekend)

Moved: K. Bexley / Seconded: J. Seal / Agreed
- 6.2 **Motion: That the board approved the following 2024 conferences for the Senior Leadership Team:**

ICOT 2024 - Melbourne 7-11 July 2024 (during school holiday time and does not impact staffing) - A. Leitch, C. Pasfield, B. Hill and K. Pocklington-Foster attending.

ACEL 2024 Adelaide - 30/9-2/10/2024 - (during school holiday time and does not impact staffing) Anne to attend TBC.

U Lead Principals Conference - Banff, Canada 14-16 April 2024 - (during school holiday time and does not impact staffing) - air fares and accommodation self funded - C. Pasfield attending.

Motion: S. Walker / Seconded: J. Trim / Agreed

6.3 Principal's Report

6.4 A. Leitch advised that she met with the representatives from Attendance West, and has asked them to review our school's attendance data.

6.5 **Action: A. Leitch to send the cleaning contract and quote from Clean Corp for approval.**

6.6 A. Leitch advised that she has spoken to someone, who could potentially be on call if the caretaker is absent for any reason or needs help with any jobs where two people are required.

6.7 **Action: A. Leitch to update the Health and Safety Plan.**

6.8 **Action: A. Leitch/ B. Hill to check Ashani's memorial seat for graffiti.**

6.9 **Motion: that the board approves the Principal's Report.**

Moved: S. Walker / Seconded: K. Pocklington-Foster / Agreed

6.10 **Motion: that the board approves the following appointment and resignation:**

Appointment:

Taryn Hlrd - Fixed Term Teacher Aide - until end 2024.

Resignation:

Shyal Chand - Fixed Term Scale A teacher - last day of duty 10/4/2024.

6.11 **2024 March Roll Return noted.**

7. Monitoring

7.1 **Motion: that the board approves the Finance Report for February 2024.**

Moved: S. Walker / Seconded: J. Trim / Agreed

7.2 2024 Budget - Risks and Opportunities - March 2024 - noted.

7.3 A. Leitch advised that the Term 1 2024 Policies have been reviewed and no changes are recommended.

7.4 **Motion: that the board approves the following Term 1 policies as reviewed by A. Leitch:**

- **Te Tiriti o Waitangi**
- **Board Responsibility**
- **Parent Involvement**
- **Communicating with Parents**
- **Community Conduct Expectations**
- **Documentation and Self-Review Policy - (review main board level policy)**
- **School Planning and Reporting**
- **Reporting to Parents on Student Progress and Achievement**

Moved: K. Bexley / Seconded: J. Trim / Agreed

7.5 **A. Leitch assured the board that the following policies are up-to-date and all guidelines and procedures are being followed:**

- **School Planning and Reporting**
- **Learning Support**

- Health Education
- Safety Management System and Worker Engagement, Participation and Representation
- Healthcare (also see subtopics)
- Digital Technology and Online Safety
- Planning an Preparing for Emergencies, Disasters and Crises (every term)

7.6 **Motion:** that the board approves the above policies as assured by A. Leitch.
Moved: K. Bexley / **Seconded:** J. Trim / **Agreed**

7.7 A. Leitch advised that she will assure the Risk Management Policy, once the Caretaker has undergone a Health & Safety Management Course.

8. General Business

8.1 **Action:** A. Leitch to invite the local Maori community to be involved in the 150 Year Celebration, as recommended by K. Bexley.

8.2 **8.05pm - the meeting closed.**

8.3 The next meeting will be held on **Wednesday 8 May 2024 at 6.00pm** in the Staff Room, followed by dinner at Amore Restaurant.

ACTION LIST FROM MEETING HELD ON 20 MARCH 2024		
3.	MINUTES OF THE PREVIOUS MEETING	
3.9	Action: A. Leitch to ask Eliza Kell, Chairperson - Hobby's Whānau & Friends to come up with a proposal for how to manage having alcohol available for parents to purchase at school discos and for board members to discuss the proposal at the next board meeting.	A.Leitch by nxt mtg 8/5
4.	MATTERS ARISING	
4.2	Action: A. Leitch to review the new Providing Learning Support Policy for approval at the next meeting.	A.Leitch by nxt mtg 8/5
6.	STRATEGIC DECISIONS AND DISCUSSIONS	
6.5	Action: A. Leitch to send the cleaning contract and quote from Clean Corp for approval.	A. Leitch by nxt mtg 8/5
6.7	Action: A. Leitch to update the Health and Safety Plan.	A.Leitch by nxt mtg 8/5
6.8	Action: A. Leitch/ B. Hill to check Ashani's memorial seat for graffiti.	A.Leitch/B.Hill by nxt mtg 8/5
8	GENERAL BUSINESS	
8.1	Action: A. Leitch to invite the local Maori community to be involved in the 150 Year Celebration, as recommended by K. Bexley.	A.Leitch at a time to suit

Signed:.....

Date:.....

Kathryn Bexley - PRESIDING MEMBER