



BOARD MEETING

DATE	Wednesday 30 October 2024
TIME	6.000pm
VENUE	Staff Room
PRESENT	<ul style="list-style-type: none">• Mrs Jini Seal - Presiding Member, Health and Safety• Ms Jolayne Trim - Property• Mr Justin Cherry - Community Liaison• 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**

2.2 **Apologies:** Mrs Sane Walker

2.3 **Declarations of Interest:** None

2.4 Riley Evans Y8 student presented his Garden Project to the board and explained how the school' garden boxes are showing signs of wear and tear, and replacements are required. Riley contacted the Rotary Club and they have shown great interest in the Garden Project and have generously donated \$4,000.00. However, more funds are required and Riley asked if the board would support the Garden Project and match the Rotary Club's donation.

2.5 The board thanked Riley for his presentation and fundraising efforts so far and agreed to discuss the board's contribution and Mrs Leitch will let him know the outcome.

2.6 **6.10pm** - Riley Evans left the meeting.

2.7 Opening karakia.

2.8 Board members discussed the procedure as advised by NZSTA following the resignation of K. Bexley as Presiding Member, effective from 25 October 2024.

NZSTA advises that as the casual vacancy has occurred after 1 October, the year before a triennial election, the board has 28 days from the vacancy to decide if it should be filled or not. If they decide not to fill the position, it will remain vacant until the triennial election. There are two options to fill the position:

1. Hold a by-election

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2. Fill the vacancy by selection. (Note: A casual vacancy cannot be filled by co-opting).
- 2.9 The board agreed to Option 2 and nominated J. Seal to take over the Presiding Member role until the end of this year. It is proposed that at the first board meeting next year, J. Trim will be nominated as Presiding Member until the Triennial Election in September 2025.
- 2.10 **Motion: that the board approved the nomination of J.Seal as Presiding Member and J. Trim as Deputy Presiding Member until the first board meeting in 2025. J. Trim will be nominated as Presiding Member at the first board meeting in 2025 until the Triennial Election in September 2025.**
Moved: K. Pocklington-Foster / Seconded: J. Cherry / Agreed
- 2.11 **Action: R. Hawkes to invite K. Bexley to attend a dinner with board members on 4 December after the next board meeting, to acknowledge her work and support for the school during her time on the board, and present her with a bouquet of flowers.**

3. Minutes of the Previous Meetings

- 3.1 Re Action 3.10 from 11/11 mtg: board to approve the Teacher Relief policy, which has been customised for our school.
- 3.2 **Motion: That the board approves the Teacher Relief Cover Policy customised for our school by A. Leitch.**
Moved: J. Trim / Seconded: J. Seal / Agreed
- 3.3 **Motion: that the Minutes of the board meeting held on 11 September 2024 are accepted as a true and accurate record.**
Moved: A. Leitch / Seconded: K. Pocklington-Foster / Agreed
- 3.4 The board noted the Health and Safety Meeting Minutes.
- 3.5 **Action: R. Hawkes to check that the Caretaker is booked into a course on Swimming Pool Care and Maintenance.**
- 3.6 The board noted the Hobby's Whānau & Friends Meeting Minutes.

4. New Matters

- 4.1 Board members completed the board section of performance benchmarks on the School Improvement Framework for ERO.
- 4.2 The board approved by email to increase the number of places for 2025 Y0/1 Out of Zone applicants from 15 to 29, as recommended by A. Leitch.
- 4.3 A. Leitch updated the board on the Hobsonville Road cycleway planned for 2025. There will be no parking on both sides of Hobsonville Road and Auckland Transport will be making changes to the front garden of the school to accommodate the cycleway but will not move the electronic sign. The pedestrian crossing will be moved approximately 30 metres closer to the school. Auckland Transport has agreed that all work at the front of the school will take place after the 150 Year Celebration in April 2025.
- 4.3 **Inwards / Outwards Correspondence**

- 4.4 **Motion: That the board approves the resignation of K. Bexley as Presiding Member effective from 25 October 2024.**
- 4.5 The board noted the letter from the Office of the Auditor-General regarding the Audit Arrangements 31 December 2024-2026
- 4.6 **Action: R. Hawkes to add the Cyclical Maintenance Provision to the board pack for the next meeting.**
- 4.7 **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: K. Pocklington-Foster / Seconded: J. Cherry / Agreed**
- 5.3 **Appointments and Resignations**
- 5.4 **Motion: that the board approves the appointment of T. Cross - Fixed Term Scale A Teacher - 14 October 2024 to 16 December 2025.
Moved: J. Trim / Seconded: J. Cherry / Agreed**
- 6. Monitoring**
- 6.1 Learning Leader PGC Timetable noted.
- 6.2 Staff Information Schedule noted.
- 6.3 Behaviour Report May to October 2024. C. Pasfield explained the Behaviour Report and the board thanked her for the report and explaining the content.
- 6.4 Leavers and Arrivers Report noted.
- 6.5 **Finance Reports**
- 6.6 **Motion: that the board approved the Monthly Finance Report for September 2024.
Moved: K. Pocklington-Foster / Seconded: J. Trim / Agreed**
- 6.7 Current Risks and Opportunities noted.
- 6.8 **Action: Board members to review and approve the following policies at the next meeting:
Please note the Policies that SchoolDocs have identified as board level review**
- **Finance and Asset Management (board)**
 - **Managing Income and Expenditure (board)**
 - **Financial Conflicts of Interest (board)**
 - **School Donations and Student Activity Payments / Attendance dues and Other Income**
 - **Expenditure**
 - **Asset Management and Protection (board)**
 - **Property Planning and Maintenance**
 - **Prevention of Bribery, Corruption, Fraud, and Theft**
- 6.9 **Action: A. Leitch to assure the following policies at the next meeting:
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- School Year, Terms, and Holidays
- Managing Income and Expenditure and Expenditure
- Gifts
- School Swimming Pool
- International Learners Review
- Risk Management (*every term*)
- Planning and Preparing for Emergencies, Disasters and Crises (*every term*)

6.10 The board commended Riley Evans on his Garden Project initiative and agreed to match the Rotary Club's contribution of \$4,000.00. It was suggested that Riley could organise another fundraiser such as a sausage sizzle and funds raised would go towards the cost of restoring the garden beds. The board requested that Riley document the process of restoring the garden beds including taking photos before, during and after the restoration.

6.11 **Action: A. Leitch and B. Hill to inform Riley of the Board's decision regarding his Garden Project.**

7. General Business

7.1 There was no General Business.

7.2 Closing karakia.

7.3 **8.10pm - the meeting closed.**

7.4 The next meeting will be held on **Wednesday 4 December 2024 at 5.00pm in the Staff Room, followed by dinner at Amore at 6.30pm.**

ACTION LIST FROM MEETING HELD ON 30 OCTOBER 2024		
2.11	Action: R. Hawkes to invite K. Bexley to attend a dinner with board members on 4 December after the next board meeting, to acknowledge her work and support for the school during her time on the board, and present her with a bouquet of flowers.	R.Hawkes - Done ✓
3.	Minutes of Previous Meetings	
3.5	Action: R. Hawkes to check that the Caretaker is booked into a course on Swimming Pool Care and Maintenance.	R. Hawkes by nxt mtg 4/12/2024
4.	New Matters	
4.6	Action: R. Hawkes to add the Cyclical Maintenance Provision to the board pack for the next meeting.	R.Hawkes for nxt mtg 4/12/2024
6.	Monitoring	
6.8	Action: A. Leitch and Board members to review and approve the following policies at the next meeting: <u>Please note the Policies that SchoolDocs have identified as board level review</u> <ul style="list-style-type: none"> ○ Finance and Asset Management (board) ○ Managing Income and Expenditure (board) ○ Financial Conflicts of Interest (board) 	A.Leitch and board members by nxt mtg 4/12/2024

	<ul style="list-style-type: none"> ○ School Donations and Student Activity Payments / Attendance dues and Other Income ○ Expenditure ○ Asset Management and Protection (board) ○ Property Planning and Maintenance ○ Prevention of Bribery, Corruption, Fraud, and Theft 	
6.9	Action: A. Leitch to assure the following policies at the next meeting: <ul style="list-style-type: none"> ○ School Year, Terms, and Holidays ○ Managing Income and Expenditure and Expenditure ○ Gifts ○ School Swimming Pool ○ International Learners Review ○ Risk Management (<i>every term</i>) ○ Planning and Preparing for Emergencies, Disasters and Crises (<i>every term</i>) 	A.Leitch at nxt mtg 4/12/2024
6.11	Action: A. Leitch and B. Hill to inform Riley of the Board's decision regarding his Garden Project.	A.Leitch and B.Hill Before nxt mtg 4/12/2024



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

4/1/2024
Date:.....