

**HOBSONVILLE PRIMARY SCHOOL
BOARD OF TRUSTEES
Minutes of the Meeting held on 19 May 2010**

Present: Mrs Deanna Tolich
Mr Lance Norman
Mrs Pamela Morrow
Mr Robert King
Mrs Gwen Downs
Mrs Margaret Doherty
Mrs Angela Collins (Staff Representative)
Mrs Rae Hawkes (Minutes Secretary)

Visitors: Mr Chris Neison

M. Doherty opened the meeting at 7.00pm and welcomed Mrs Gwen Downs as a newly elected board member and Mrs Angela Collins as the newly elected staff representative to the board.

M. Doherty called for nominations for Chairperson.

L. Norman nominated D. Tolich as Chairperson and P. Morrow seconded the nomination.

L. Norman agreed to continue his responsibility for finance.

R. King agreed to continue his responsibility for property.

P. Morrow agreed to take over responsibility for board liaison with the P.T.C.C.

G. Downs agreed to take over responsibility for reporting STA News back to the board.

M. Doherty agreed to continue in the position of Secretary.

Motion: That the Board approved the positions as above.

L. Norman / P. Morrow / Agreed

1. APOLOGIES: None

1.1 D. Tolich recommended that board meetings should be conducted in a more controlled manner with board members waiting their turn to speak or speaking through the Chairperson.

1.2 L. Norman suggested that when a board member wanted to speak they raise a finger.

1.3 *Agreed* that the boundary sub committee will operate until further notice.

1.4 D. Tolich asked the board to review the Terms of Reference, board members' responsibilities and consider undertaking board training.

1.5 *Agreed* that board members will return their red information folders to R. Hawkes for updating.

2. MINUTES OF PREVIOUS MEETING

- 2.1 **Motion: That the Minutes of the meeting held on 17 March 2010 be accepted as a true and accurate.**

D. Tolich / R. King / Agreed

3. MATTERS ARISING FROM PREVIOUS MEETING

- 3.1 A small amount of uniform stock will be written off at the end of the month.
- 3.2 Major property works are likely to be undertaken towards the end of the year and this has affected the budget forecast.
- 3.3 Quotes for a new pool liner are still pending.
- 3.4 L. Norman has contacted Sandra Orr at the Ministry re a traffic planner to assess the traffic situation.
- 3.5 Minutes from the last meeting between board members, council members and the Ministry were not taken. P. Morrow's notes are the only ones available.
- 3.6 Teachers have agreed to hold a Maths-athon organized by the P.T.C.C. as a fundraiser this year.

4. CORRESPONDENCE

- 4.1 Audited accounts and covering letter from Hayes Knight. (Refer Finance Report).
- 4.2 Quotes re security service. (Refer Property Report).
- 4.3 Auckland Regional Council - Valerie Cole – resource management variation to plan re air quality control. Submissions close 27 May 2010.
- 4.4 *Agreed* that D. Tolich will circulate email to board members and S. Orr (Ministry) and decide whether the board supports or opposes the resource management variation regarding air quality control.
- 4.5 **Additional Correspondence**
- 4.6 Professional development for boards of trustees 3 and 22 June at Corbans Estate, Henderson.
- 4.7 *Agreed* that D. Tolich will email information regarding professional development to board members.
- 4.8 *Agreed* that G. Downs and A. Collins will attend a training session for new board members.
- 4.9 Minutes from Massey Community Board meeting.

- 4.10 **Additional Outwards Correspondence**
- 4.11 Information pack sent to Massey Community Board outlining the school's concerns re the proposed widening of Hobsonville Road.
- 4.12 **Motion: That the Inwards Outwards Correspondence be accepted.
L. Norman / R. King / Agreed**
- 5. FINANCE REPORT**
- 5.1 **Motion: That the Financial Reports for March and April 2010 be accepted.
L. Norman / R. King / Agreed**
- 5.2 **Motion: That the Audit Report from Hayes Knight be tabled and accepted.
L. Norman / D. Tolich / Agreed**
- 5.3 The auditors have made a recommendation that a budgeted statement of financial position is produced at the start of each year as part of the school's budget setting routine.
- 6. PRINCIPAL'S REPORT**
- 6.1 **Motion: That the board approves the appointment of Liz Mclachlan to the permanent teaching position in the Y7/8 area.
P. Morrow / D. Tolich / Agreed**
- 6.2 **Motion: That the board approves leave without pay for Liz McLachlan for the first three weeks of Term 3.
P. Morrow / G. Downs / Agreed**
- 6.3 As part of the implementation of National Standards, consultation with the school community will take place this term as part of the review of the school's reporting systems.
- 6.4 D. Tolich suggested that M. Doherty report to the board each meeting with regard to National Standards; in conjunction with the timeline for implementing the National Standards 2010 – 2012.
- 6.5 M. Doherty requested a credit card for school related expenses.
- 6.6 **Motion: That M. Doherty can have a credit card in her name for school related expenses pending a policy being written up.
L. Norman / G. Downs / Agreed**
- 6.7 *Agreed* that board members will bring ideas to the next meeting with regard to a credit card policy.
- 6.8 Minutes of the Health and Safety meeting were distributed to board member.
- 6.9 Planning Schedule Guidelines 2010, Planning Schedule 2010, list of policies with review dates and School Review Calendar 2010 distributed to board members.

7. PROPERTY REPORT

- 7.1 **Motion: That First Security will be retained as the school's security service pending contract details.
R. King / L. Norman / Agreed**
- 7.2 *Agreed* to ask S. Hilliard to check with the school's insurance company if the insurance premiums will decrease because of the security service with random patrols.
- 7.3 D. Tolich and M. Doherty will attend a meeting on Monday evening 24 May with key stakeholders in the road widening issue on. The school's main focus will be on student safety.
- 7.4 S. Orr from the Ministry will be meeting with board members at 9.00am on Wednesday 26 May.
- 7.5 *Agreed* L. Norman will write to Ministry to bring the road widening issue to their attention.
- 7.6 *Agreed* D. Tolich will ask her husband to look at the heating system in Rooms 12 and 13 to see if any improvements can be made.
- 7.7 *Agreed* R. King will check with Woods Ltd who are developing the Fulton Hogan land on the western boundary of the school to see if the land is available for sale.

8. FUNDRAISING REPORT

- 8.1 Trivia Night will be held on Saturday 31 July.
- 8.2 Disco will be held on Friday 21 May.
- 8.3 The Maths-athon will raise funds for the new goal posts and improvements to the field.
- 8.4 The P.T.C.C. has suggested selling Hells pizza for lunch once a month as a fundraiser. 20% of purchases would go to the school.

9. GENERAL BUSINESS

- 9.1 **Motion: That the board approves that the P.T.C.C. obtain a liquor license for the Trivia Night on 31 July 2010.
P. Morrow / D. Tolich**
- 9.2 R. King did not agree with the P.T.C.C. obtaining a liquor license.
- 9.3 D. Tolich asked all board members to respond to emails sent to them.
- 9.4 D. Tolich thanked A. Collins for all her hard work in training the choir for the Kids for Kids concert at the Bruce Mason Theatre.
- 9.5 D. Tolich thanked outgoing members D. Raymond and C. Pasfield for their contribution to the board.

- 9.6 *Agreed* that R. Hawkes will arrange a gift for D. Raymond and C. Pasfield to acknowledge their time on the board.
- 9.7 The board will hold a "Meet the Board" drinks and nibbles afternoon for staff on Thursday 27 May at 3.30pm.
- 9.8 *Agreed* that A. Collins will advise the staff about the "Meet the Board" drinks and nibbles afternoon on Thursday 27 May.
- 9.9 *Agreed* P. Morrow will send information regarding how the proposed widening of Hobsonville Rd will affect the school to the Hobsonville Ratepayers Association for their newsletter.

The meeting closed at 9.10pm.

The next Board meeting will be held on Wednesday 16 June 2010.

ACTION LIST FROM MEETING ON 19 MAY 2010

Minute	Action	By whom	To be completed
1.3	<i>Agreed</i> that the boundary sub committee will operate until further notice.	Boundary sub committee	Until further notice
1.5	<i>Agreed</i> that board members will return their red information folders to R. Hawkes for updating.	BOT members / R Hawkes	At earliest convenience
4.	CORRESPONDENCE		
4.4	<i>Agreed</i> that D. Tolich will circulate email to board members and S. Orr (Ministry) and decide whether the board supports or opposes the resource management variation regarding air quality control.	D. Tolich	At earliest convenience
4.7	<i>Agreed</i> that D. Tolich will email information regarding professional development to board members.	D. Tolich	At earliest convenience
4.8	<i>Agreed</i> that G. Downs and A. Collins will attend a training session for new board members.	G. Downs / A. Collins	At earliest convenience
6.	PRINCIPAL'S REPORT		
6.7	<i>Agreed</i> that board members will bring ideas to the next meeting with regard to a credit card policy.	BOT members	Next meeting
7	PROPERTY REPORT		
7.3	<i>Agreed</i> to ask S. Hilliard to check with the school's insurance company if the insurance premiums will decrease because of the security service with random patrols.	S. Hilliard	At earliest convenience
7.5	<i>Agreed</i> L. Norman will write to Ministry to bring the road widening issue to their attention.	L. Norman	At earliest convenience
7.6	<i>Agreed</i> R. King will check with Woods Ltd who are developing the Fulton Hogan land on the western boundary of the school to see if the land is available for sale.	R. King	At earliest convenience
9.	GENERAL BUSINESS		
9.6	<i>Agreed</i> that R. Hawkes will arrange a gift for D. Raymond and C. Pasfield to acknowledge their time on the board.	R. Hawkes	At earliest convenience
9.8	<i>Agreed</i> that A. Collins will advise the staff about the "Meet the Board" drinks and nibbles afternoon for staff on Thursday 27 May.	A. Collins	At earliest convenience
9.9	<i>Agreed</i> P. Morrow will send information regarding how the proposed widening of Hobsonville Rd will affect the school to the Hobsonville Ratepayers Association for their newsletter.	P. Morrow	At earliest convenience