**Hobsonville Point Schools Board of Trustees**

**Minutes for the Meeting held on 18 August 2022**

**at 5.00pm at the Secondary School**

**Present**

Nathan Rarere (via zoom), Meredith Kennett, Daniel Birch,  Maliina Pomare-Greer (via zoom),   Aman Devta (Student Representative), Di Cavallo (Staff Representative), Maurie Abraham, Graeme Aitken, Philip Jellyman, Ashley Pierce

He whakatauki kō Graeme

Mahia i runga i te rangimārie me te ngākau māhaki

With a peaceful mind and a respectful heart we will get results.

**Minutes of Meeting**

* Minutes from the previous board meeting held on 30 June 2022 were given to the board prior to this meeting.

**Motion:  That the Minutes of the Meeting dated 30 June 2022 are a true and correct record**

**Moved:  Maurie**

**Seconded:  Nate**

**All in favour - carried**

**Matters Arising from the previous Minutes**

No matters arising from the Minutes.

**Conflicts of Interest**

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

**Correspondence**

There is no correspondence to report at this meeting apart from Board election information.

**Principal’s Primary School Report**

* Daniel spoke to his report dated 18 August 2022 which the board received a copy of prior to the meeting.
* Daniel spoke to an overnight trip which he seeks the Board’s approval. The trip is an LC1 Education Outside of the classroom comprising 77 Year 6,7 and 8 students. There are three staff and 8 adults are required to meet the ratio of student-staff. The trip takes place on Tuesday 25th October - Wednesday 26th October 2022 for (1 night) at YMCA - Camp Adair Hunua. Currently the cost will be $200 per student including return bus trip, accommodation, catering and four instructed activities over the two days.

**Motion:  The board approves the Camp Adair trip on 25 October 2022 for one night based on a RAMS report being presented and approved by the Principal.**

**Moved:  Maurie**

**Seconded:  Philip**

**All in favour – Carried**

The board congratulated Daniel on his upcoming graduation to receive his Masters degree on 21st September 2022.

**Motion:  The Primary Schools Principal’s Report dated August 2022 is accepted as tabled.**

**Moved:  Daniel**

**Seconded:  Di**

**All in favour – Carried**

**Principal’s Secondary School Report**

* Maurie spoke to the Secondary Principal’s school report dated August 2022 which the Board received a copy of prior to the meeting.
* Maurie spoke to his report and said we have completed an analysis of how our learners in NCEA L2 in Q2 and NCEA L3 in Q3 are tracking. We are completing a tracking document for each student over the next 2 weeks confirming assessment pathways for each student. Maurie spoke to the data that he presented in his report.
* Maurie requests that the Board commit to funding extra staffing for 2023. Maurie provided these numbers on a document that the board reviewed at this meeting. Maurie said he was making this request quite early, but there is a severe shortage of teachers in Auckland and he needs to be able to act sooner rather than later and start advertising. Maurie said he could also start to plan out and make decisions based on staffing shortages. Our finances are in very good condition and Maurie said he believes strongly that this is valid expenditure of our Establishment Grant monies as we continue to develop a transformational model of teaching and learning and be able to offer as full a range of subjects for our students as possible while we are still relatively small.
* We are seeking Board approval to hold a fundraiser at school on Saturday 24th September. The event would involve screening the All Blacks v Australia rugby game in the auditorium, as well as selling food and alcoholic drinks to ticket holders. We also plan to run a variety of raffles/silent auctions during the night.
* Maurie said the Sports department would like to apply for a liquor licence. In doing so we would have an alcohol management plan in place (a requirement of the licence). The event inside the auditorium would be R18, however we may look to provide a child-minding/baby sitting service (in a separate space/location within the school) to ticket holders, as an additional fundraiser. This year the fundraiser would be for additional sports equipment for the turf and cover project, however the idea is that (if approved and successful) it could become an annual sports team fundraiser for tournaments/trips/etc.

**Motion:  The BOT approved in principle the fundraiser for the sports department to apply for a liquor licence. The approval is based on the proviso that the event is run safely and within our legal restrictions as a school based event. The Board approved that the event can be held in the Auditorium at the Secondary school.**

**Moved:  Maurie**

**Seconded: Graeme**

**All in favour - Carried**

**Motion: That the BOT allocates funding from the enrolment of International Students in 2023 to the employment of the Co-ordinator (.75) and 5.75 teaching positions.**

**Moved: Graeme**

**Seconded: Philip**

**All in favour - Carried**

**Motion: That the BOT agrees to fund up to (3) teacher positions from its Operation Grant in 2023.**

**Moved: Graeme**

**Seconded: Philip**

**All in favour - Carried**

*Ashley joined the meeting at 5.42pm, lateness due to difficulty connecting to the zoom link*

**Motion:  The Secondary Schools Principal’s Report dated August 2022 is accepted as tabled.**

**Moved:  Maurie**

**Seconded: Ashley**

**All in favour - Carried**

**Business Committee**

* Graeme spoke to the Finance report - Graeme said we only need to review one of these reports. Graeme recommended to the Finance committee that it would be good practice for the new board to see a history of budget and deficit at their first meeting. Maurie said Jill will prepare a presentation of that, each year’s budget deficit and each year’s outcome for the new board.
* The motion is moved as a result as a current state of spend. The budget was allocated to be spent on resources for students this year and we encouraged for that to happen.
* The board reviewed the Health and Safety report. Meredith said she liked the description of the report and the details that it provided for the board.
* In regards to our insurance of the school van where drivers needed to be over 25+ years, Maurie said a lot of our staff are younger however they hold full licences. Jill has contacted the insurance company to review and make amendments to our policy so that it fits our staff criteria.

**Motion: Moved that the policy is updated to reflect our insurance coverage for the school vehicles. It is for parents and teachers who have a full licence.**

**Moved: Meredith**

**Seconded: Maurie**

**All in favour**

**Motion: The board moved that the 2022 Balance Sheet and 2022 Cashflow Budget was reviewed and approved at this meeting**

**Moved: Maurie**

**Seconded: Philip**

**All in favour**

**Motion: Move the Finance Report for August 2022 was accepted and received by the board.**

**Moved: Graeme**

**Seconded: Maurie**

**All in favour - Carried**

**Motion: Move the Health and Safety Report for August 2022 was accepted and received by the board.**

**Moved: Meredith**

**Seconded: Maurie**

**All in favour - Carried**

**Motion: Meredith moved that we receive the HPSS Te Ara Manaaki report provided by Victoria Marsden and that it will be followed up with some questions that Meredith will supply to Maurie.**

**All in favour**

**School Docs**

* Meredith asked that this board review the school policy documents outstanding prior to the new board starting.

**Student & Staff Report**

* Aman and Di provided the board with a very detailed and informed combined student and staff report which the board were able to review prior to the meeting.
* Some of the things talked to the report at this meeting were:
  + Many student successes were acknowledged
  + Some current students have been back visiting their primary schools to talk about HPSS with Year 8s and answer their questions.
  + Successful Learning Exhibition at the end of term which was expanded with Qualifications level work to showcase our learning for Open Evening and Open Day Tours.
  + Several staff attended the PPTA's inaugural leadership conference in Christchurch in the July holidays (13th-15th). Ros Britton was due to present a workshop based on her research into the topic of belonging for adolescents at school in Year 9, undertaken during her Masters study in 2020, but sadly got COVID so couldn’t. Ros would like to present a shorter synopsis of her research to the Board at some point.
  + Ongoing journey of the school growth and new building phase at HPPS.
  + Further planning and meetings re HPSS masterplanning for expansion held with MoE and architects last week. (Maurie & Di). Ongoing work with staff on this.
* Daniel suggested the student rep and a student leader from the Primary school get together to discuss events and successes with primary school students which can perhaps be acknowledged in the next student / staff report.

**Motion: Moved the combined Staff and Student report dated August 2022 is accepted by the board.**

**Moved: Aman**

**Seconded: Nate**

**All in favour - Carried**

**General Business**

Meredith thanked everyone for their support over the past 3 years. Meredith said it has been a pleasure to be a part of this board. Graeme said Meredith sets the tone for why the board do so well. Maurie said the combination of the challenges and the support is balanced very well by the board. As well as the decisions made by the board as a result of important questions being asked. Daniel agreed and thanked the board for their input and commitment.

Meredith suggested that she meet with the Principals to discuss promoting board candidates during the voting period which ends on 21st September. A short video provided by each candidate (optional) that can be downloaded to our schools websites and facebook pages.

**The meeting closed at 6.34pm. This is the last meeting of this board. The new board takes office on 28 September 2022 and the next board meeting is scheduled for 29 September 2022 at the Primary School.**

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

**Resolutions Passed**

**18 August 2022**

**The board approved:**

* **The Camp Adair trip on 25 October 2022 for one night based on a RAMS report being presented and approved by the Principal.**
* **In principle the fundraiser for the sports department to apply for a liquor licence. The approval is based on the proviso that the event is run safely and within our legal restrictions as a school based event.**
* **The BOT allocates funding from the enrolment of International Students in 2023 to the employment of the Co-ordinator (.75) and 5.75 teaching positions.**
* **The BOT agrees to fund up to (3) teacher positions from its Operation Grant in 2023**
* **That the policy is updated to reflect our insurance coverage for the school vehicles. It is for parents and teachers who have a full licence and who are at least 21 years of age and it does not include students driving the school vehicles. At no time are students allowed to drive our school vehicles.**
* **That the 2022 Balance Sheet and 2022 Cashflow Budget was reviewed and approved at this meeting**

**Action**

* Aman to meet up with a Primary school student leader to discuss activities and student successes at the Primary school to include in the combined staff and student report.
* Maliina to link to School docs attached to Agenda templates. Instructions on how to access policy documents and instructions on how to access google docs for the new board.
* Meredith to discuss with the Principals ways to promote candidates for the board during the voting period commencing 24 August to 21 September 2022
* Maurie to discuss history of deficit and outcome report for new board with Jill.