

**Hobsonville Point Schools Board of Trustees
Minutes for the Meeting held on 3 February 2022
at 4.40pm at the Primary School**

Present

Maurie Abraham, Graeme Aitken, Meredith Kennett, Daniel Birch, Maliina Pomare-Greer, Philip Jellyman

Apologies

Ashley Pierce, Nathan Rarere, Aman Devta (student)

He whakatauki kō Maurie

Toia mai te waka nei

The board meeting took place in the Secondary School boardroom.

Presiding Member

Maurie requested nominations for a presiding member. Phillip nominated Meredith.

Motion: Phillip nominated Meredith, Meredith accepted the nomination

Moved: Phillip

Seconded: Graeme

All in favour - Motion passed

Minutes of Meeting

- Minutes from the previous board meeting held on 2 December 2021 were given to the board prior to this meeting.

Motion: That the Minutes of the Meeting dated 2 December 2021 are a true and correct record.

Moved: Graeme

Seconded: Daniel

All in favour - carried

Matters arising: Discussion was had around the process of the Principals performance appraisal as a two-year process.

Motion: The board discussed the interruptions associated with COVID in 2021 and have agreed that the Principal's appraisals should take place across a two-year cycle including the implementation of the Principal's growth cycle.

Moved: Graeme

Seconded: Meredith

All in favour

Conflicts of Interest

- Meredith spoke to the Conflicts of Interest Register for 2022 as provided to the board prior to this meeting.
- Amendments were made: Added Philip and Meredith

Minute Secretary

Motion: Meredith nominated Maliina to be the Board Minute Secretary for 2022 which Maliina accepted.

Moved: Meredith

Seconded: Philip

All in favour - Motion passed

Business Committee (previously Finance Committee)

Motion: The Board moved that the Business committee comprises the two Principals Maurie Abraham and Daniel Birch, the Business Manager Jill Gatum, Board members, Meredith nominated Graeme and Ashley

Moved: Meredith

Seconded: Philip

All in favour - Motion passed

Board Meeting Fees for 2022

Motion: That the Board of Trustee Meeting Fees remain as they are. Board members will be paid to attend monthly Board meetings and Board Performance Development meetings. Subcommittee meetings are not included.

Moved: Meredith

Seconded: Maurie

All in favour – Motion passed

Record of Attendance

The Record of Attendance is kept by way of Minutes and confirmation of attendance is approved by the Board when Minutes are confirmed as a true and correct record.

Appointment of Privacy Officers

Motion: That the Principals are elected as Privacy Officers and manage the privacy legislation in their own schools. Daniel for the Primary School and Maurie for the Secondary

Moved: Graeme
Seconded: Philip
All in favour – Motion passed

Schedule of Delegations

Motion: The Schedule of delegations had been provided to the board prior to this meeting. The board adopted the schedule of delegations for 2022.

Moved: Meredith
Seconded: Philip
All in favour

Correspondence

- Meredith spoke to the correspondence, there was one letter received that will be discussed in committee.

Principal's Primary School Report

- Daniel spoke to his report dated 3 February 2022 which the board received a copy of prior to the meeting.
- Daniel said the Charter needs to be submitted by 1st March and included a current copy of the Charter for the board to review.
- A detailed safety plan has been included in Daniel's report. Daniel said there is concern about the nature around managing an outbreak. He has been liaising with MOE on how to best manage this, particularly the potential of multiple contacts in a collaborative learning environment.
- Daniel shared some updated build information with the board.

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

Moved: Daniel
Seconded: Philip
All in favour – Carried

Principal's Secondary School Report

- Maurie spoke to the Secondary Principal's school report dated February 2022 which the Board received a copy of prior to the meeting.
- Maurie spoke to the NCEA 2021 analysis data which he provided in his report.
- Maurie spoke to the HPSS Red Traffic Light Health and Safety Plan which is a live document. Maurie said the priority around infection is being able to identify who the close contacts are. A new rule was implemented today which states that if you are a casual contact there is no need to isolate.

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

Moved: Maurie

Seconded: Philip

All in favour - Carried

The Charter was discussed and will be left for further discussion at the March BOT meeting.

Business Committee

- Graeme spoke to the Business Committee Minutes. Jill is projecting a smaller deficit due to accruals collecting.

Motion: Move the Minutes of the Business Committee dated February 2022 and the Finance Report dated February 2022 is accepted.

Moved: Graeme

Seconded: Maurie

All in favour - Carried

General Business

Graeme asked if we needed to think about board representation and what that looks like for the new board. Maurie said we have a really active parent whanau group and parent Fono group that he could talk to and see if there was any interest there. Graeme said he wondered if we have the right number of parent reps on the board and if we felt this needed to be changed then we would need to start that process at the next meeting. Everyone was ok with the numbers. The next parent representative elections will be held in September 2022.

The board moved into committee at 5.29pm.

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

The meeting closed at 5.55pm . The next meeting is on 10 March 2022 at the Primary School or online if COVID restrictions are in place.

Presiding Member: _____

Date: _____