

**Hobsonville Point Schools Board of Trustees**  
**Minutes for the First Meeting of the new board**  
**held on 29 September 2022 at 5.30pm at the Primary School**

This is the first meeting of the new board. Due to some of our board members attending te reo Maori classes, the meeting started at 5.30pm.

**Present**

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

Daniel welcomed new board members Leilarn and Katie and asked everyone to introduce themselves. Maurie blessed the food with a karakia and the meeting commenced at 5.45pm.

He whakatauki kō Daniel

Kia whakatōmuri te haere whakamua

I walk backwards into the future with my eyes fixed on the past

Daniel called for nominations for the Presiding member.

**Motion: Meredith was nominated to be the Presiding member by Graeme and Nate. There were no other nominations put forward.**

**Meredith accepted.**

**Seconded: Maurie**

**All in favour**

Meredith called for nominations for the Business and Finance sub-committee

**Motion: Meredith nominated Graeme and Leilarn for the Business and Finance sub-committee. Leilarn said she was happy to learn as this was new territory for her. There were no other nominations put forward. Graeme and Leilarn accepted.**

**Seconded: Aman**

**All in favour**

Meredith summarised the role of a board member and tabled the induction document. She invited the members to read the code of conduct. A paper copy of the induction was tabled and signed by all of the board members at this meeting.

**Conduct of a Board Member**

Meredith raised the idea that as a group, we can also have some simple agreements about how we behave in a meeting, various board members suggested the following points:

- Its ok to disagree. Some discussions could be uncomfortable, we often refer to good conversations as warm and demanding, but they should remain civil and respectful at all times
- All questions are ok, as a board, our role is to ask questions
- Members should prepare themselves for the meeting and the expectation is that all of the reports are read prior to the meeting
- There should be no surprises
- Communicate hard discussions with either the Presiding Member or the Principals directly prior to the meetings

### **Conflict of Interest register 2022**

The boards policy is that you must disclose at the earliest opportunity information that may result in a perceived or actual conflict of interest. You must declare anything that may have an impact on your position as a board member. A current conflicts of interest register was tabled for the board to view. The document was discussed and edited with updated information at this meeting.

### **School Docs**

Meredith spoke to the school docs website on the overscreen for the board to view and explained how the policies and procedures work. School docs takes care of Hobsonville Schools policies which are reviewed online and any changes by the board are submitted to School docs. The parent community can view the schools policies online at any time.

### **Board communications via email**

All board members are provided with an individual school email address. Maliina had setup email addresses for new members Katie and Leilani and added them to the group email which all of the board members are included in. Meredith said it was important that we keep all of our communications in our school email and that we do not use our personal email. Also from the Privacy Act, it protects us and emails are much easier to trace and archive.

### **Whats App**

Meredith spoke to a mobile device app called Whats App. Maliina will send the the board members information about this and look into setting up a chat group where calls, messages and videos can be shared within the group.

### **Future Meeting Plan**

The board agreed that we would start board meetings at 4.30pm unless there are scheduled Te reo maori classes which some of the members are apart of. In this instance the meeting will start at 5.15pm. Maliina will look into dates for classes and note this on the boards proposed meeting schedule for 2023.

### **Board meeting date changes**

The November board meeting has been moved to 3rd November @ 4.30pm

The December board meeting has been moved to 1st December @ 4.30pm (Christmas Dinner for the board to follow this meeting) Maliina to organise a restaurant closer to the date.

### **Hobsonville Point Secondary School Prizegiving**

The board were informed that prizegiving will be held on December 6th @ 11am for Junior Prizegiving and 6pm for Senior Prizegiving

Meredith asked if board members could review the 2023 proposed meeting dates to check their availability. Members to confirm their availability for meetings and to attend prizegiving. This will be discussed at the next meeting.

### **Minutes of Meeting**

- Minutes from the previous board meeting held on 18 August 2022 were given to the board prior to this meeting.

**Motion: That the Minutes of the Meeting dated 18 August 2022 are a true and correct record**

**Moved: Graeme**

**Seconded: Di**

**All in favour - carried**

### **Matters Arising from the previous Minutes**

Business committee on Establishment Grant. Jill will explain this at the December meeting.

### **Conflicts of Interest**

This was updated at this meeting.

### **Correspondence**

There is no correspondence to report at this meeting.

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

- Daniel spoke to his report dated 29 September 2022 which the board received a copy of prior to the meeting.
- Daniel said staff absences due to sicknesses is still high and it is a struggle to get cover all of the time. Student attendance numbers are down due to sicknesses.
- There is a challenge around staffing and finding good teachers to fill positions which the Primary school is currently advertising for.
- The property new build to include a staffroom may not proceed. Daniel said with an estimated 120 staff this news was very disappointing. Daniel the current staffroom houses 30 staff so we are in desperate need of a new space and he has communicated this with the Ministry.
- Daniel said there are currently three stand downs underway which are necessary and outside support has been sought by the Primary school and provided to these whanau.

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

**Moved: Daniel**

**Seconded: Graeme**

**All in favour – Carried**

## Principal's Secondary School Report

- Maurie spoke to the Secondary Principal's school report dated 29 September 2022.
- The policies due for review have been put to the board for input.
- Maurie spoke to the request for the overnight Kayak trip Wildone Q2 submitted by Lea Vellenoweth. Katie questioned the EOTC ratio adults to students.

**Motion: WILDONE Q2 Outdoor Ed - Overnight Kayak Expedition with Fergs Kayakstrip on Friday 21 - Sat 22 October 2022 Kayak trip was approved by the board on the basis that a RAMS report is provided and sufficient ratio numbers instructors to students are met.**

**Moved: Maurie**

**Seconded: Katie**

**All in favour**

**Motion: EOTC week is approved providing a sufficient RAMS report is submitted and approved by the Principal and parents are notified of their potential costs for this trip.**

**Moved: Katie**

**Seconded: Aman**

**All in favour**

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

**Moved: Maurie**

**Seconded: Leilarn**

**All in favour - Carried**

## Business Committee

Graeme spoke to the current months Business Managers Report that the board received a copy of prior to the meeting. .

**Motion: Based on our current financial position, the board opts into the donation scheme for 2023 for the Secondary School.**

**Moved: Maurie**

**Seconded: Leilarn**

**All in favour - Carried**

Maurie said he was happy to explore information around community consultation in regards to opting for the donation scheme.

**Motion: The board accepted the Business Managers Report. The board accepted that the Business Managers report will supersede the Business Committee Minutes moving forward.**

**Moved: Graeme**

**Seconded: Maurie**

**All in favour - Carried**

**The board accepted the current months Health and Safety Meeting report**

**The board accepted the current months Te Ara Manaaki report.**

**Combined Staff and Student report**

Di spoke to the combined staff and student report which the board received a copy of prior to the meeting. Di said the report reflects alot of celebrations, Maori Language week, Pacific Language week, Art Showcase, parent workshops and the Senior Ball. The board thanked Di and Aman on a great report and a very interesting read.

**The board moved into committee at 7.56pm**

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 8.03pm**

**General Business**

There was no general business.

**The meeting closed at 8.14pm. The next meeting will be held at the Secondary School on Thursday 3rd November at 4.30pm. Note the board meeting has been changed to the 3rd of November.**

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



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

3/11/2022

## **Motions**

- Meredith was nominated as the Presiding member by Graeme and Nate. There were no other nominations put forward.
- WILDONE Q2 Outdoor Ed - Overnight Kayak Expedition with Fergs Kayakstrip on Friday 21 - Sat 22 October 2022 Kayak trip was approved by the board on the basis that a RAMS report is provided and sufficient ratio numbers instructors to students are met.
- EOTC week is approved providing a sufficient RAMS report is submitted and approved by the Principal and parents are notified of their potential costs for this trip.
- WILDONE Q2 Outdoor Ed - Overnight Kayak Expedition with Fergs Kayakstrip on Friday 21 - Sat 22 October 2022 Kayak trip was approved by the board on the basis that a RAMS report is provided and sufficient ratio numbers instructors to students are met.
- Based on our current financial position, the board opts into the donation scheme for 2023 for the Secondary School.

## **Actions:**

- Jill to change the name of the report to be called the Business Managers Report
- Maliina to send bot info regarding Whatapp
- Maurie to look into community consultation around the board opting for the donation scheme and advise the board
- Maliina to find out dates for Te reo classes and note this on the boards proposed meeting schedule for 2023
- Maliina to change board meeting dates on meeting schedule for Nov and Dec 2022
- Maliina to organise dinner arrangements in December after the November BOT meeting.