

**HOBSONVILLE PRIMARY SCHOOL
BOARD OF TRUSTEES
Minutes of the Meeting held on 17 February 2010**

Present: Mrs Deanna Tolich (Chairperson)
Mr Lance Norman (Finance)
Mrs Danica Raymond (BOT Representative for PTCC)
Mrs Pamela Morrow (STA)
Mr Robert King (Property)
Mrs Margaret Doherty (Secretary)
Mrs Christine Pasfield (Staff Representative)
Mrs Rae Hawkes (Minutes Secretary)

Visitors: Mr Brad Hill, Mr Chris Neison, Mrs Anne Leitch

Mr Brad Hill presented a proposal to the Board for a new sports field layout. The proposal included a rugby/soccer field with multi purpose goal posts and an astro turf cricket pitch; surrounded by a 5 or 6 lane 200m running track.

7.15pm - Mr Hill left and D. Tolich opened the meeting.

1. APOLOGIES: None

2. MINUTES OF PREVIOUS MEETING

2.1 **Motion: That the Minutes of the meeting held on 9 December 2009 be accepted as a true and accurate record subject to a minor amendment to 6.6 which should read \$460.00.**
L. Norman / R. King / Agreed

3. MATTERS ARISING FROM PREVIOUS MEETING

3.1 P. Morrow referred to 9.3 of the previous minutes regarding the end of year staff/Board dinner.

3.2 *Agreed* that C. Pasfield will organize a survey for staff as to whether they want board members to attend the end of year dinner.

3.3 M. Doherty replied to Mrs Anderson's letter regarding the Uniform Policy.

3.4 *Agreed* L. Norman will contact S. Hilliard, Finance Administrator, re writing off current stock in the Uniform Shop.

3.5 *Agreed* policies will be reviewed re staff members and car insurance and approved at the next meeting.

3.6 R. King has revised the Hazards and Risk Policy to be approved at the next meeting.

4. CORRESPONDENCE

4.1 Hayes Knight will commence the school audit on 3 March 2010.

4.2 Resignation from Nancy Stanisch as Out of School Sports Co-ordinator. Mr Sean Cox has taken over this role and Mrs Lynne Fletcher will handle the administration.

4.3 The school swimming pool fencing complies with Waitakere City Council regulations.

4.4 **Motion: that the board approves the Kowhai Team Camp at Long Bay MERC 15 – 19 March 2010 subject to all RAMs being completed.**
D. Tolich / Agreed

4.5 **Additional Inwards Correspondence**

4.6 Ratification of support staff 1.4% backdated to 27/01/2010.

4.7 Thank you card from Sandra Coney.

4.8 **Outwards Correspondence**

4.9 **Motion: that the board approved a letter sent to parents notifying them of the Paid Teachers Union Meeting on Thursday 11 March 2010 from 1.00pm. The normal school programme will not be able to operate because of limited staff being available to safely supervise students. Parents have been asked to advise if they are able to make alternative arrangements for their children; although the school will remain open.**
D. Tolich / P/ Morrow / Agreed

4.10 *Agreed* that a reminder should be sent home to parents re advising the school if they can make alternative arrangements for their children on Thursday 11 March 2010 from 1.00pm.

4.11 **Motion: That the board approves the Inwards Outwards Correspondence.**
D. Tolich / R. King / Agreed

5. **FINANCIAL REPORT**

5.1 There were no financial reports available.

5.2 The board thanked S. Hilliard, Finance Administrator for her hard work and efficiency in completing the documentation for the audit so promptly.

6. **PRINCIPAL'S REPORT**

6.1 *Agreed* that D. Tolich, D. Raymond and P. Morrow will arrange an independent appraiser for the Principal's appraisal.

6.2 **8.00pm** – the board went into committee to discuss leave for a staff member.

6.3 8.15pm – the board came out of committee.

6.4. **Motion: that the board approved parental leave for a staff member.**
D. Tolich / P. Morrow / Agreed

- 6.5 **Motion: That the board approves that school will finish at 12.30pm on Thursday 25 March 2010 for parent/teacher/student conferences.**
P. Morrow / R. King / Agreed
- 6.6 **Motion: That the board approves Ray Draycott as Project Manager for the upgrade/re-build of classroom blocks 1-6, 10 and 7-9 subject to the project going ahead.**
D. Tolich / R. King / Agreed
- 6.7 **Motion: That the board approves an out of zone enrolment ballot before the end of Term 1.**
D. Tolich / P. Morrow / Agreed
- 6.8 *Agreed* that an advertisement will be placed in the Western Leader re the out of zone enrolment ballot as soon as possible advertising places for New Entrants 2010.
- 6.9 **Motion: That the board approved that P.T.C.C. members can store leftover food from fundraising events e.g. sausages, ice blocks, etc. in their personal freezers to use for fundraising events at a later date and provide a count of the remaining items.**
D. Tolich / L. Norman / Agreed
- 6.10 *Agreed* that the approval by the board for P.T.C.C. members to store leftover food from fundraising events e.g. sausages, ice blocks, etc. in their personal freezers to use for fundraising events at a later date and provide a count of the remaining items should be minuted at the next P.T.C.C. meeting.
- 6.11 **Motion: that the board approves the proposed P.T.C.C. Water Pistol Fun Day.**
L. Norman / P. Morrow / Agreed
- 6.12 *Agreed* that a Board member will be present at the monthly P.T.C.C. meeting. D. Raymond to organize another board member if she is unable to attend.
- 6.13 *Agreed* that the P.T.C.C. will provide board members with the dates of their meetings.
- 6.14 *Agreed* that D. Tolich and D. Raymond will review the Code of Conduct for sub committees.
- 6.15 The board reviewed the Uniform Policy and the following amendments were made:
- 2.1 The wearing of school uniform is compulsory.
- 2.4 Shoes / sandals and hair accessories must be black or navy. Shoe styles that are acceptable are sneakers, flat-soled shoes or sandals only. No boots or jandals. Exemptions on medical or cultural grounds will be considered at the Principal's discretion.
- 6.16 **Motion: That the Principal's Report be approved.**
D. Tolich / Agreed

7. PROPERTY REPORT

- 7.1 *Agreed* that D. Tolich will request that Eryn Shields, Waitakere City Council, advise meeting dates regarding the proposed bus lanes on Hobsonville Road.
- 7.2 **Motion: that the board agreed to accept a quote from Town and Around Fence and Gate Ltd for a 1.5metre Alsteel hoop top fence for the Library area for \$7,152.00 plus GST.**
R. King / D. Tolich / Agreed

8. FUNDRAISING

- 8.1 The P.T.C.C. has organized the following events for 2010:
Motorway Walk Sunday - 21st February – iceblocks and sausage sizzle.
Water Pistol Fun Day – 6 March.
- 8.2 Discos, calendars and a selling promotion of either chocolates or seeds are also planned for the year.
- 8.3 9.25pm – the board went into committee to discuss code of conduct for sub committees
- 8.4 9.40pm – the board came out of committee.
- 8.5 *Agreed* that a Code of Conduct will be distributed to the P.T.C.C. to sign.
- 8.6 *Agreed* to ask the P.T.C.C. to fundraise for the proposed new sports field as presented by Mr Brad Hill.
- 8.7 **Motion: that the board approves the installation of the multipurpose rugby posts by the end of Term 1 subject to quotes.**
D. Tolich / Agreed
- 8.8 *Agreed* that L. Norman will advise the P.T.C.C. regarding their budget for 2010.

9. GENERAL BUSINESS

- 9.1 R. King suggested that the school's website should be expanded and updated.
- 9.2 C. Neison advised that he has consulted the website designer.
- 9.3 L. Norman advised that he would be unable to attend the board meetings held on 28 April and 26 October 2010.
- 9.4 D. Tolich advised the board that she has attained the position of Minutes Secretary for Whenuapai School and that NZSTA has advised that this is not a conflict of interest with her position as Chairperson.

The meeting closed at 9.50pm

The next Board meeting will be held on Wednesday 17 March 2010.

ACTION LIST FROM MEETING ON 17 FEBRUARY 2010

Minute	Action	By whom	To be completed
3.	Matters Arising		
3.2	<i>Agreed</i> that C. Pasfield will organize a survey for staff as to whether they want board members to attend the end of year dinner.	C. Pasfield	At earliest convenience
3.4	<i>Agreed</i> L. Norman will contact S. Hilliard, Finance Administrator, re writing off current stock in the Uniform Shop.	L. Norman	At earliest convenience
3.5	<i>Agreed</i> policies will be reviewed re staff members and car insurance and approved at the next meeting.	M. Doherty	Next meeting
4.	Correspondence		
4.10	<i>Agreed</i> that a reminder should be sent home to parents re advising the school if they can make alternative arrangements for their children on Thursday 11 March 2010 from 1.00pm.	M. Doherty	At earliest convenience
6.	Principal's Report		
6.1	<i>Agreed</i> that D. Tolich, D. Raymond and P. Morrow will arrange an independent appraiser for the Principal's appraisal.	D. Tolich / D. Raymond	At earliest convenience
6.7	<i>Agreed</i> that an advertisement will be placed in the Western Leader re the out of zone enrolment ballot as soon as possible advertising places for New Entrants 2010.	M. Doherty	At earliest Convenience
6.9	<i>Agreed</i> that the approval by the board for P.T.C.C. members to store leftover food from fundraising events e.g. sausages, ice blocks, etc. in their personal freezers to use for fundraising events at a later date and provide a count of the remaining items should be minuted at the next P.T.C.C. meeting.	D. Raymond	Next P.T.C.C. meeting
6.11	<i>Agreed</i> that a Board member will be present at the monthly P.T.C.C. meeting. D. Raymond to organize another board member if she is unable to attend.	D. Raymond	When necessary
6.12	<i>Agreed</i> that the P.T.C.C. will provide board members with the dates of their meetings.	R. Hawkes	At earliest convenience
6.13	<i>Agreed</i> that D. Tolich and D. Raymond will review the Code of Conduct for sub committees.	D. Tolich / D. Raymond	At earliest convenience
7	PROPERTY REPORT		
7.1	<i>Agreed</i> that D. Tolich will request that Eryn Shields, Waitakere City Council, advise meeting dates regarding the proposed bus lanes on Hobsonville Road.	D. Tolich	At earliest convenience
8.	PRINCIPAL'S REPORT		
8.5	<i>Agreed</i> that a Code of Conduct will be distributed to the P.T.C.C. to sign.	D. Tolich	Next P.T.C.C. meeting
8.6	<i>Agreed</i> to ask the P.T.C.C. to help fundraise for the proposed new sports field as presented by Mr Brad Hill.	M. Doherty	At earliest convenience