

**Hobsonville Point Schools Board
Minutes for the meeting held on
25 May 2023 at 5pm at the Secondary School**

Present

Meredith Kennett, Maurie Abraham, Daniel Birch, Graeme Aitken, Katie Dobson (via zoom), Nathan Rarere, Aman Devta, Leilarn Rankin.

Guest: Kirsty Dowding

Apologies:

Di Cavallo (Staff Representative), Maliina Pomare-Greer

Welcome

He whakatauki kō Nate

Ka mahi te tawa
Uho ki te rere

"Well done, you whose courage is like the heart of a tawa"

Minutes of Meeting

- The Minutes from the previous board meeting held on 25 May 2023 were given to the board prior to this meeting.

Motion: That the Minutes of the Meeting dated 25 May 2023 are a true and correct record

Moved: Graeme

Seconded: Maurie

All in favour - carried

Matters Arising from the previous Minutes

No matters arising from the previous minutes.

Conflicts of Interest

Daniel added daughter Nelle to the list as she is working 1 day a week as a teacher aide managed by Erin

Correspondence

- Meredith moved the correspondence dated as tabled.
Strike action
Directed enrolment
NZSTA

Principal's Primary School Report

Daniel shared PAT data. Graeme requested follow-up on actions taken. He said that it's great that there will be investigation into why the results are the way they are, and it would be good for the board to check if there is any investment needed, especially as we head into producing the budget for 2024. Also, to consider what targets could be set for 2025.

Action: Daniel to report in September to identify what has been found, what we will do and what resourcing we might need.

Daniel shared number of staff ill and has communicated with families about possible actions

Daniel and Graeme to work on exit interview and to try out on Carrie and Ashlee to see how we might gather data to present to the board.

Offer to attend the COL Keynotes - contact Daniel if keen

ERO finalising the report

Motion That the board agree in principal that the overnight stay goes ahead for LC1/3/8 based on yr 2 staying, and appropriate RAMS completed

Moved: Leilarn

Seconded: Nate

All in favour – Carried

Motion: The Primary Schools Principal's Report dated 25 May 2023 is accepted as tabled.

Moved: Daniel

Seconded: Aman

All in favour – Carried

Principal's Secondary School Report

Maurie reported on the need for a property manager to go ahead with the turf and cover.

A number of staff sick - close to closing

Staff leaving for all good reasons

Maurie outlined the support to those students who have been stood down

Conversation about the RAMs for 2 trips. The board had a good conversation around the policy (that is currently under review) for EOTC and how it would be good to add in a risk category rating and those trips that are considered high risk have an extra layer of approval put in place including a check prior to departure and a check prior to heading off for the day with the designated SLT member.

Motion- Approve the expenditure of \$795158 for full cover of the turf and cover project which includes the appointment of Robert Palmer (Education Building Solutions Ltd) as the Project Manager (fee of \$9900)

Moved: Graeme

Seconded: Nate

All in favour – Carried

Motion- That the board approve the application for \$44300 to Grassroots Trust to cover the cost of LED lights, PA system, post pads for safety and powerpoints

Moved: Maurie

Seconded: Leilarn

All in favour – Carried

Motion- That the board approve the \$44300 to Lotteries community facilities fund to cover the cost of LED lights, PA system, post pads for safety and powerpoints

Moved: Maurie

Seconded: Daniel

All in favour – Carried

Motion- That the board approve in principle the Pirongia Mountain trip with a requirement for weather checking and response plan is added to the RAMS.

Moved: Maurie

Seconded: Katie

All in favour – Carried

Motion- That the board approves in principle the Ruapehu trip and require weather and volcanic risk to be added to the RAMS and that two extra checks are put in place. One on the night before departure (face to face or phone call with Principal or delegated SLT member) and in the morning before setting off for the day (a phone call with Principal or delegated SLT member) as an extra safety check.

Moved: Maurie

Seconded: Nate

All in favour – Carried

Motion- That the board approves in principle the 2024 Japan trip and request clarification around the homestay vetting process in Japan to ensure the safety of our students (Is there a similar process like police vetting here?)

Moved: Aman

Seconded: Graeme

All in favour – Carried

Motion: The Secondary Schools Principal's Report dated 25 May 2023 is accepted as tabled.

Moved: Maurie

Seconded: Graeme

All in favour - Carried

Business Committee

Graeme shared Business managers report and the deficit challenge.

Motion: That the board accept the annual report and auditors report to the BOT

Moved: Graeme

Seconded: Maurie

All in favour :Carried

Motion: That we received the finance and property report from the business committee as tabled.

Policy

Assurances in the folder have been signed by the principals

Encouraged to review the EOTC policies and associated links

Action: Look at creating a pathway for whanau within the concerns and complaints procedure

Motion: We accept the list as the new policies for the HPS BOT

Moved: Graeme

Seconded: Maurie

All in favour :Carried

Staff and Student Report

Aman shared the report

Motion: The Staff and Student Report dated 25 May is accepted

The board moved out of committee at 7:30

General Business

Motion:

We approve Meredith standing for the President and a Board member for NZSTA

Moved: Graeme

Seconded: Maurie

All in favour - carried

Graeme will sign on behalf of the Board

Meredith will share the NZSTA AGM remits for discussion at next Board meeting

The Board approve supporting Ebony Rose Andrews to stand for NZSTA

Moved: Meredith

All in favour - carried

The meeting closed at The next meeting will be held at the Primary School on Thursday 22nd June 2023 followed by a farewell dinner with Maurie and the Board.

Presiding Member: 

Date: 22 June 23

Resolutions Passed

- That the board agree in principle that the overnight stay goes ahead for LC1/3/8 based on yr 2 staying, and appropriate RAMS completed
- Approve the expenditure of \$795158 for full cover of the turf and cover project which includes the appointment of Robert Palmer (Education Building Solutions Ltd) as the Project Manager (fee of \$9900)
- That the board approve the application for \$44300 to Grassroots Trust to cover the cost of LED lights, PA system, post pads for safety and powerpoints
- That the board approve the \$44300 to Lotteries community facilities fund to cover the cost of LED lights, PA system, post pads for safety and powerpoints
- That the board approve in principle the Pirongia Mountain trip with a requirement for weather checking and response plan is added to the RAMS.
- That the board approves in principle the Ruapehu trip and require weather and volcanic risk to be added to the RAMS and that two extra checks are put in place. One on the night before departure (face to face or phone call with Principal or delegated SLT member) and in the morning before setting off for the day (a phone call with Principal or delegated SLT member) as an extra safety check.
- That the board approves in principle the 2024 Japan trip and request clarification around the homestay vetting process in Japan to ensure the safety of our students (Is there a similar process like police vetting here?)
- That the board accept the annual report and auditors report to the BOT
- The board accept the list as the new policies for the HPS BOT
- We approve Meredith standing for the President and a Board member for NZSTA
- Meredith will share the NZSTA AGM remits for discussion at next Board meeting
- The Board approve supporting Ebony Rose Andrews to stand for NZSTA

Actions List

- Daniel to report in September PAT data, to identify what has been found, what we will do and what resourcing we might need
- Daniel and Graeme to work on exit interview and to try out on Carrie and Ashlee to see how we might gather data to present to the board.
- Look at creating a pathway for whanau within the concerns and complaints procedure
- Meredith will share the NZSTA AGM remits for discussion at next Board meeting in June