



BOARD MEETING

DATE	Wednesday 11 September 2024
TIME	5.30pm
VENUE	Staff Room
PRESENT	<ul style="list-style-type: none">• Mrs Jini Seal - Deputy Presiding Member, Health and Safety• Ms Jolayne Trim - Property• 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

1. Welcome

2. Meeting Protocol

2.1 Opening karakia.

2.2 **Apologies:** Mrs Katy Bexley, Mrs Sane Walker, Mr Justin Cherry

2.3 **Declarations of Interest:** None

3. Minutes of the Previous Meetings

3.1 Re Action 3.6 from 8/8 mtg: A note regarding car washes not being permitted on concrete areas has been added to the Hobby's Whanau & Friends Guidelines.

3.2 Re Action 3.8 from 8/8 mtg: The following point has been added to the Acceptance Forms for all Positions - Full Time, Part Time, Fixed Term Teaching Staff, Full Time, Part Time, Fixed Term Support Staff

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.

3.3 Re Action 3.12 from 8/8 mtg: A clear explanation was sent out to parents and caregivers regarding the Hobby's Whanau & Friends Beats by Bingo Night. However, the event was cancelled due to the low number of ticket sales.

3.4 Re Action 3.13 from 8/8 mtg: R. Hawkes tabled the Risk Register and explained that going forward the Hazard Register and Property Maintenance Register will be merged into one document.

3.5 Re Action 3.15 from 8/8 mtg: A reminder has been sent out to parents and caregivers to ensure that any children turning 5 in 2025 are on the pre-enrolment database.

- 3.6 Re Action 3.18 from 8/8 mtg: A. Leitch to communicate with parents and caregivers regarding the proposed changes to the school donations for 2025. Refer Minutes 4.1 and 4.2.
- 3.7 Re Action 6.2 from 8/8 mtg: A. Leitch confirmed that all budgets, and in particular those that are tracking above expected levels, are always closely monitored by the board Finance board member, S. Walker, and the Principal.
- 3.8 Re Action 6.5 from 8/8 mtg: Term 3 policies to be reviewed. Refer Minutes 6.4 and 6.5.
- 3.9 Re Action 6.6 from 8/8 mtg: Teacher Relief Policy which has been customised to our school to be approved. To be deferred to the next meeting.
- 3.10 **Action: board members to approve the Teacher Relief Policy, which has been customised to our school.**
- 3.11 Re Action 6.7 from 8/8 mtg: Staff Wellbeing and Safety Policy and Staff Leave Policy, which have been amended by A. Leitch to be approved. Refer Minutes 6.4 and 6.5.
- 3.12 Re Action 6.8 from 8/8 mtg: Term 3 policies to be assured. Refer Minutes 6.6 and 6.7.
- 3.13 **Motion: that the Minutes of the board meeting held on 8 August 2024 are accepted as a true and accurate record.**
Moved: A. Leitch / Seconded: K. Pocklington-Foster / Agreed

4. Matters Arising

- 4.1 The board reviewed the information letter prepared by A. Leitch regarding the changes to the 2025 school donation. The cost of the donation per student will change to \$250.00, but a discount for early payment can no longer be offered as advised by the school auditors. However, to acknowledge parent support there will be an end of Term 2 Prize Draw, for families who have paid their full donation, to win one child's donation back, and an End of Year Prize Draw for a \$100 grocery voucher for families who have made full or part payment of their donation.
- 4.2 **Motion: That the board approved the changes to the 2025 school donation: \$250 per student and End of Term 2 and End of Year Prize Draws to acknowledge parent support.**
Moved: J. Seal / Seconded: J. Trim / Agreed

4.3 Inwards / Outwards Correspondence

- 4.4 **Motion: that the board approves the Inwards/Outwards Correspondence.**
Moved: J. Seal / Seconded: J. Trim / Agreed

5. Strategic Decisions and Discussions

5.1 Principal's Report - Strategic Goal 2

- 5.2 **Motion: that the board approves the Principal's Report.**
Moved: S. Walker / Seconded: K. Bexley / Agreed

5.3 Watershed Client Report - August 2024 noted.

5.4 Appointments and Resignations

- 5.5 **Motion: that the board approves the appointment of Kate McCullough - part time Teacher Aide until the end of Term 2 2024.**

Moved: J. Seal / Seconded: K. Pocklington-Foster / Agreed

6. Monitoring

6.1 Health and Safety

6.2 The board noted the Sick Bay Audit.

6.3 The board noted the Swimming Pool Checklist and the items that need to be addressed. R. Hawkes advised that R. Raju (Caretaker) has purchased spill trays for pool chemicals and protective gear i.e. elbow length impervious gloves and full length apron; chemical safety data sheets have been filed; Auckland City Council representative to meet with R. Raju re microbiological monitoring; R. Raju to undertake a course in swimming pool water quality.

6.4 Finance Reports

6.5 **Motion: that the board approved the Monthly Finance Report for July 2024.**

Moved: K. Pocklington-Foster / Seconded: J. Trim / Agreed

6.6 A. Leitch has reviewed the policies to be reviewed for Term 3 and does not recommend any changes, and there was no feedback from board members regarding the policies with a board focus:

6.7 **Motion: that the board approved the following reviewed policies:**

- **Staff Wellbeing and Safety**
- **Staff Leave**
- **Concerns and Complaints - *board***
- **Media**
- **Performance Management - *board***
- **Professional Development**
- **Protected Disclosure - *board***
- **Staff Conduct**
- **Staff Leave**

Moved: J. Seal / Seconded: K. Pocklington-Foster / Agreed

6.8 A. Leitch assured the board that the policies to be assured for Term 3 are up-to-date and all policy guidelines are being followed.

6.9 **Motion: that the board approves the following assured policies for Term 3:**

- **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*)**

Moved: J. Seal / Seconded: J. Trim / Agreed

7. General Business

7.1 There was no General Business.

7.2 Closing karakia.

7.3 **6.35pm - the meeting closed.**

7.4 The next meeting will be held on **Wednesday 30 October 2024 at 6.00pm in the Staff Room.**

ACTION LIST FROM MEETING HELD ON 11 SEPTEMBER 2024		
3.	MINUTES OF THE PREVIOUS MEETING	
3.10	Action: board members to approve the Teacher Relief Policy, which has been customised to our school.	Board members at next meeting 30/10

Signed:.....
Jini Seal - PRESIDING MEMBER

Date:.....