

Hobsonville Point Schools Board of Trustees
Minutes for the Meeting held on 18 June 2020, 4pm

He whakatauki ko Daniel

Me mahi tahi tātou mo te oranga o te katora - we must work together for the wellbeing of all.

Present

Meredith Kennett, Daniel Birch, Maurie Abraham, Graeme Aitken, Selena Wong, Ashley Pierce, Phillip Jellyman, Ngahuia Lott, Darroch George-Bodle, (public- student)

Apologies

Nathan Rarere

Minutes of Meeting

- The Minutes of the meeting held on 11 May 2020 had been reviewed by the Board prior to this meeting.

Motion: That the Minutes of the Meeting dated 11 May 2020 are a true and correct record.

Moved: Graeme

Seconded: Maurie

Carried

Nathan arrived at 4.12pm

Matters arising from the Minutes

- Board members sent their recommendations and votes for NZSTA Board. Meredith has been voted onto the NZSTA Board.
- Nepal trip: we are still waiting for confirmation from Antipodeans that they will refund the full payment for this trip.

Conflicts of Interest

- Meredith has been contracted by HPPS to run their sexuality education programme for years 7 and 8.

Correspondence

- The correspondence was available for the board to access in the board folder.
- Auditor's Report and Enrolment Scheme Return to be discussed in Business Committee and Primary Principal's Report items
- Email correspondence regarding Primary School Extension to be discussed in Primary Principal's Report item

Principal's Primary School Report

- Daniel spoke to the Principals school report dated June 2020 which the Board received a copy of prior to the meeting.
- Daniel shared the zoning proposal documentation from the Ministry. HPPS and Scott Point Primary are happy with the new zoning area. Daniel will share the Ministry letter with our community.
- With the change in zoning, our 'out of zone' enrolment criteria will remain unchanged. Our enrolment process identifies the number of ballots we need for criterias 1-5. Ballot criteria and processes (from the Ministry) for conducting the ballot will need to be adopted as we have increasing enrolment numbers. (see motion 1 below)
- Daniel requested a Budget amendment of \$10,000 to fit out another space for the increased number of students in a new junior learning space. (see motion 2 below)
- On-going communication with the Ministry is occurring regarding relocatables and the extension needed for increased student numbers.

The Board moved the following motions:

Motion: We adopt the new enrollment zone as defined by the Ministry of Education.

Moved: Phillip

Seconded: Graeme

Carried

Motion: The Board approves a budget of up to \$10,000 including capital items for furniture and resources for a new junior space

Moved: Graeme

Seconded: Ashley

Carried

Motion: The Principals Primary School Report is accepted as tabled.

Moved: Daniel

Seconded: Maurie

Carried

Actions:

- Ministry letter regarding zoning to be sent to our community.

Principal's Secondary School Report

- Maurie spoke to the Principals school report dated June 2020 which the Board received a copy of prior to the meeting.
- Staff requests for leave moved into the Committee section of this meeting.
- As discussed in earlier Board meetings we need to consider an additional Board workshop, to decide how to use our current budget surplus. We need to consider how to get feedback from our interested parties (students, staff, whānau and iwi) of how best to use these funds, in Term 3. We also need to consider the impact of International Student numbers due to Covid19 as it means this surplus may be

less than what was expected/budgeted for. Maurie and Daniel will develop a feedback process and share with the Board.

- Maurie shared the EOTC Week T4W8 letter requesting approval for community camps. A donation will be requested by whānau to cover the cost. Communication with whānau will discuss provisions for the impact of Covid on incomes, payment options and rationale of timing. (see motion 1 below).
- Uniform consultation with students and parents has occurred. Results are in the Principal's Report. The Board has considered and made a decision based on the data provided so far which suggests that the majority are not in favour of a uniform. Guidelines for dress/clothing to be developed in consultation with staff and students. (see motion 2 below).

The Board moved the following motions:

Motion: That the BOT allocates funding from the enrolment of International Students in 2021 to the employment of the Co-ordinator (.75) and 5.75 teaching positions.

That the BOT agrees to fund up to (3) teacher positions from its Operation Grant in 2021.

Moved: Daniel

Seconded: Ashley

Carried

Motion: The Board removes the requirement for the secondary school to have a uniform from 2021.

Moved: Graeme

Seconded: Selena

Carried

Motion: The Principal's Secondary School Report is accepted as tabled.

Moved: Maurie

Seconded: Phillip

Carried

Actions:

- Maurie and Daniel will develop a feedback process regarding how to use the budget surplus and share with the Board.
- EOTC week - Maurie and Ngahuia to discuss with EOTC organisers communication with whānau, payment plans/support, support if affected by Covid etc.

Business Committee

- Business Committee June 2020 Report spoken to which the Board received a copy of prior to the meeting.
- Key discussion related to the Audit Report, property, interest rate changes, and the impact of decreased numbers of International students.

Motions: The June Business Committee Report is accepted

Moved: Graeme

Seconded: Maurie

All in favour - Carried

Policy and Assurance

- Current policies to be reviewed via School docs are:
 - Documentation and Self-Review (BOT)
 - Employer Responsibility (BOT and Staff)
- There is an expectation that Board members will review the assurances made and ask questions if necessary.

Health and Safety Committee

- HPSS April 2020 Report spoken to which the Board received a copy of prior to the meeting.
- Increased pressure on Student Services during and after lockdown has also seen an increase in Student Services employment.
- The Board acknowledges the efforts by Student Services to support our students during and after lockdown.

Staff Report

- Ngahuaia spoke to the Staff Report dated June 2020 which the Board received a copy of prior to the meeting.
- Key discussion related to the focus of staff on transitioning students back to school and prioritising student wellbeing; increased levels of anxiety and behavioural issues of students and SLT support of staff.

Motion: The Staff Report is accepted as tabled.

Moved: Ngahuaia

Seconded: Graeme

Student BOT Rep

- Selena gave a verbal report.

- Key discussion related increased student anxiety, especially Qualifications students. NCEA workshops and pathways workshops in hub curriculum have been helpful in reducing this; a number of events and meetings have been postponed due to Covid; the student council are hoping to work with the Primary School.

The Board moved into committee at 5.20pm

Motion: The chairperson 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 5.40pm

General Business

- Confirmed no November Board meeting. Final Board meeting for the year is on 3rd December 2020

Meeting finished at 5.50pm.

Next Meeting: 13 August 2020 4.00pm at the Primary School

Chairperson: _____

Date: _____

Motions passed:

- That the Minutes of the Meeting dated 11 May 2020 are a true and correct record.
- We adopt the new enrollment zone as defined by the Ministry of Education.
- The Board approves a budget of up to \$10,000 including capital items for furniture and resources for a new junior space
- The Principals Primary School Report is accepted as tabled.
- The Board supports the request for the EOTC T4W8 week to occur and planning to continue including budgets and RAMs.

- The Board removes the requirement for the secondary school to have a uniform from 2021.
- The Principal's Secondary School Report is accepted.
- The June Business Committee Report is accepted
- The Staff Report is accepted.

Actions:

- Ministry letter regarding zoning to be sent to our community.
- Maurie and Daniel will develop a feedback process regarding how to use the budget surplus and share with the Board.
- EOTC week - Maurie and Ngahuia to discuss with EOTC organisers communication with whānau, payment plans/support, support if affected by Covid etc.