

**HOBSONVILLE PRIMARY SCHOOL
BOARD OF TRUSTEES
Minutes of the meeting held on 30 March 2011**

Present: Mrs Deanna Tolich – Chairperson
Mr Lance Norman - Finance
Mrs Pamela Morrow – P.T.C.C. Liaison
Mr R. King - Property
Mrs Gwen Downs – STA News
Mrs Margaret Doherty - Principal
Mrs Angela Collins - Staff Trustee
Mrs Rae Hawkes - Minutes Secretary

Visitors: Mrs Anne Leitch – Deputy Principal
Mr Chris Neison – Deputy Principal

1. **APOLOGIES:** None

2. **MINUTES OF THE PREVIOUS MEETINGS**

2.1 **Motion: That the Minutes of the meeting held on 23 February 2011 be accepted as a true and accurate record subject to an amendment to Minute 5.6. Minute 5.6 to read as follows:**

**Motion: That the board approved the Ten Year Property Plan Service Agreement from Opus.
G. Downs / P. Morrow / Agreed**

3. **MATTERS ARISING FROM PREVIOUS MEETINGS**

3.1 There is no wood left from the fallen pine tree to sell as a fundraiser. When the gum trees are felled the P.T.C.C. will have the opportunity to sell this wood as a fundraiser.

3.2 A letter to the board from Mark Goonan (Caretaker) explaining the difficulty in getting quotes from suppliers who have already quoted for other jobs and their quotes have been rejected and the longstanding relationship our school has with Fyfe Sales.

3.3 *Agreed: Mark Goonan to contact two more shade sail suppliers for quotes. M. Goonan to put in writing if he contacts a shade sail supplier and they decline to quote.*

3.4 The 2011 Annual Plan Overview was distributed to board members for their information.

4. **NEW MATTERS**

4.1 The board discussed the possibility of holding another ballot for out of zone enrolments for 2011 as 15 out of zone families have requested that their children be able to attend Hobsonville Primary School.

4.2 The board agreed that due to the number of New Entrant students starting in 2010 and the need to accommodate these students that another ballot would not be held.

- 4.3 *Agreed: R. Hawkes will send letters to the parents who have indicated that they want their children to come to Hobsonville Primary School from out of zone this year, explaining the situation and enclosing an Out of Zone Application form for 2012.*
- 4.4 The board reviewed the Requests for Money from Parents / Caregivers Policy.
- 4.5 *Agreed: R. Hawkes will make amendments to the Request for Money from Parents / Caregivers Policy for board members to approve at the next meeting.*
- 4.6 The suggestion was made to consider subsidizing the costs of the Y7/8 camp for parents.
- 4.7 The board agreed not to go ahead with advertising in the Western Leader Focus on Education edition.
- 4.8 *Agreed: that the Re-Launch Committee develops a new school prospectus.*
- 4.9 The board discussed the need for fencing the front of the school for safety reasons.
- 4.10 *Agreed: to obtain a quote for a fence at the front of the school as per the fencing around the library courtyard.*
- 4.11 D. Tolich asked if there was any General Business to declare.
- 4.12 R. King advised that he would like to make a general comment.

5. CORRESPONDENCE

- 5.1 Quote from Heliocol for pool solar heating \$13,100.00 plus GST. (Refer Property)
- 5.2 The board approved that the hall be used for the General Elections on Friday 25 November and Saturday 26 November 2011.
- 5.3 Letter from Ministry re out of zone ex pupil requesting re-entry to Hobsonville Primary School after enrolment at another school last year.
- 5.4 D. Tolich responded to the Ministry's request for comment re this out of zone application.
- 5.5 The Ministry is currently gathering information regarding this out of zone application.
- 5.6 Waitakere City Improving School Attendance (ISAP) request for donation.
- 5.7 The board agreed to decline request from ISAP for donation.
- 5.8 Additional Correspondence – 2011 Enrolment Scheme Review (Refer General Business).
- 5.9 **Motion that the board approves the Inwards Outwards Correspondence.
P. Morrow / G. Downs / Agreed**

6. FINANCIAL REPORTS

- 6.1 **Motion that the board approves the Financial Reports for January and February 2011.
L. Norman / D. Tolich / Agreed**

7. PRINCIPAL'S REPORT

7.1 **Motion: That the board approves the appointment of Angela Whiteman to the fixed term position of Out of School Sports Co-ordinator.
P. Morrow / R. King / Agreed**

7.2 *Agreed the board will hold a separate meeting to review the board's governance, terms of reference, policies and strategic goals.*

7.3 **Motion: That the board approves the Principal's Report.
P. Morrow / A. Collins / Agreed**

8. PROPERTY REPORT

8.1 Quote from Heliocol for pool solar heating \$13,100.00 plus GST.

8.2 Brendan Hyde from Heliocol advised that there will be Government funding available in June for schools for solar pool heating of approximately \$2,724 per year based over five years.

8.3 *Agreed to obtain two more quotes for solar pool heating to compare with the quote from Heliocol and make sure that the solar heating companies have access to the government funding.*

8.4 *Agreed to organize an extra security patrol at night for the next six months in response to the recent break in.*

8.5 A decision has yet to be made whether to appoint a permanent project manager or for individual building projects around the school.

8.6 The board discussed the Minutes of the meetings with the Ministry and the Council on Tuesday 15 March 2011.

8.7 *Agreed to ask Wes Edwards (Traffic Engineer) the reasons he supports the Council's recommendation for a phased pedestrian crossing as opposed to a 'barn dance' crossing.*

8.8 *Agreed to send Minutes of the meeting with Council on 15 March 2011 to S. Orr at the Ministry highlighting the safety hazard of the stormwater catchment.*

8.9 *Agreed to contact Darren Russell from NZ Police to review the traffic safety outside the school.*

9. FUNDRAISING

9.1 *Agreed to discuss with the P.T.C.C. the possibility of holding a children's marketplace where children donate items to sell and money raised goes to the school.*

10. GENERAL BUSINESS

10.1 R. King congratulated M. Goonan (Caretaker) and C. Spackman (Gardener) on maintaining the school grounds to such a high standard.

10.2 The board reiterated their zero tolerance to bullying in light of recent incidents in the news.

- 10.3 *Agreed that the school's home zone in the present enrolment scheme should be amended as it has been confirmed that a new school will open at Hobsonville Point in 2013 and some of Hobsonville Primary School's zoned streets overlap with Marina View School's current zone.*
- 10.4 Upon review the letter presented at the last board meeting regarding heat pumps was found to be an erroneous document. The board has re-directed this request to management.
- 10.5 In future any incoming correspondence on the day of a board meeting will be tabled only and any decision will be made after consideration.
- 10.6 **9.23pm the board went into committee to protect the privacy of certain individuals.**
9.40pm the board came out of committee and the meeting closed.

The next Board meeting will be held on Wednesday 25 May 2011 at 7.00pm.

ACTION LIST FROM MEETING ON 30 MARCH 2011

MINUTE	ACTION	BY WHOM	WHEN
3.	MATTERS ARISING FROM PREVIOUS MINUTES		
3.3	<i>Agreed: Mark Goonan to contact two more shade sail suppliers for quotes. M. Goonan to put in writing if he contacts a shade sail supplier and they decline to quote.</i>	M. Goonan	Earliest convenience
4.	NEW MATTERS		
4.3	<i>Agreed: R. Hawkes will send letters to the parents who have indicated that they want their children to come to Hobsonville Primary School from out of zone this year, explaining the situation and enclosing an Out of Zone Application form for 2012.</i>	R. Hawkes	At earliest convenience
4.5	<i>Agreed: R. Hawkes will make amendments to the Request for Money from Parents / Caregivers Policy for board members to approve at the next meeting.</i>	R. Hawkes	For next meeting 24/5
4.8	<i>Agreed: that the Re-Launch Committee develop a new school prospectus.</i>	Re-Launch Committee	At earliest convenience
4.10	<i>Agreed: to obtain a quote for a fence at the front of the school as per the fencing around the library courtyard.</i>	M. Goonan	At earliest convenience
7.	PRINCIPAL'S REPORT		
7.2	<i>Agreed the board will hold a separate meeting to review the board's governance, terms of reference, policies and strategic goals.</i>	Board members	At earliest convenience
8.	PROPERTY REPORT		
8.3	<i>Agreed to obtain two more quotes for solar pool heating to compare with the quote from Heliocol and make sure that the solar heating companies have access to the government funding.</i>	R. King / M. Goonan	At earliest convenience
8.4	<i>Agreed to organize an extra security patrol at night for the next six months in response to the recent break in.</i>	M. Goonan	At earliest convenience
8.7	<i>Agreed to ask Wes Edwards (Traffic Engineer) the reasons he supports the Council's recommendation for a phased pedestrian crossing as opposed to a barn dance crossing.</i>	D. Tolich	At earliest convenience
8.8	<i>Agreed to send Minutes of the meeting with Council on 15 March 2011 to S. Orr at the Ministry highlighting the safety hazard of the stormwater catchment.</i>	R. Hawkes	At earliest convenience
8.9	<i>Agreed to contact Darren Russell from NZ Police to review the traffic safety outside the school.</i>	C. Neison	At earliest convenience
9.	FUNDRAISING		
9.1	<i>Agreed to discuss with the P.T.C.C. the possibility of holding a children's marketplace where children donate items to sell and money raised goes to the school.</i>	P. Morrow	Next P.T.C.C. meeting
10.	GENERAL BUSINESS		
10.3	<i>Agreed that the school's home zone in the present enrolment scheme should be amended as it has been confirmed that a new school will open at Hobsonville Point in 2013 and some of Hobsonville Primary School's zoned streets overlap with Marina View School's current zone.</i>	M. Doherty/R. Hawkes	At earliest convenience