

**Hobsonville Point Schools Board of Trustees
Minutes for the meeting held on
23 March 2023 at 4.00pm at the Primary School**

Present

Meredith Kennett, Maurie Abraham, Daniel Birch, Di Cavallo (Staff Representative), Graeme Aitken, Katie Dobson, Nathan Rarere, Aman Devta, Maliina Pomare-Greer

Apologies:

Leilarn Rankin

Welcome

He whakatauki kō Meredith

Mā te ngākau aroha koe e ārahi : Let a loving heart guide your decisions

Meredith welcomed Primary school SLT staff to the meeting.

The Hobsonville Point Primary School SLT Team (Lisa Squire, Kristyn Dempsey and Janene Levett) were welcomed to the meeting by Meredith. They gave a presentation to the board and talked about what supporting student learning at HPPS 2023 and beyond looked like. Key points were around Strengthening our Curriculum, Akonga voice, Conceptual Lens Framework, Initiatives and what is our how, Reset and Key strategies and Accelerated Learning. Lisa spoke in detail to the document named Conceptual Lens 2023 which the board had received a copy of during this meeting.

The board thanked Lisa, Kristyn and Janene for their time and for giving a great presentation.

Aman arrived at 4.16pm

Minutes of Meeting

- The Minutes from the previous board meeting held on 2 February 2023 were given to the board prior to this meeting.

Motion: That the Minutes of the Meeting dated 2 February 2023 are a true and correct record

Moved: Katie

Seconded: Di

All in favour - carried

Matters Arising from the previous Minutes

No matters arising from the previous minutes.

Conflicts of Interest

There were no conflicts of interest to report at this meeting.

Correspondence

- Meredith moved the correspondence dated February and March 2023 as tabled.
- The board discussed the document NZ School Trustees Association, Regional Executive Elections - Voting details for the Auckland region. There is one vote per member board, can vote up to 9 candidates, must be received by 6 April. The board delegated this task to Meredith which Meredith accepted.
- The board received a letter of appraisal from Harrison Tew dated 20 March 2023. The letter advised that recent training and exercise provided to the Secondary school staff by Harrison Tew had been very successful. Harrison Tew were very confident that SLT had demonstrated the appropriate knowledge and confidence to deal with a wide range of emergencies and incidents which intended to keep their students, staff and visitors to the school safe.

Principal's Primary School Report

- Daniel spoke to his report dated 23 March 2023 which the board received a copy of prior to the meeting.
- Daniel spoke to the survey results regarding student voice around PAT testing and provided this as an attachment to his report
- Daniel spoke to the board assurance statement. Daniel asked the board to review this document and he welcomed feedback as the document was to be submitted to ERO this week. The document is a compliance document that indicates that you are submitting all your policies in the correct manner.
- Daniel said he felt confident with his recent discussions with MOE around the new builds. Plans to start are currently on hold until funding is approved for the construction phase including consents. Daniel said he is happy with how things are progressing. Discussions around playground funding should be shown in the May budget as well as options for re-housing the temporary spaces with off-site as an option (which Daniel preferred not to go with that option).
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Motion: The Primary Schools Principal's Report dated 23 March 2023 is accepted as tabled.

Moved: Daniel

Seconded: Nate

All in favour – Carried

Principal's Secondary School Report

- Maurie spoke to the Secondary Principal's school report dated 23 March 2023
- Maurie said he updated the target data for the charter and presented the amended version to the board.
- Maurie spoke to the NCEA summary and highlighted current vs previous years data.
- Maurie reported that 57% of all leavers left with NCEA L3, 26% at Excellence, 20% 86% graduated with Level 2 or 2 compared to 84% in 2021.
- Graeme asked how is the school communicating the scholarships to the community, Maurie said we had done those communications already through our whanau comms

- Maurie provided the board with a complete anonymised sheet of all leavers who graduated with less than NCEA L2. As well as an updated NCEA Analysis document showing the shifts which improve the results further.
- The board were shown a document outlining the Strategic Planning, Self Review and Reporting to the community as well as draft policies for review. The board were able to read over this prior to the meeting. A link was included to sign the procedure assurances for term 1.
- Maurie reported that the professional growth cycle (replacing appraisal) process for 2023 will be underway soon with SLT scheduling 2 on 1 hui with staff this term.
- A proposal to raise homestay fees for international students was included in this report.
- Maurie was pleased to advise to the board that Ros Britton had been appointed as the Deputy Principal replacing Lea Vellenoweth

Motion: Move that the charter is submitted for Hobsonville Point Schools. Once approved at this board meeting, Daniel will submit it to MOE.

Moved: Maurie

Seconded: Graeme

All in favour

Motion: The Secondary Schools Principal's Report dated 23 March 2023 is accepted as tabled.

Moved: Maurie

Seconded: Graeme

All in favour - Carried

Business Committee

- Graeme spoke to the Business Committee report dated March 2023 which the board received a copy of prior to the meeting.
- The 2023 final budget was discussed in detail. Graeme said Jill had done a really good job of showing the board changes that were made to the final budget submission. Everyone was happy with the final budget presented to them at this meeting.
- Graeme spoke to the capex changes due to the increase and noted that one of the larger expenses was the purchase of primary school equipment.
- The board thanked Jill Business Manager for her work towards the 2023 Final Budget Submissions and for providing a clear document for the board to understand.

Motion: The approval of the Final 2023 budget is accepted and approved

Moved: Graeme

Seconded: Katie

All in favour

Motion: The Health and Safety Report is accepted

Moved: Maurie

Seconded: Nate

All in favour

Staff and Student Report

- Aman and Di spoke to their report which was presented to the board prior to this meeting.
- Di congratulated students Laura-Jane Gooderson and Zion Stanton, who both achieved scholarships in their design and visual communication portfolios. Both students worked on concept designs for our wharenui space in collaboration with Whaea Leoni and Di. The design is influenced by the whakapapa of the community names within the Kura as well as a Māori concept behind the form of a whare.
- Year 9 transition to College, there has been a lot of work around transition with Ros Britton leading this work. Year 9 students are working through a weekly programme of induction workshops which is a new initiative this year. So far all students have had initial IEMs and course selections and PAT testing has occurred to provide more information about the students.
- Dates to remember: Te Ahurei Toi Arts Festival at HPSS on 27th March @ 6pm celebrating diversity through the arts.
Year 9, 10, 11 project showtime on Wed 5 April @ 3pm.

Motion: The Staff and Student Report dated 23 March is accepted

Moved: Di

Seconded Aman

All in favour

Motion: Deputy Principal appointment process, there will be one meeting fee for each of the following tasks: (a) Shortlisting and reading of the documents (b) Interviewing and Ancillary support during the interviewing process

Moved: Daniel

Seconded: Aman

All in favour

Motion: Principal recruitment appointment process, one meeting fee for each of the following tasks: (a) Shortlisting and reading of the documents (b) Interviewing and Ancillary support during the interviewing process

Moved: Meredith

Seconded: Graeme

All in favour

Motion: For the purposes of recording these in the Minutes, the board had approved these recommendations by Maurie via email on 2 March 2023:

- The school closed on 16 March 2023 for Strike action
- Q3 Kayak trip on 24 & 25 March 2023
- Q2 trip to Kawakawa Bay on 31 March - 2 April 2023

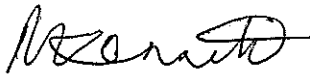
The board moved into committee at 5.42pm

- Motion: The Presiding Member asked that the public be excluded from the following part/s of the proceedings of this meeting as named in the Agenda.
The grounds are that the matter is one of personnel and the reason is to protect the privacy of the individual/s.
This motion is proposed to comply with Sec 48 of the LGOI & M Act 1987 and the special requirements when moving to exclude the public. [In legislation section of the NZSTA Handbook].
Topic: discussed in the absence of the public - minutes kept in Public Excluded Business minute book

The board moved out of committee at 6.55pm

General Business

The meeting closed at The next meeting will be held at the Secondary School on Thursday 25 May 2023.

Presiding Member: 

Date: 25/5/23

Resolutions Passed

23 March 2023

- The board approved that the charter is submitted for Hobsonville Point Schools and that once it is approved at this board meeting, Daniel will submit documents to the Ministry of Education
- The board approved the Final 2023 budget
- The board approved the Deputy Principal appointment process, there will be one meeting fee for each of the following tasks: (a) Shortlisting and reading of the documents (b) Interviewing and Ancillary support during the interviewing process
- The board approved the Principal recruitment appointment process, one meeting fee for each of the following tasks: (a) Shortlisting and reading of the documents (b) Interviewing and Ancillary support during the interviewing process
- The board approved via email that the school closed on 16 March 2023 for the Teachers Strike Action
- The board approved via email The Q3 Kayak trip for 24 & 25 March 2023 to Motukorea Island
- The board approved via email The Q2 Kawakawa Bay trip for 31 March to 2 April 2023

Actions List

- Maurie to send consultation process to Graeme
- Nate - Whakatauki for next meeting
- Meredith to vote on behalf of the board for the NZ School Trustees Association, Regional Executive Elections
- Daniel welcomes feedback from BOT regarding the Assurance document
- Upcoming dates that might be of interest to the board:
 - Te Ahurei Toi Arts Festival at HPSS on 27th March @ 6pm celebrating diversity through the arts
 - Project showtime on Wed 5 April @ 3pm