

**Hobsonville Point Schools Board
Minutes for the meeting held on
8 February 2024 @ 4.51pm
Hobsonville Point Primary School**

Present

Meredith Kennett, Kirsty Dowding, Daniel Birch, Graeme Aitken, Katie Dobson, Nathan Rarere, Charlie Howlett (Student Rep), Maliina Pomare-Greer, Leilarn Rankin, Reid Walker (Staff Rep)

Guest

Emma Lodge (attended as a public person)

Apologies

There are no apologies for this meeting.

Welcome

Graeme opened the meeting with a karakia. The board will open and close all future board meetings with a karakia Ki Kawerau o Maki.

Kia hora te marino, Kia whakapapa pounamu te moana
Hei huarahi mā tātou i te rangi nei, Aroha atu, Aroha mai
Tātou i ā tātou katoa Haumi ē, Hui ē! Tāiki ē!

Before the meeting resumed Meredith asked that each person summarise their highlight for the week.

Presiding member

Daniel requested nominations for a presiding member. Nate nominated Meredith.

Motion: Nate nominated Meredith for the presiding member position which Meredith accepted.

Moved: Graeme

All in favour - Motion passed

Minute Secretary

Meredith nominated Maliina to be the Board Secretary for 2024 which Maliina accepted.

Motion: Maliina accepted the nomination of Board Secretary for 2024.

Moved: Meredith

Seconded: Leilarn

All in favour

Business Committee

- Leilarn advised the board that she would like to resign from the Business committee as she no longer has the capacity to attend the monthly meetings.

Her resignation was accepted. Meredith asked if anyone was interested to fulfil this position. Reid indicated that he would like to accept this position to gain experience and better understanding of financial matters.

Motion: Reid Walker is accepted on the business committee, joining current members, Graeme, Daniel and Kirsty.
All in favour

Appointment of Privacy Officers

Motion: That the Principals are elected as Privacy Officers and manage the privacy election of each of their schools. Daniel would be the Privacy Officer for the Primary School and Kirsty would be the Privacy Officer for the Secondary School.

All in favour

- Meredith said there is an online training with general knowledge around this should any of the board be interested.

Minutes of Meeting

- The Minutes from the previous board meeting held on 7 December 2023 were given to the board prior to this meeting.

Motion: That the Minutes of the Meeting dated 7 December 2023 are a true and correct record

All in favour - carried

Matters Arising from the previous Minutes

- The attendance record for 7 December 2023 is inaccurate. Katie Dobson did not attend the December meeting as recorded on the Minutes. Katie's name will be struck off the Minutes. There were no other matters arising from the Minutes.

Schedule of Delegations

- Meredith tabled the schedule of delegations which was updated for 2024.

Meeting Fees

- The board agreed to keep the fee at the same rate and no changes were made.

Conflicts of Interest

- Graeme is currently employed as a long term reliever at the Secondary School for 3 weeks from 12 February 2024.

Correspondence

- Meredith presented a brief correspondence report.

Public presiding at the meeting

- Meredith invited Emma Lodge to speak to the board. Emma explained that her reasons for attending the meeting today was to present a complaint to the board. The board accepted this document and advised Emma what the board's processes were around receiving and responding to a complaint. Emma acknowledged this, thanked the board and left the meeting.

Emma Lodge left the meeting at 5.24pm

Principal's Primary School Report

- Daniel spoke to the Principal's report dated 8 February 2023.
- COVID has re-emerged with 10 students and 6 staff currently affected.
- Student achievement data for 2023 was provided to the board.
- Daniel tabled the HPSS cell phone policy which includes smart phones. The board agreed for Daniel to send this document to the HPPS parent community. Daniel mentioned that while smart watches are not part of the mandate, those with cellular capabilities are allowed to be worn, however they can not be used to communicate with others during school time.
- Daniel spoke to the Camp Bentzon Y8 documents which the board were provided a copy of.

Camp Bentzon Year 8 camp

- The board were given documents for the Year 8 camp to review and permission is sought from the board for students and teachers to attend this trip. The board approved on the proviso that a RAMS report was presented and approved by Daniel.

The board moved into committee at 5.45pm

The board moved out of committee at 5.51pm.

Daniel continued with his report.

Edulead

- Daniel requested permission to use planned and budgeted PLD money to attend Edulead in Singapore 2-5 April 2024 for 4 staff members. This included Daniel and three DPs. The conference is designed to introduce big radical ideas behind successful worldwide educational reforms, the World Edulead Congress is made up of 12 inspiring and powerful presentations delivered by some of the most eminent speakers in education today. Daniel advised the board that Kahui Ako will fund his expenses however the

remainder of the costs would come from planned school PDL funds. The board agreed and were happy for Daniel to use budgeted funds for this trip.

Motion: The Primary School Principal's Report dated 8 February 2024 is accepted as tabled

Moved: Daniel

All in favour – Carried

Principal's Secondary School Report

- Kirsty provided the board with provisional NZQA results and an overall achievement NCEA report which included a comparison of other similar demographic schools. The summary was clear and informative and the board thanked Kirsty for the extent of the information provided to them.
- Kirsty said the school opened at the start of term with two staff-only days that incorporated whaka whanaungatanga, Ko wai au and a Strategic Plan & Vision. Kaiarahi presented to the staff the aspirations and wero for the year. On day two staff had the opportunity to have Margaret Thorsborne present a workshop around transformative change through restorative practice. Kirsty said the workshop was very valuable and informative. Kirsty said Marg has been booked for PDL with SLT in the next few weeks.
- Our Kaiarahi for this year are Matthew Wong, Caitlin Shore, Kayleigh Farr and Michaela Tiriwawi. Kaiārahi attended a leadership camp at the start of the year.
- Current enrolment numbers for 2024 are 866 with around 15 impending enrolments.
- The Strategic Plan due 1 March is a work in progress which Daniel and Kirsty plan to finalise over the coming weeks. Some small details to be confirmed with Te Kawerau ā Maki before the report can be submitted.
- Kirsty raised concerns around how staff can monitor the student use of cellphone during break times. Kirsty proposed that the phone mandate cover class time only.

The board moved into committee at 6.31pm

The board moved out of committee at 6.39pm

- Kirsty said we must investigate options to replace our current server as the warranty can not be extended any further and this is currently being looked into. The Two key options are to Host Kamar onsite or Host Kamar in the cloud. Kirsty provided comparison costs to the board.

Moved into committee at 6.43pm

Out of committee at 6.45pm

- Kirsty said she has delegated each of her team to cover her during the SPANZ conference over 5 days.

Motion: The Secondary School Principal's Report dated 8 February 2024 is accepted as tabled

Moved: Kirsty

All in favour – Carried

Business Committee Report

- Graeme spoke to the Business Managers Report dated February 2024 and summarised its current financial position.
- Graeme said a statement will be communicated to staff acknowledging the value of the curriculum model but noting that we need to find more sustainable financial ways to support it .
- The Te Ara Manaaki Yearly Report 2023 was provided to the board.
- The board would like to make a special mention to Victoria and her team. The board are very appreciative of the extensive information provided in the report and the wide range of Hauora activities and support provided by the student services team.

Motion: The Financial reports dated 8 February 2024 is accepted as tabled

Moved: Graeme

All in favour – Carried

Student Report


- Charlie presented his report to the board which summarised the start of the year and what back to school looked like for the students. As it is only week two, Charlie said his next report to the board should have much more information.
- In mid January the student leadership team consisting of 26 students, and four staff spent two nights in the Waitakeres at Huia. Students were able to develop their interpersonal skills and strengthen team bonding.
- Some student leaders and teaching staff attended Waitangi celebrations and students reported that it was an impactful experience.
- Charlie discussed with Daniel a student liaison from the Primary school who would support Charlie by giving a student perspective. Charlie hopes this could happen before the next board meeting.
- Kirsty said Charlie was doing a excellent job as the Staff Rep.

The board moved into committee at 7.18pm
The board moved out of committee at 8.31pm

General Business

Meredith said she would like to invest in a digital screen for both schools and will provide the board with quotes at the next meeting.

Meeting closed at 8.38pm

Presiding Member: 

Date: 21/3/24

Resolutions Passed

- Nate nominated Meredith for the presiding member position which Meredith accepted.
- Maliina accepted the nomination of Board Secretary for 2024.
- Reid Walker is accepted on the business committee
- Principals are elected as Privacy Officers and manage the privacy election of each of their schools. Daniel would be the Privacy Officer for the Primary School and Kirsty would be the Privacy Officer for the Secondary School.
- The schedule of delegations were updated and tabled for 2024.
- The board agreed to keep the fee at the same current rate and no changes were made.
- The board approved primary school trip (Camp Bentzo Y8) on the proviso that a RAMS report was presented and approved by Daniel.
- The board approved Daniel's request to use PLD money to contribute towards the Edulead trip in April 2024 for Daniel and 4 staff members.