

**Hobsonville Point Schools Board
Minutes for the meeting held on
17 August 2023 @ 4.30pm
Hobsonville Point Secondary School**

Present

Meredith Kennett, Daniel Birch, Graeme Aitken, Katie Dobson, Nathan Rarere, Aman Devta, Kirsty Dowding, Maliina Pomare-Greer

Apologies:

Di Cavallo (Staff Representative), Leilarn Rankin,

Welcome

Graeme welcomed Kirsty with a mihi whakatau, this is Kirsty's first board meeting as Tumuaki. Whakatau was followed with a karakia and some kai.

He whakatauki kō Graeme

Kāhore te tōtara e tū noa i waenga pārae, engari ka tū ki roto i te wao nui a Tāne

Minutes of Meeting

- The Minutes from the previous board meeting held on 22 June 2023 were given to the board prior to this meeting.

Motion: That the Minutes of the Meeting dated 22 June 2023 are a true and correct record

All in favour - carried

Matters Arising from the previous Minutes

There are no matters arising from the previous minutes.

Conflicts of Interest

- There are no conflicts of interest to advise.

Correspondence

- The Notice of Issue of the Code of Conduct for State School Board Members takes effect on Wednesday 21 June 2023 and replaces the current code of conduct. This document was tabled and signed by board members who are present today. The document has been filed in the board file.

Board Staff Representative and Board Student Representative Elections

- The board briefly discussed the upcoming elections for the student representative and staff representative. Returning Officer, Maliina Pomare-Greer, had been previously appointed and accepted this position. The election date for the Staff Representative and Student Representative has been set for Thursday 14th September 2023.

Principal's Primary School Report

- Daniel spoke to the Principal's report dated 17 August 2023 which the board received a copy of prior to the meeting.
- Daniel has requested for usage of banked staffing from 2022 for 2024. Daniel would like to employ release teachers from the start of the year as the new contract gives them 4 days a term from mid year. Daniel is asking for 3 teachers to make this work.
- Staff only day postponed due to the illness of one of the presenters, Kath Murdoch.

Motion: The board approves the 1 FTE special support teacher and 3 release teachers for fixed term contracts for 2024 based on budget approval.

Moved: Graeme

All in favour

Motion: The board approves the Senior School Year 6 - Year 7 outside of the classroom - Muriwai Camp on 1 - 3 November 2023 for 3 days and 2 nights. The board approves this in principle based on a RAMS report being provided at the next board meeting.

Moved: Daniel

All in favour

Motion: The Primary School Principal's Report dated 17 August 2023 is accepted as tabled.

Moved: Daniel

All in favour – Carried

Principal's Secondary School Report

This is the first Principals report to the board from Kirsty Dowding.

- Kirsty provided a report for the board dated August 2023 and has followed the same structure as Maurie has done with his report in the past.
- Kirsty said MOE have released new regulations around attendance and Ros is working with the attendance team to ensure we are following these. Currently our attendance rate is 87.2% and the Ministry of Education target is 90%. In future Ros will provide a report for the board around which will summarise attendance targets.

- Kirsty provided the board with a list of policies that she had reviewed and made some minor changes to and invited the board to review her changes and advise if they had any concerns. The board were provided with a document that listed all the changes that were made as well as policies up for review in the near future.

The policies included are:

- Student Attendance
 - Legislation and Administration Policy
 - Attendance Procedures
 - Before and after school supervision
 - Records Retention
 - School Year Terms and Holidays
- Kirsty spoke to the staff intentions document which is a summary of staff returning or not returning in 2024. The board received a copy of this. The results show that 72 staff will definitely be here in 2024, 4 are unsure, 2 are looking for promotions internally, 3 Fixed term staff want to stay, 2 teachers wish to study, 3 support staff members are unsure.

Principal Nominee

- Kirsty said the Principal's Nominee had been overtimetabled since the beginning of 2023 and would require 40 hours payment which is equal to one RRR. The board would need to approve this payment.

**Motion: The board approved that the Principal's Nominee will be paid one week's wages which equals one RRR for the overtimetabled 40 hours from Jan - Aug 2023.
All in favour**

Motion: The board approves to remove the lockers by PFM in India space.

Moved: Graeme

All in favour

**Motion: The board approves the library glass wall which costs an additional \$4,000 more than quoted because of the increased glass cost and the extra fees from PFM.
All in favour**

Motion: The board approves the transfer of \$2,500 NZD to teacher Nick Whittings Travelwise card for use during the Europe Classical Studies Tour from 24 September - 4 October 2023. The Finance Manager will request that Nick sign a waiver to confirm the handover of this amount and supply all receipts for all transactions, complete a spreadsheet and sign it off.

All in favour

Motion: The board approves a resolution for Jayne Dunbar to apply to NZ Community Trusts to cover the cost of accommodation for students travelling to the Touch nationals later this year.

All in favour

Motion: The International Department's student fee increase will start in Term 4 for new families and remain at the contracted rate for current families.

All in favour

Motion: The Secondary School's Principal's Report dated 17 August 2023 is accepted as tabled.

Moved: Kirsty

Seconded: Graeme

All in favour - Carried

Business Committee

- Graeme spoke briefly to the business committee meeting report dated August 2023. The following motions were passed:

Motion: The board approved the Cover and Turf contingency of \$25,000, as follows:

\$5,000: extra lines drawn on turf

\$7,500: Legal cost for change of notice

\$5,000: PFM Facility costs

\$7,500: Repairs and maintenance for any damage repaired during the project

All in favour

Motion: The board approves the disposal of ICT server equipment (Norrcom) of \$84,728.50

All in favour

Motion: The Board approves the disposal of Principal Laptop \$1,736.00

All in favour

Motion: The board approves the contract for the Principals mentoring through HMWLead program commenced with the first session on 27 July 2023. There are 3 remaining sessions which will end in term 4, 2023. If additional sessions are required at the end of term 4 a renewal agreement will be reviewed by the board.

All in favour

Motion: The board received the finance and property report from the business committee as tabled

All in favour

Staff and Student Report

- Aman spoke to the staff and student report dated 17 August 2023 which the board received a copy of prior to the meeting. Aman said he felt things at school were running well, with the school ball and mock exams happening soon.

Motion: The board accepted the staff and student report

All in favour

The board moved into committee at 6.28pm

- 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 6.55pm

General Business

- Meredith spoke about setting a date to review the board's strategic plan. The strategic planning will take place following the next board meeting on 21 September 2023.

The next meeting will be held at the Secondary School on 21 September 2023 at 4.00pm.

The strategic meeting will follow the board meeting. The SLT team will be invited to join the board meeting at 4.30pm.

Meeting closed at 7.15pm

Presiding Member: _____

Date: _____

Resolutions Passed

1. Approval of 1 FTE special support teacher and 3 release teachers for fixed term contracts for 2024 based on budget approval.
2. The Senior School Year 6 - Year 7 outside of the classroom - Muriwai Camp on 1 - 3 November 2023 for 3 days and 2 nights. The board approves this in principle based on a RAMS report being provided at the next board meeting.
3. The Principals Nominee will be paid one week's wages which equals one RRR for the overtimetabled 40 hours from Jan - Aug 2023.
4. To remove the lockers by PFM in India space.
5. The library glass wall which costs an additional \$4,000 more than quoted because of the increased glass cost and the extra fees from PFM.
6. To the transfer of \$2,500 NZD to teacher Nick Whittings Travelwise card for use during the Europe Classical Studies Tour from 24 September - 4 October 2023. The Finance Manager will request that Nick sign a waiver to confirm the handover of this amount and supply all receipts for all transactions, complete a spreadsheet and sign it off.
7. A resolution for Jayne Dunbar to apply to NZ Community Trusts to cover the cost of accommodation for students travelling to the Touch nationals later this year.
8. The International Department's student fee increase will start in Term 4 for new families. It will remain at the contracted rate for current families until the end of Term 4, then the new rate will be applied at the beginning of 2024
9. The board approved the Cover and Turf contingency of \$25,000
10. The disposal of ICT server equipment (Norrcom) of \$84,728.50
11. The disposal of Principal Laptop \$1,736.00
12. The board approves the contract for the Principals mentoring through HMWLead program commenced with the first session on 27 July 2023. There are 3 remaining sessions which will end in term 4, 2023. If additional sessions are required at the end of term 4 a renewal agreement will be reviewed by the board.

Actions:

- Remind Ros to provide the board with a an attendance targets report
- Board members to be added to comms (Maliina to send to Sally)
- Leilarn sign off new code of conduct
- Add articles to Hobsonville Point Community Page
- Maliina to add Conflicts of interest register to current board folder