

**Hobsonville Point Schools Board of Trustees
Minutes for the First Meeting of the new board
held on 1 December 2022 at 4.30pm at the Primary School**

Present

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

He whakatauki kō Aman

Whāia te mātauranga hei oranga mō koutou

If you follow the path of learning the world will be your oyster

Meredith welcomed board members and asked them to share a little bit about how they were doing which they did.

Minutes of Meeting

- Minutes from the previous board meeting held in November were given to the board prior to this meeting.

Motion: That the Minutes of the Meeting dated November 2022 are a true and correct record

Moved: Maurie

Seconded: Di

All in favour - carried

Matters Arising from the previous Minutes

- There were 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 to be received which the board were able to review in the correspondence folder. This included two letters from the New Appointments National Panel stating staff members Ros Britton (HPSS) and Amy Croxford / McCauley (HPPS) were preferred applicants for Kāhui Ako Across Kāhui ako teacher roles. Also received was a memo from NZSTA which asks board members for consideration to become a member of the NZSTA regional executive.

Principal's Primary School Report

- Daniel spoke to his report dated 1 December 2022 which the board received a copy of prior to the meeting.
- Daniel noted that there are additional Teacher only days planned in 2023 due to the curriculum refresh.
- Daniel said he had been interviewed for the Kahui Ako co-lead Principal role in 2023 and if he was successful he would need board approval.
- The Primary school is coming up for its ERO review in 2023. Daniel requested to ERO that both the Primary school and Secondary school are reviewed together. Daniel said this would

be beneficial for the board and staff in particular the Business Manager in regards to organising and collating information.

Motion: The Primary Schools Principal's Report dated 1 December 2022 is accepted as tabled.

Moved: Daniel

Seconded: Maurie

All in favour – Carried

Principal's Secondary School Report

- Maurie spoke to the Secondary Principal's school report dated 1 December 2022 which the board received a copy of prior to the meeting.
- Maurie provided a list of policies for review and asked for any feedback from the board.
- Maurie tabled the request letter dated 30 November 2022 made for funds to employ two Learning Resource Designers to support the work of our Kaiawhina (Learning Support Workers) which the board had previously endorsed.

Motion: The Secondary Schools Principal's Report dated 1 December 2022 is accepted as tabled.

Moved: Maurie

Seconded: Leilarn

All in favour – Carried

HPSS Social Sciences Trip 2023 presented by Nick Whiting

- Nick presented an update of the HPSS Social Sciences Trip in 2023. Approval was given previously by the board pending student numbers. Nick confirmed 30 students attending, who have paid their initial deposit towards the trip. There are 3 staff members (2 males and 1 female) making the ratio 1 teacher to 10 students.
- Nick provided an updated Trip summary to the board.
- Nick requested approval from the board for the first instalment to be paid in order for the trip to proceed to its planning stages. Graeme asked if there were any students who couldn't attend due to financial reasons. Nick said he was not aware of any families with financial concerns at this stage but he will be communicating regularly with students and their parents and have a plan in place for support if needed.

Based on the updated details provided by Nick at this meeting, the board approves the instalment payment to go ahead pending Maurie's final approval of the RAMS report.

Moved: Maurie

Seconded: Graeme

All in favour - Carried

Business Committee

Meredith questioned Plans for HPPS build that had been turned down, Daniel said these plans have since changed. Car park issues are still in progress.

The Health and safety report was tabled and accepted by the board.

Te Ara Manaaki Report

- Graeme spoke to the Te Ara Manaaki Report. Graeme noted that the Student Services do an excellent job of providing the Board with a very informative and well thought out report. Graeme said he was happy for the reports to be given term by term or when the board needed to know something.
- The board thanked the Student Support Services for providing a great report and suggests that the report is provided once a term. In the case where there is a major alert then this should be communicated to the Principal.

The board received and accepted the Te Ara Manaaki report dated December 2022.

Business Report

- Graeme spoke to the Business report dated October 2022.
- Maurie spoke to the draft budget in great detail.
- Graeme spoke about the PE spend - aquatics instruction is compulsory up to Year 6. The board discussed and approved an additional 6K for travel to aquatics lessons for Y4-Y6 students.

Motion: The board accepted the Business Managers Report dated December 2022.

Moved: Graeme

Seconded: Leilarn

All in favour - Carried

Motion: The board accepted and approved the Opex and Capex Budgets dated in the December 2022 report.

Moved: Graeme

Seconded: Leilarn

All in favour - Carried

Nate excused himself from the Board meeting at 6.05pm

Acknowledgement to the Business Manager

- Graeme would like to acknowledge Jill Gatum for the tremendous amount of work that she has done to bring the Draft budget to the board earlier than expected. Meredith said she would like to apologise to Jill for bringing the board meeting forward without considering the effect this had on her already busy workload.

Combined Staff and Student Report

- Aman spoke to the student and staff report. He said he personally participated in the Orientation day and felt it was a great opportunity to meet new students and welcome them to the school.
- Di said there has been some talk from staff around 10 year anniversaries and celebrations for both students and staff. At the end of 2023 would mark 10 years for the Primary school students, End of 2024 for 10 years celebrating secondary school students. Maurie said could we look at combining both schools so that the board wouldn't have to engage in two major events.

- The board thought a combined celebration would be good. Dates discussed were around Easter time 2024. Maliina to add this to the action list for 2024.

Motion: The Board accepted the combined Staff and Student representative report dated December 2022.

Moved: Di

Seconded: Graeme

All in favour

Policies for Review

- Maurie spoke to the policies in particular the five policies that went to the national review process that are now the policies for all the school docs. Maurie asked the Board to review these policies.
- Term 4 procedures signed off by Maurie and Daniel are in the school policy docs for review.
- Policy named Alcohol, substance and abuse policy is up for review before 9 December 2022.
- Maurie said at the start of next year school docs will provide the whole years review for policies agenda.
- Graeme said when staff / student leave the school is there a process where people surrender their digital devices and no longer have access to student or staff resources and records. Maurie explained the process and that all staff get a laptop from the school which they hand back on departure and their access into is deactivated.

The board moved into committee at 6.39pm (excluding Leilarn and Nate)

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 6.42pm

General Business

The board discussed recognising staff who have been at the schools for 10 years. Di said recognition may look different for founding members compared to those that are celebrating 10 years.

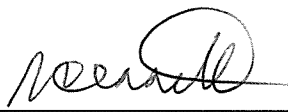
The Board formed a committee to discuss the 10 year anniversary of foundation staff and the individual long service recognition. The committee consists of Di, Meredith, Graeme and Leilarn.

There was no other general business.

The meeting closed at 6.51pm. The next meeting will be held at the Secondary School on Thursday 2nd February 2022 at the Secondary School.

BOT Meeting schedule for 2023

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| Date | | | |
| Thurs 2 February | | | |
| Sat 11 March | | | |
| Thurs 23 March | | | |
| <i>End of term one break Friday (Good Friday) 7 April – Sunday 23 April</i> | | | |
| Thurs 25 May | | | |
| Thurs 29 June | | | |
| <i>End of term two break Saturday 1 July – Sunday 16 July</i> | | | |
| Thurs 17 August | | | |
| Thurs 21 September | | | |
| <i>End of term three break Saturday 23 September – Sunday 8 October</i> | | | |
| Thurs 9 November | | | |
| Thurs 7 December | | | |

Presiding Member: 

Date: 2/2/23

Motions

- The board approves the instalment payment to go ahead pending Mauries final approval of the RAMS report.
- Motion: The board accepted and approved the Opex and Capex Budgets dated in the December 2022 report.

Actions:

- Add 10 year anniversary celebrations for students of HPSS and HPPS to the April 2024 calendar year