

**Hobsonville Point Schools Board of Trustees Virtual Meeting
Minutes for the Meeting held on 13 August 2020, 4pm.**

Due to level 3 COVID19, the Board held a virtual meeting.

Present

Meredith Kennett, Daniel Birch, Maurie Abraham, Graeme Aitken, Selena Wong, Ashley Pierce, Phillip Jellyman, Nathan Rarere, Maliina Pomare-Greer

Apologies

Ngahuia Lott

He Whakatauki Ko Meredith

Mehemea ka moemoeā ahau ko ahau anake,

Mehemea ka moemoeā a tātou ka taea tātou

If I dream, it's just me; if we dream we can do it! Together, great things are possible.

Minutes of Meeting

- The Minutes of the meeting held on 18 June 2020 had been reviewed by the Board prior to this meeting.

Motion: That the Minutes of the Meeting dated 18 June 2020 are a true and correct record.

Moved: Maurie

Seconded: Graeme

Carried

Matters arising from the Minutes

- Maurie said that both himself and Daniel are considering budget surplus matters at present and will inform the board of these in due course
- Zoning information had been actioned by Daniel. Graeme said he was at a public community meeting recently about general elections, and zoning was discussed and generally people were happy about the conclusion of the zoning including those from Scott Point.

Conflicts of Interest

- There are no conflicts of interest.

Correspondence

- Meredith said email correspondence regarding 11P would be discussed in Maurie's report. There was no other inbound board correspondence.

Principal's Primary School Report

- Daniel spoke to the Principals school report dated August 2020 which the Board received a copy of prior to the meeting.
- Daniel provided a SENCO report from Erin which the board discussed and were happy with the data provided.
- Daniel said it was interesting what our roll numbers are doing and the challenge we have with the Ministry of Education is that they have indicated favourably for the building extension rather than a new build solution. Daniel said he had investigated other similar sized Primary schools in Auckland and HPPS has the third biggest roll. It is of some concern that the usable outdoor area will get smaller as they build the extension and the roll numbers will continue to grow. Our square meterage is very small in comparison to other schools. Daniel and Meredith will draft a letter to the Minister of Education regarding these concerns.
- A meeting will be held for board members to attend the Kahui Ako hui scheduled for the 27th of August 2020. Maurie said we will need to know how many from our board are intending to go to this. Maurie or Maliina will send out an email to check availability after the Covid update on Friday
- Daniel requested board permission for a School Camp on 20 October to 23 October to Aroha Island. Discussion was had around the costs and \$300 is an offset of the costs per student but not a requirement for parents to pay.

The Board moved the following motions:

Motion: The board approved the school camp to be held on 20 October to 23 October to Aroha Island. The board gives approval for the planning of the trip on the basis that the trip will be at a maximum of \$300 per child.

Moved: Graeme

Seconded: Phillip

Carried

Motion: The Primary Schools Principal's Report is accepted as tabled.

Moved: Daniel

Seconded: Nathan

Carried

Actions:

- Daniel and Meredith to write a letter to the Minister of Education and Chris Hipkins regarding the concerns we have for the new extension build.
- Maurie or Maliina will contact BOT for availability to attend the Kahui Ako Board Meeting on 27 August 2020 dependent on the outcome of COVID announcement on 14 August .

Principal's Secondary School Report

- Maurie spoke to the Secondary Principal's school report dated August 2020 which the Board received a copy of prior to the meeting.
- Maurie said there are three policies for the board to review this term which are:
 - Learning Support (Board, staff and parents)
 - Child protection (Board and staff)
 - Appointments (Board)
- Maurie said he had received a resignation from Su Min (Maths Teacher) and he had some concerns around timing to refill her position.
- Financial and Property management – At the June Board meeting the board approved a phone for the 24/7 allowance. Maurie asked the board to clarify the date that this was approved from. The board confirmed approval was from January 2020.
- Maurie said two years ago he submitted a case to LIP to remove the current gas and electrical stoves and to replace them with more suitable appliances. LIP is refusing to replace them before the end of their lifecycle but MOE have agreed to remove them from the site and the asset register and for us to replace them. Board approval is required.
- Maurie would like the board to consider additional funding for new teaching staff. The current situation this year where foreign fee paying students money is being used to pay for 6.5 positions and the board funded 1.39. Due to increased roll growth generating more staffing this extra funding is required.
- Our International Student Director, Heidi Burris, has reported increasing frustrations with our Homestay Provider. She is concerned of their operations and does not think the wellbeing of the students is a focus and there have been some challenges in communicating our concerns to them. Also concerns around the security of funds which we pay a term in advance and while they claim they are held in a Trust Account they are unprepared to have that stated in our contract. Another school has also indicated they had ceased operating with this company and are managing in-house and are very pleased with that decision. Heidi presented a fully-costed budget which includes us managing the homestays ourselves, including extra hours for our International Student Administrator who has previous homestay experience. Maurie is happy with the budget that has been presented. As well, SIEBA has a full set of policies that operate when a school manages their own homestays which the board would be required to review and adopt.
- Maurie said parents have been informed in regards to the Nepal Trip. The insurance claim will be settled with the proviso that some information is provided by the parents

to the insurance company which the parents have, it appears that the claims will be settled in full.

- Maurie spoke to the 11p documents which were provided to the Board. There was a lot of discussion around this application and the board were sympathetic of the information they had read and the circumstances of this student.
- Maurie provided the board with information regarding 3 x Education Outside the Classroom school trips to be held in 2020. Each trip was discussed individually as follows:
 - Model United Nations Wellington 27 – 31 August
 - Hip Hop Crew Camp 12-14 September
 - Maraenui Leave No Trace Project 18 – 20 September

The Board moved the following motions:

Motion: The Board approved that the gas stove assets are to be removed from the Kai Kitchen, and the school will be responsible for the maintenance of any new replacement assets. The board also approved that the Ministry/LIP will not be called on in future to take over responsibility for the assets, or to replace the assets, should the school change its mind.

Moved: Maurie

Seconded: Phillip

Carried

Motion: The Board agreed to allocate funding from the enrollment of International Students in 2021 to the employment of the Coordinator (.75) and 5.75 teaching positions.

Moved: Nathan

Seconded: Phillip

Carried

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

Moved: Graeme

Seconded: Phillip

Carried

Motion: The board appoints Maliina Pomare-Greer as the Returning Officer for the Student Representative Elections in September 2020

Moved: Meredith

Seconded: Daniel

Carried

Motion: The board approves not to renew their contract with their current Homestay provider, Lake Panorama, and Hobsonville Point Secondary school will manage the homestay students inhouse.

Moved: Nathan

Seconded: Graeme

Carried

Motion: The Board approves for the Ministry of Education to direct HPSS to accept the 11p application. (find previous motion for 11p)

Moved: Maurie

Seconded: Phillip

Carried

Motion: The Board approves the Model United Nations Wellington 27-31 August 2020 Trip.

Moved: Graeme

Seconded: Selena

Carried

Motion: The Board approves the Hip Hop Crew Camp 12-14 September 2020 Trip.

Moved: Phillip

Seconded: Daniel

Carried

Motion: The Board approves the Maraenui Leave No Trace Project Trip 18-20 September with the following conditions:

- The two experienced hunters are police vetted.
- That all possible steps are taken to have exclusive use of the hunting block if possible.
- That parental permission needs to be pre-approved specifically for the hunting activity and awareness of the risks involved are communicated.
- There is a clear understanding that no student is allowed to handle any firearms or ammunition.

Moved: Nathan

Seconded: Maurie

Carried

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

Moved: Maurie

Seconded: Phillip

Carried

Actions:

- The board to review a full set of policies that operate when a school manages their own homestays provided by SIEBA.
- Maurie to inform staff of the outcome of the EOTC trips.
- Maurie to inform staff of the outcome of leave requests.

Business Committee

- Graeme spoke to the June Business Managers report which the Board received a copy of prior to the meeting.
- Board budget exceeded due to COVID19 related expenses.
- We have received upwards of 70% of school donation contributions.
- The board discussed the 2020 summary of liabilities and income as a result of the budget that was approved for 2020 – this is the Final Balance Sheet Budget provided by the Finance Manager which she has requested for board approval.
- Finances are continuing to be in very good shape.

Motions: The Board accepted the 2020 Final Balance Sheet Budget as tabled

Moved: Graeme

Seconded: Phillip

All in favour - Carried

Motions: The August Business Committee Report is approved and accepted

Moved: Maurie

Seconded: Graeme

All in favour - Carried

Policy and Assurance

- As discussed in Maurie's report

Health and Safety Committee

- The health and safety committee reviewed the student services report and were happy with the content of this report.

Staff Report

- There is no staff report at this meeting.

Student BOT Rep

- Selena spoke to her report. She said her goal for the next board meeting is to have pre-planned workshops for the new student rep.
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- A group of students including Selena applied to be members of the Upper Harbour Youth Council where they were recruiting 3 more members. Selena, Annalise Barrow, and Leila Gutsell were accepted. The board congratulated Selena and the other two students for their achievement.

Motion: The Student Report is accepted as tabled.

Moved : Selena

Seconded: Maurie

All in favour

The Board moved into committee at 5.47pm

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 5.52pm

General Business

Motion: The board approved that Meredith will be the delegate for Hobsonville Point Schools Board at the 2020 NZSTA Annual General Meeting

Moved: Phillip

Seconded: Maurie

All in favour

Actions: Meredith to complete the delegates form for 2020 NZSTA AGM.

If we go into alert level 4 the board will meet for a briefing which Meredith will arrange.

Meeting finished at: 5.55pm

Next Meeting: 24 September 2020

Chairperson: _____

Date: _____

Motions passed:

- Primary School camp to Aroha Island on 20 October to 23 October 2020. The board gives approval for the planning of the trip on the basis that the trip will be at a maximum of \$300 per child.
- That the gas stove assets are to be removed, and the school will be responsible for the maintenance of any new replacement assets, and that the Ministry/LIP will not be called on in future to take over responsibility for the assets, or to replace the assets, should the school change its mind.
- Funding will be allocated from the enrolment of the International Students in 2021 to the employment of the Coordinator (.75) and 5.75 teaching positions.
- Agrees to fund up to (3) positions from its Operation Grant in 2021.
- The Board appoints Maliina Pomare-Greer as the Returning Officer for the Student Representative Elections in September 2020
- The board approved that HPSS would not renew their contract with Lake Panorama and Hobsonville Point Secondary school will manage the homestay students inhouse.
- The Board approved and is happy for the Ministry of Education to direct HPSS to accept the 11p application. (find previous motion for 11p).
- The Board approves the Model United Nations Wellington 27-31 August 2020 Trip.
- The Board approves the Hip Hop Crew Camp 12-14 September 2020 Trip.
- The Board approves the Maraenui Leave No Trace Project Trip 18-20 September with the following conditions:
 - o The two experienced hunters are police vetted.
 - o That all possible steps are taken to have exclusive use of the hunting block if possible.
 - o That parental acceptance needs to be pre-approved specifically for the hunting activity and awareness of the risks involved is communicated.
 - o With a clear understanding that no student is allowed to handle a firearm or ammunition.
- The Board approved that Meredith will be the delegate for Hobsonville Point Schools Board at the 2020 NZSTA Annual General Meeting.

Actions:

- Maurie and Daniel – Budget matters to confirm (from General Business)
- Daniel and Meredith to write a letter to the Minister of Education Chris Hipkins regarding the concerns he has for the new extension build.
- Maurie or Maliina will contact BOT for availability to attend the Kahui Ako Board Meeting on 27 August 2020, post covid announcement on Friday. .
- Maurie to inform International Student services regarding start date for 24/7 phone
- The board to review a full set of policies that operate when a school manages their own homestays and adopts the policies provided by SIEBA.
- The board to review the following policies:
 - o Learning Support (Board, staff and parents)
 - o Child protection (Board and staff)
 - o Appointments (Board)
- Maurie to inform staff of the outcome of the EOTC trips.
- Maurie to inform staff of the outcome of leave requests.
- Meredith to submit the Delegate form for NZSTA Annual General Meeting