

**Hobsonville Point Schools Board  
Minutes for the meeting held on  
22 June 2023 at 5pm at Hobsonville Point Primary School**

**Present**

Meredith Kennett, Maurie Abraham, Daniel Birch, Graeme Aitken, Katie Dobson, Nathan Rarere, Aman Devta, Leilarn Rankin, Maurie Abraham, Maliina Pomare-Greer

**Apologies:**

Di Cavallo (Staff Representative)

**Welcome**

He whakatauki kō Katie

**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: Leilarn**

**Seconded: Graeme**

**All in favour - carried**

**Matters Arising from the previous Minutes**

- The board have formalised a checklist for EOTC trips which ensures safety precautions are in place prior to a school trip proceeding. This includes a weather check before students and staff depart from school, and a confirmation phone call before they depart for the activities.
- We asked for the police vetting in Japan and can confirm that the families are vetted and approved.
- Graeme met with two staff who are leaving from the primary school to test a short (10 min max) interview schedule with them. The interview covered several important questions and Graeme said feedback from staff members was very positive. Graeme would like the board to formalise this process moving forward which the board agreed to. The Principal will advise Graeme of staff members who are leaving and Graeme will have a 10 minute discussion with them. Maurie suggested we start in Term 3, 2023. Nate will also share this role with Graeme.
  - **Motion: There will be a formal exit interview process with staff when they leave. The Principal will advise the board of staff who are leaving and will organise to meet with these staff members. Should there be any urgent issues raised at the exit interview then the board will be notified immediately. Otherwise, an annual report (first meeting of each**

year) will be given to the board to show the pattern of responses for each school.

- All in favour
- Action: In absence of staff Trustee - action list, Maurie will let our staff know that the position will become available.

### **Conflicts of Interest**

There are no conflicts of interest to advise.

### **Correspondence**

Motion: Graeme Moved that the boards voting on the AGM is delegated to the Presiding Manager

Moved: Graeme

Seconded: Leilarn

All in favour

### **Principal's Primary School Report**

- Daniel spoke to the Principals report dated 22 June 2023 which the board received a copy of prior to the meeting.
- Daniel said he had met with the new PPP liaison person Kalala Malo. H.R Morrisons have sold the contract for the PPPs and the meeting was about how that looks for immediate plans for the build. Daniel said it will take some weeks to start the build and he is awaiting a start date.
- Daniel said there are 23 new enrolments for term 3 so far and those numbers are looking to increase.
- Daniel presented the board with the Auckland Principal's Association 2023 Staffing Survey which the board were able to read beforehand. This report included information including Staff recruitment and retention, relief teaching supply, principal workforce and BOT funded staffing.

**Motion: The Primary Schools Principal's Report dated 22 June 2023 is accepted as tabled.**

**Moved: Daniel**

**Seconded: Katie**

**All in favour – Carried**

### **Principal's Secondary School Report**

- Maurie spoke to the Principal's report dated June 2023.
- Maurie spoke to the 2022 Foundation curriculum levels semester 1 and 2 averaged CL's which the board received a copy.

**Maurie put the following motions forward for approval:**

**Motion: The board approve the 2023 Bunnings NZ Secondary Schools Touch Nationals in Rotorua from 7-10 December 2023. Fundraising plan intended. RAMS requirements and his recommendation is that we approve this trip in principle. The board approve this trip in principle.**

**Moved: Katie**

**Seconded: Leilarn**

**All in favour**

**Motion: The board approve the 2023 Upper North Island Secondary Schools (UNISS) Netball on 27 August - 1st September 2023. This is an annual event which the board had initially approved in principle. Some fundraising will be organised. A RAMS report has been provided to the board at this meeting.**

**Moved: Katie**

**Seconded: Graeme**

**All in favour**

**Motion: The board approved the combined Q2 and Q3 Outdoor Ed trip to OPC Hillary (Outdoor Pursuit Centre) on Sunday 6th August to Friday 11 August 2023. Maurie presented the EOTC Safety Management Plan and recommended that the trip be approved. Maurie said this trip is well managed by ODPC which is a very good organisation and although reasonably expensive, it is well worth the weeks experience for our students.**

**Moved: Katie**

**Seconded: Nate**

**All in favour**

**Motion: Approve in principle the EOTC End of Year Camp Approvals - Maurie said can the board approve this on principal and the documentation will come through in time for the next meeting.**

**Moved: Maurie**

**Seconded: Aman**

**All in favour**

**Motion: The Secondary Schools Principal's Report dated 22 June 2023 is accepted as tabled.**

**Moved: Maurie**

**Seconded: Aman**

**All in favour - Carried**

### **Business Committee**

Leilarn shared and spoke to the Business managers report dated June 2023. Leilarn reported a 21K deficit due to bulk funds received from MOE. Leilarn said there was some ICT equipment which has been made redundant and is showing in the report.

## **Resolutions Passed**

- There will be a formal exit interview process with staff when they leave. The Principal will advise the board of staff who are leaving and will organise to meet with these staff members. Should there be any urgent issues raised at this meeting, the board will be notified immediately. Otherwise, an annual report (first meeting of each year) will be given to the board to show the pattern of responses for each school.
- The board approve the 2023 Bunnings NZ Secondary Schools Touch Nationals in Rotorua from 7-10 December 2023. Fundraising plan intended. RAMS requirements and his recommendation is that we approve this trip in principle. The board approve this trip in principle.
- The board approve the 2023 Upper North Island Secondary Schools (UNISS) Netball on 27 August - 1st September 2023. This is an annual event which the board had initially approved in principle. Some fundraising will be organised. A RAMS report has been provided to the board at this meeting.
- The board approved the combined Q2 and Q3 Outdoor Ed trip to OPC Hillary (Outdoor Pursuit Centre) on Sunday 6th August to Friday 11 August 2023. Maurie presented the EOTC Safety Management Plan and recommended that the trip be approved. Maurie said this trip is well managed by ODPC which is a very good organisation and although reasonably expensive, it is well worth the weeks experience for our students.
- The board approve in principle the EOTC End of Year Camp Approvals - Maurie said can the board approve this on principal and the documentation will come through in time for the next meeting.
- The Board approve Meredith Kennetts position to stand for the President and as a Board member for NZSTA
- The Board approve supporting Ebony Rose Andrews to stand as a member for NZSTA

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

### **Staff and Student Report**

Aman shared and spoke to the report dated June 2022

**Motion: The Staff and Student Report dated 22 June 2023 is accepted**

**Moved: Aman**

**Seconded: Maurie**

**All in favour**

The board moved into committee report at 5.13pm

### **General Business**

**Motion: The Board approve Meredith Kennett's position to stand for the President and as 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

**Motion: The Board approve supporting Ebony Rose Andrews to stand as a member for NZSTA**

**Moved: Meredith**

**Seconded: Maurie**

**All in favour - carried**

The board had recently acknowledged Maurie with a farewell event for him at the Secondary school on 16th June 2023 which was well attended by the board, work colleagues, family and friends. The event was dedicated to Maurie and gifts were presented to him by the Board at this event. Meredith thanked Maliina for organising a well planned and successful event.

Maurie thanked the board for their continued support throughout the past 11 years in his position as Secondary School Principal. This is Maurie's last board meeting. Maurie retires from the secondary school as Principal and his last day is Sunday 16 July 2023. Maurie said he always felt very supported from the board and was very appreciative of their continued support and hard mahi. Meredith thanked Maurie and presented him with a small gift from the board. The board meeting was followed by a dinner to farewell Maurie.

**The meeting closed at 6.43pm. The next meeting will be held at the Secondary School on 17 August 2023. This will be the first meeting of the new Principal of the Secondary School.**

Presiding Member: \_\_\_\_\_



Date: \_\_\_\_\_

