

**HOBSONVILLE PRIMARY SCHOOL
BOARD OF TRUSTEES
Minutes of the meeting held on 25 May 2011**

Present: Mrs Deanna Tolich – Chairperson
Mr Lance Norman - Finance
Mrs Pamela Morrow – P.T.C.C. Liaison
Mr R. King - Property
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:** Mrs Gwen Downs

2. **MINUTES OF THE PREVIOUS MEETINGS**

2.1 **Motion: The Minutes of the meeting held on 30 March 2011 be accepted as a true and accurate record subject to a minor amendment to the wording of Minute 5.7 and 7.2.
L. Norman / P. Morrow / Agreed**

3. **MATTERS ARISING FROM PREVIOUS MEETINGS**

3.1 Three quotes have been obtained for solar heating the swimming pool.

3.2 *Agreed:* The next meeting to be held on 29 June 2011 will commence at the earlier time of 6.00pm. This is to allow time for board members to review the board's governance, terms of reference, policies and strategic goals.

3.3 *Agreed:* to check if an extra nightly security patrol has been arranged.

3.4 **Motion: The Requests for Money from Parents / Caregivers Policy is approved.
L. Norman / A. Collins / Agreed.**

3.5 **Motion: The Enrolment Policy is approved.
P. Morrow / M Doherty / Agreed**

3.6 *Agreed: To put class stationery lists on the website.*

4. **NEW MATTERS**

4.1 Letter from Wes Edwards Consulting Ltd regarding Intersection Pedestrian Crossing options.

4.2 *Agreed:* The board considers that both options of parallel and exclusive pedestrian crossings are unsafe but accept the best recommendation is a parallel crossing. The board is concerned about the safety issues involved.

4.3 *Agreed:* To engage the services of Bell Gully Solicitors to represent the school at the hearing end July/ August (date to be advised) on the Road Widening Notice of Requirement.

- 4.4 *Agreed:* To advise the solicitor to write a letter to Erin Shields (Auckland City Council) about concerns raised in Minute 4.2 and the safety aspect of rain gardens.
- 4.5 *Agreed:* To ask Hussam Abdul-Rassol at Auckland Transport to advise the location of actual rain gardens for the board to view.
- 4.6 *Agreed:* To add to the Principal's Performance Agreement – Process of Appraisal – as follows:
The full report will be available for all board members to view on school site only.
- 4.7 *Agreed:* To make an addition to the Principal's Job Description – Primary Purposes of the Position – as follows:
To fulfill the intentions of the professional standards.
- 4.8 *Agreed:* To make some minor amendments to the procedures to be followed during extended absence of the Principal.
- 4.9 *Agreed:* The procedures to be followed during extended absence of the Principal will be approved by the board and then distributed to staff.
- 4.10 *Agreed:* To compile a list of telephone numbers in order of priority to be called in the event of an emergency in school holiday time.

5. CORRESPONDENCE

- 5.1 A suggestion was made to put the school's Targets on the website.
- 5.2 NZSTA Memo to Boards re Cashing Up Annual Leave.
- 5.3 **Motion: The board of Hobsonville Primary School will not consider any requests to cash-up annual holidays under the provisions of the Holidays Act 2003.**
D. Tolich / M. Doherty / Agreed
- 5.4 Letter from Anne Tolley, Minister of Education regarding bullying.
- 5.5 *Agreed:* To keep a record of reported bullying incidents in order to monitor the occurrence of bullying in the school.
- 5.6 *Agreed:* To send a copy of the letter from Anne Tolley regarding bullying plus the Behaviour Policy to each board member for review.
- 5.7 **Motion: That the board agrees to the installation of a heat pump to be installed in the Finance / Administration office.**
D. Tolich / P.Morrow / Agreed
- 5.8 *Agreed:* To check if there is a grant available for the installation of the heat pump in the Finance / Administration office.
- 5.9 *Agreed:* To investigate registering of votes re NZSTA AGM.
- 5.10 Additional Correspondence – PPNZ Music Licensing – A Guide to Using Music in Schools.
- 5.11 **Motion: That the Inwards Outwards Correspondence be approved.**
P. Morrow / L. Norman / Agreed

6. FINANCIAL REPORTS

6.1 **Motion: The board approves the Financial Reports for March and April 2011.**
L. Norman / D. Tolich / Agreed

6.2 L. Norman highlighted the following areas that have the potential risk of going over budget this year:

Computer Software
Computer Consumables
Art and Craft
Health and Wellbeing
Stationery

6.3 *Agreed:* To investigate a discrepancy with the Camp budget.

7. PRINCIPAL'S REPORT

7.1 **Motion: The board approves further investigation into teaching the Technology curriculum at Hobsonville Primary School rather than travelling to the current provider, Wairau Intermediate School.**
R. King / D. Tolich / Agreed

7.2 *Agreed:* R. King will ask his contact at Marina View School about their technology programme.

7.3 **Motion: The board approves that John Lander will carry out the Principal's Appraisal this year.**
R. King / L. Norman / Agreed

7.4 **Motion: The board approves the early finish time of 12.30pm on Thursday 7 July 2011 for the student conferences.**
P. Morrow / L. Norman / Agreed

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

7.6 **Motion: The following addition will be made to the Annual Plan Outcomes - A Safe and healthy environment is provided:**
Annual Variance Report is drafted.
L. Norman / D. Tolich / Agreed

7.7 **Motion: The Emergency Policy has been reviewed and no changes were made.**
D. Tolich / R. King / Agreed

7.8 *Agreed:* To add to the draft feedback requested by the Education Review Office as follows:
Effective communication: e.g. newsletters, notice board.
Procedures to ensure efficient financial management.

7.9 *Agreed:* Pages 11 and 12 of the Principal's Report will be discussed at the next meeting on 29 June 2011.

- 7.10 **Motion: That the Principal's Report be approved.**
D. Tolich / P.Morrow / Agreed

8. PROPERTY REPORT

- 8.1 *Agreed:* to accept the quote from Shade World for the damage to shade sails over the stage area (\$4,384.00 +GST), library area (\$1,232.00 +GST) and sandpit area (1,650.00 +GST). These costs will be coded to vandalism.
- 8.2 *Agreed:* R. King will liaise with Mark Goonan re solar heating and application for grant.

9. FUNDRAISING

- 9.1 The PTCC will be holding a Bingo Night on 25 June 2011 and a Funky Hair Day on 10 June 2011.
- 9.2 *Agreed:* P. Morrow will advise the PTCC that cleaning of the auditorium floor after each school disco will need to be factored in to the profits from the disco. Or another option would be to only sell water instead of sticky drinks.
- 9.3 Chocolates and calendars will be sold as fundraisers in Term 3.
- 9.4 *Agreed:* To ask the Student Council for ideas for a new logo for the P.T.C.C.
- 9.5 *Agreed:* P. Morrow will email the PTCC Chairperson re the following points:
Staff representatives to advise the staff when events are happening and to check with the Principal that there are no clashes with other school events.
- Parents to be advised what funds raised by the PTCC are going towards.*

10. GENERAL BUSINESS

- 10.1 There was no General Business to report.

9.27pm the meeting closed.

The next Board meeting will be held on Wednesday 29 June 2011 at 6.00pm.
PLEASE NOTE CHANGE OF TIME

ACTION LIST FROM MEETING ON 25 MAY 2011

MINUTE	ACTION	BY WHOM	WHEN
3.	MATTERS ARISING FROM PREVIOUS MINUTES		
3.2	<i>Agreed</i> that the next meeting to be held on 29 June 2011 will commence at the earlier time of 6.00pm. This is to allow time for board members to review the board's governance, terms of reference, policies and strategic goals.	Board members	29 June 2011
3.3	<i>Agreed</i> to check if an extra nightly security patrol has been arranged.	M. Doherty	At earliest convenience
3.6	<i>Agreed: To put class stationery lists on the website.</i>	R. Hawkes	At earliest convenience
4.	NEW MATTERS		
4.2	<i>Agreed:</i> The board considers that both options of parallel and exclusive pedestrian crossings are unsafe but accept the best recommendation is a parallel crossing. The board is concerned about the safety issues involved.	See below 4.4	
4.3	<i>Agreed:</i> To engage the services of Bell Gully Solicitors to represent the school at the hearing end July/ August (date to be advised) on the Road Widening Notice of Requirement.	D. Tolich to advise Bell Gully	For next meeting 24/5
4.4	<i>Agreed:</i> To advise the solicitor to write a letter to Erin Shields (Auckland City Council) about concerns raised in Minute 4.2 and the safety aspect of rain gardens.	D. Tolich to advise Bell Gully	At earliest convenience
4.5	<i>Agreed:</i> To ask Hussam Abdul-Rassol at Auckland Transport to advise the location of actual rain gardens for the board to view.	D. Tolich	At earliest convenience
4.6	<i>Agreed:</i> To add to the Principal's Performance Agreement – Process of Appraisal – as follows: <i>The full report will be available for all board members to view on school site only.</i>	R. Hawkes	At earliest convenience
4.7	<i>Agreed:</i> To make an addition to the Principal's Job Description – Primary Purposes of the Position – as follows: <i>To fulfill the intentions of the professional standards.</i>	R. Hawkes	At earliest convenience
4.8	<i>Agreed:</i> To make some minor amendments to the procedures to be followed during extended absence of the Principal.	R. Hawkes	At earliest convenience
4.9	<i>Agreed:</i> The procedures to be followed during extended absence of the Principal will be approved by the board and then distributed to staff.	Board members	Next board meeting 29 June 2011
4.10	<i>Agreed:</i> To compile a list of telephone numbers in order of priority to be called in the event of an emergency school holiday time.	R.Hawkes	At earliest convenience
5.	CORRESPONDENCE		
5.1	<i>Agreed:</i> To put the school's Targets on the website.	R. Hawkes	At earliest convenience
5.5	<i>Agreed:</i> To keep a record of reported bullying incidents in order to monitor the occurrence of bullying in the school.	M. Doherty/ A. Leitch/ C. Neison	When applicable
5.6	<i>Agreed:</i> To send a copy of the letter from Anne Tolley regarding bullying plus the Behaviour Policy to each board member for review.	R.Hawkes	Before next board meeting 29 June 2011
5.8	<i>Agreed:</i> To check if there is a grant available for the installation of the heat pump in the Finance / Administration office.	M. Doherty	At earliest convenience
5.9	<i>Agreed:</i> To investigate registering votes at the NZSTA AGM.	D. Tolich	At earliest convenience

6.	FINANCIAL REPORT		
6.3	<i>Agreed:</i> To investigate a discrepancy with the Camp budget.	M. Doherty	At earliest convenience
7.	PRINCIPAL'S REPORT		
7.2	<i>Agreed:</i> R. King will ask his contact at Marina View School about their technology programme.	R. King /	At earliest convenience
7.8	<i>Agreed:</i> To add to the draft feedback requested by the Education Review Office as follows: <i>Effective communication: e.g. newsletters, notice board.</i> <i>Procedures to ensure efficient financial management.</i>	M. Doherty	At earliest convenience
7.9	<i>Agreed:</i> Pages 11 and 12 of the Principal's Report will be discussed at the next meeting on 29 June 2011.	Board members	29 June 2011
8.	PROPERTY REPORT		
8.1	<i>Agreed:</i> to accept the quote from Shade World for the damage to shade sails over the stage area (\$4,384.00 +GST), library area (\$1,232.00 +GST) and sandpit area (1,650.00 +GST). These costs will be coded to vandalism.	M. Goonan	At earliest convenience
9.	FUNDRAISING		
9.2	<i>Agreed:</i> P. Morrow will advise the PTCC that cleaning of the auditorium floor after each school disco will need to be factored in to the profits from the disco. Or another option would be to only sell water instead of sticky drinks.	P. Morrow	PTCC Meeting 14 June 2011
9.4	<i>Agreed:</i> To ask the Student Council for ideas for a new logo for the P.T.C.C.	C. Neison	Next Student Council Meeting
9.5	<i>Agreed:</i> P. Morrow will email the PTCC Chairperson re the following points: <i>Staff representatives to advise the staff when events are happening and to check with the Principal that there are no clashes with other school events.</i> <i>Parents to be advised what funds raised by the PTCC are going towards.</i>	P. Morrow	At earliest convenience