

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

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

Visitors: Mrs Anne Leitch, Ms Aimee Buhler

Ms Aimee Buhler discussed changes to the Food and Nutrition Policy to meet the requirements of the Bronze Healthy Heart Award.

7.15pm – Ms Buhler left and D. Tolich opened the meeting.

1. **APOLOGIES:** D. Raymond

2. **MINUTES OF PREVIOUS MEETING**

2.1 **Motion: That the Minutes of the meeting held on 17 February 2010 be accepted as a true and accurate record subject to an addition to 3.1 as follows:**

P. Morrow referred to 9.3 of the previous minutes regarding the staff questioning Board of Trustees attendance at the end of year dinner.

P. Morrow / D. Tolich / Agreed

2.2 **Motion: That the Board approves the reviewed Food and Nutrition Policy.**

P. Morrow / D. Tolich / Agreed

3. **MATTERS ARISING FROM PREVIOUS MEETING**

3.1 C. Pasfield presented the results from the staff survey regarding Board of Trustees attendance at the end of year dinner.

3.2 The Board acknowledged that the majority of staff is happy for the Board of Trustees to attend the end of year dinner.

3.3 *Agreed* that L. Norman will speak to the school's accountant with regard to writing off the current stock in the Uniform Shop.

3.4 **Motion: That the Board approves that John Landers be appointed as the Principal's appraiser for 2010.**
D. Tolich / Agreed

3.5 The Code of Conduct for sub committees has been reviewed. (Refer Principal's Report)

3.6 The P.T.C.C. has agreed to help fundraise for the new sports field layout.

4. CORRESPONDENCE

- 4.1 Resignation – Jacqui-May Allison-Dodds.
- 4.2 **Motion: That the Board approves the advertisement for the P.T.C.C. newsletter for Mark Jones, Handyman.**
P. Morrow / D. Tolich / Agreed
- 4.3 **Motion: That the Board approves that M. Doherty can approve advertisements for the P.T.C.C. newsletter in future.**
P. Morrow / D. Tolich / Agreed
- 4.4 The Board declined sponsoring the Special Children's Christmas Party.
- 4.5 Additional Correspondence – STA National Council Elections.
- 4.6 Email – resignation from Angela Anderson from her position as P.T.C.C. Chairperson.
- 4.7 **Motion: That the Board accepts Angela Anderson from her position as P.T.C.C. Chairperson.**
D. Tolich / Agreed
- 4.8 **Motion: That the Inwards / Outwards Correspondence be approved.**
D. Tolich / Agreed

5. FINANCE REPORT

- 5.1 **Motion: That the Financial Reports for January and February 2010 be accepted.**
D. Tolich / M. Doherty / Agreed
- 5.2 *Agreed* to ask S. Hilliard to explain the budget forecast for October to December 2010.

6. PRINCIPAL'S REPORT

- 6.1 **Motion: That the Board approves that Mrs Donna Jamieson be appointed to the Long Term Relieving parental leave position from the beginning of Term 2 to end Term 4 2010.**
D. Tolich / Agreed
- 6.2 **The Board resolved to apply to New Zealand Community Trust for funding for a second Active Sports Trolley valued at \$3,200.00.**
D. Tolich / Agreed
- 6.3 **Motion: That the Board approved the Returning Officer's Fee of \$1,230.48.**
D. Tolich / Agreed
- 6.4 **Motion: That the Board approved the P.T.C.C. Code of Conduct subject to minor changes.**
P. Morrow / M. Doherty / Agreed
- 6.5 **Motion: That the Board approves the reviewed Uniform Policy.**
L. Norman / R. King / Agreed

- 6.6 **Motion: That the Board approves the reviewed Hazards and Risks Policy subject to some minor amendments.**
P. Morrow / R. King / Agree
- 6.7 **Motion: That the Board approves the reviewed EOTC policy subject to some minor amendments.**
P. Morrow / R. King / Agreed
- 6.8 **Motion: That the Board approves the reviewed Road Safety Policy subject to some minor amendments.**
D. Tolich / R. King / Agreed

7. PROPERTY REPORT

- 7.1 There is a crack in the bottom of the school swimming pool, which is causing water to drain away.
- 7.2 Jonkers Pool Systems have been contacted and they have suggested installing a pool liner.
- 7.3 *Agreed* that a quotes for a pool liner be obtained and to apply for grants for the cost.
- 7.4 P. Morrow queried the opening times of the bus bay and it was explained that there are times when the Caretaker is unable to open the gates at the specified time because of other duties.
- 7.5 *Agreed* that L. Norman will contact Sandra Orr re a traffic planner to assess the traffic situation outside the school with regard to the proposed bus lanes.
- 7.6 *Agreed* that L. Norman will contact Sandra Orr and ask for the minutes of the last meeting re the proposed bus lanes on Hobsonville Road.
- 7.7 **Motion: That the Board accepts the quote from Gary Meek for the multi purpose goal posts for \$2,300.00 (not including installation and nets).**
L. Norman / R. King / Agreed

8. FUNDRAISING REPORT

- 8.1 Angela Anderson has resigned from your position as Chairperson of the P.T.C.C. and Rachael Payne is taking up this position in the interim.
- 8.2 The P.T.C.C. AGM will be held at the next meeting on 20 April 2010 and all positions will be finalized at this meeting.
- 8.3 The P.T.C.C. will hold a school disco on Friday 21 May 2010 and will have a sausage sizzle prior to this subject to approval from the Food and Nutrition Committee.
- 8.4 The Board thanked the P.T.C.C. for their hard work in raising \$25,000 last year.
- 8.5 *Agreed* that C. Pasfield will ask Christine Graham (Teacher in Charge of Maths) and teachers if they agree to have a Maths-athon as a fundraiser this year.

8.6 9.50pm - the Board went into committee to discuss a community issue.

8.7 10.00pm – the Board came out of committee and the meeting closed.

The next Board meeting will be held on Wednesday 28 April 2010.

ACTION LIST FROM MEETING ON 17 MARCH 2010

Minute	Action	By whom	To be completed
3.	Matters Arising		
3.3	<i>Agreed</i> that L. Norman will speak to the school's accountant with regard to writing off the current stock in the Uniform Shop.	L. Norman	At earliest convenience
5.	Finance Report		
5.2	<i>Agreed</i> to ask S. Hilliard to explain the budget forecast for October to December 2010.	M. Doherty/ S. Hilliard	At earliest convenience
7	PROPERTY REPORT		
7.3	<i>Agreed</i> that a quotes for a pool liner be obtained and to apply for grants for the cost.	M. Doherty/ M. Goonan	At earliest convenience
7.5	<i>Agreed</i> that L. Norman will contact Sandra Orr re a traffic planner to assess the traffic situation outside the school with regard to the proposed bus lanes.	L. Norman	At earliest convenience
7.6	<i>Agreed</i> that L. Norman will contact Sandra Orr and ask for the minutes of the last meeting re the proposed bus lanes on Hobsonville Road.	L. Norman	At earliest convenience
8.	FUNDRAISING REPORT		
8.5	<i>Agreed</i> that C. Pasfield will ask Christine Graham (Teacher in Charge of Maths) and teachers if they agree to have a Maths-athon as a fundraiser this year.	C. Pasfield	At earliest convenience