



BOARD MEETING

DATE	Wednesday 8 August 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 (via Google Meet)• 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• Mrs Kate Stankic - Parent/Visitor

1. **Welcome**

2. **Meeting Protocol**

2.1 Opening karakia.

2.2 **Apologies:** Ms Jolayne Trim, Mr Justin Cherry

2.3 **Declarations of Interest:** None

3. **Minutes of the Previous Meetings**

3.1 Re Action 3.3 from 18/6 mtg: A section has been added to Etap under Sick Bay to record if student injuries have been caused by school property.

3.2 Re Action 4.3 from 18/6 mtg: Board to discuss Out of Zone enrolments and the possibility of opening spaces for sixth priority for 2025. *Refer Minute 3.12.*

3.3 Re Action 4.5 from 18/6 mtg: After checking with local schools in the area, it was agreed to keep the charges for one off hire of the auditorium for events as they are, and to closely monitor who hires the auditorium and the type of event.

3.4 Re Action 4.7 from 18/6 mtg: A. Leitch has contacted Phil Toomer, Principal Advisor at the Ministry of Education, who visited the school and asked him to follow up on her property queries.

3.5 Re Action 4.9 from 18/6 mtg: With regard to the warning from Auckland Council about car washes not permitted on concrete areas, Schooldocs advised that this rule does not fit in with any of the school policies.

- 3.6 **Action: R. Hawkes to add a note about car washes not being permitted on concrete areas, to the Hobby's Whanau & Friend Meeting Minutes - Guidelines.**
- 3.7 Re Action 6.5 from 18/6 mtg: A. Leitch checked the Equal Employment Opportunities Policy under EEO programme - creating an employee database (with informed consent for any EEO data collected).
- 3.8 **Action: A. Leitch/R. Hawkes to add to the Acceptance form signed by applicants when accepting a position as follows:**
 I confirm that I give consent for my data to be stored and used for internal reporting purposes only as per the Equal Employment Opportunity policy.
- 3.9 Re Action 6.6 from 18/6 mtg: A. Letich has customised the model Teacher Relief Cover Policy to fit with our school, and this will be approved at the next board meeting.
- 3.10 **Motion: that the Minutes of the board meeting held on 18 June 2024 are accepted as a true and accurate record.**
K. Pocklington-Foster / Seconded: A. Leitch / Agreed
- 3.11 Feedback regarding the Beats by Bingo fundraiser is that ticket sales may be down due to the fact that it has not been made clear what happens at the event.
- 3.12 **Action: R.Hawkes to liaise with Hobby's Whanau & Friends re the Beats by Bingo Night and send out a clear explanation to parents about what to expect at the event.**
- 3.13 **Action: A. Leitch to provide the Risk Register to board members when the Risk Management Policy is assured each term.**
- 3.14 The board agreed to open up 10-15 New Entrant Out of Zone spaces for 2025.
- 3.15 **Action: A. Leitch/R. Hawkes to send a reminder out to parents and caregivers to ensure that any children turning 5 in 2025 are on the pre-enrolment database.**
- 3.16 **Motion: that the board approves that Mrs Anne Leitch (Principal and Schoolwide Administrator), Mrs Rita Duthie (Schoolwide Administrator) and Mrs Rae Hawkes (Schoolwide Administrator) are the authorised Edpay users for our school.**
Moved; K. Bexley / Seconded: J. Seal / Agreed
- 3.17 Kindo and the school's accountant have both advised that we cannot offer a discount on early payment of donations, as a discount implies the payment is a compulsory charge. Kindo have recommended the following options:
- Option 1:**
Charge the same for all students e.g. 2025 full year voluntary donation = \$250.00
- Option 2:**
Charge for a single student or a family donations if there are siblings:
2025 full year voluntary donation - single child = \$250.00
2025 full year voluntary donation family = \$450.00
- Option 3:**
Charge 1 student, 2 students, students, 4+ students as per the current situation.
- The board agreed that the community should be consulted and to explain what the donations are used for and how the school relies on them and the options for next year.

3.18 **Action: A. Leitch to communicate with parents and caregivers regarding the proposed changes to the school donations for 2025.**

4. New Matters

4.1 **Inwards / Outwards Correspondence**

4.2 **Motion: that the board approves the Inwards/Outwards Correspondence.**

Moved: K. Pocklington-Foster / Seconded: A. Leitch / Agreed

5. Strategic Decisions and Discussions

5.1 **Principal's Report**

5.2 Board members noted the following reports:

- 150 Year Road Map
- Learning Support Report 2024
- International Students February to August 2024
- 1 July 2024 Roll Return
- Behaviour Management - August 2024
- Arrivals and Leavers February to August 2024
- Term 2 2024 Attendance

5.3 **Personnel**

5.4 **Motion: that the board approves the following resignation:**

Lana Al Jazmaty - Scale A Permanent Teacher (Year 3) - last day of duty to be confirmed

Moved: K. Bexley / Seconded: K. Pocklington-Foster / Agreed

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

Moved: S. Walker / Seconded: K. Bexley / Agreed

6. Monitoring

6.1 **Motion: that the board approves the Finance Report for the month ended 30 June 2024.**

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

6.2 **Action: A. Leitch and S. Walker to monitor closely any budgets that are tracking above expected levels e.g. Administration Expenditure.**

6.3 Risks and Opportunities as at July 2024 - noted.

6.4 **Motion: that the board approves using \$115,000.00 from the school's term deposit, to cover the cost of the remaining refurbishment of Block 13. This is subject to a review of the contingency plan, and any additional costs over and above the quoted price will be funded from the operational grant.**

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

6.5 **Action: the following policies are to be reviewed and approved at the next board meeting on 11 September 2024. SchoolDocs have identified some policies as requiring board level review:**

- **Concerns and Complaints - board**
- **Media**
- **Performance Management - board**
- **Professional Development**
- **Protected Disclosure - board**

- Staff Conduct
 - Staff Leave - refer Minute 6.7
- 6.6 Action: to approve the Teacher Relief Policy, which has been customised to fit our school.
- 6.7 Action: to approve the following policies, which have been amended by A. Leitch:
- Staff Wellbeing and Safety
 - Staff Leave
- 6.8 Action: A. Leitch to assure the board that the following policies are up-to-date and all policy guidelines are being followed:
- Student Attendance
 - Reporting to parents on Student Progress and Achievement
 - Searches, Surrender and Retention of Property
 - Minimising Physical Restraint
 - Stand-down, Suspension and Exclusion
 - School Records Retention and Disposal
 - Risk Management (*every term*)
 - Planning and Preparing for Emergencies, Disasters and Crises (*every term*)
7. General Business
- 7.1 There was no General Business.
- 7.2 Closing karakia.
- 7.2 7.50pm - the meeting closed.

7.3 The next meeting will be held on **Wednesday 11 September 2024 at 6.00pm in the Staff Room.**

ACTION LIST FROM MEETING HELD ON 7 AUGUST 2024		
3.	MINUTES OF THE PREVIOUS MEETING	
3.6	Action: R. Hawkes to add a note about car washes not being permitted on concrete areas, to the Hobby's Whanau & Friend Meeting Minutes - Guidelines.	R. Hawkes - by nxt mtg 11/9
3.8	Action: A. Leitch/R. Hawkes to add to the Acceptance form signed by applicants when accepting a position as follows: <input type="checkbox"/> I confirm that I give consent for my data to be stored and used for internal reporting purposes only as per the Equal Employment Opportunity policy.	A.Leitch/R. Hawkes By nxt mtg 11/9
3.12	Action: R.Hawkes to liaise with Hobby's Whanau & Friends re the Beats by Bingo Night and send out a clear explanation to parents about what to expect at the event.	R. Hawkes asap
3.13	Action: A. Leitch/R. Hawkes to provide the Risk Register to board members when the Risk Management Policy is assured each term.	A.Leitch/R. Hawkes at nxt mtg 11/9
3.15	Action: A. Leitch/R. Hawkes to send a reminder out to parents and caregivers to ensure that any children turning 5 in 2025 are on the pre-enrolment database.	A.Leitch/R. Hawkes asap

3.18	Action: A. Leitch to communicate with parents and caregivers regarding the proposed changes to the school donations for 2025.	A.Leitch by nxt mtg 11/9
6.	Monitoring	
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6.6	Action: to approve the Teacher Relief Policy, which has been customised to our school.	Board members at nxt mtg 11/9
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6.8	Action: A. Leitch to assure the board that the following policies are up-to-date and all policy guidelines are being followed: <ul style="list-style-type: none"> ○ Student Attendance ○ Reporting to parents on Student Progress and Achievement ○ Searches, Surrender and Retention of Property ○ Minimising Physical Restraint ○ Stand-down, Suspension and Exclusion ○ School Records Retention and Disposal ○ Risk Management (<i>every term</i>) ○ Planning and Preparing for Emergencies, Disasters and Crises (<i>every term</i>) 	A. Leitch at nxt mtg 11/9

Jini Seal Deputy Presiding Member

11/9/2024

Signed:.....

Date:.....

Kathryn Bexley - PRESIDING MEMBER