

**HOBSONVILLE PRIMARY SCHOOL
BOARD OF TRUSTEES
Minutes of the meeting held on 17 August 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
Mrs Sue Hilliard – Finance Administration

1. **APOLOGIES:** None

2. **MINUTES OF THE PREVIOUS MEETINGS**

2.1 **Motion: The Minutes of the meeting held on 29 June 2011 were accepted as a true and accurate record.**

G. Downs / M. Doherty / Agreed

2.2 D. Tolich asked board members to declare any matters to be discussed.

2.3 L. Norman advised that he would like to discuss a matter in Property and a matter for the board only to be discussed In Committee.

3. **MATTERS ARISING FROM PREVIOUS MEETINGS**

3.1 R. King has spoken to his contact at Marina View School about their technology programme. The school that currently provides the technology programme has to be consulted regarding changing technology providers and application also has to be made to the Ministry of Education.

3.2 D. Tolich has made enquiries as to the process involved in putting a kindergarten on the school grounds but requires more information from the Kindergarten Association.

4. **NEW MATTERS**

4.1 P. Morrow raised the following point that now many of our local high schools are implementing the new Curriculum, does Hobsonville Primary School need to re-confirm that Year 8s are fully prepared for high school.

4.2 The board discussed how Hobsonville Primary School Year 8s are prepared for high school and choosing their subject options and career paths.

5. **CORRESPONDENCE**

5.1 **Action: D. Tolich to email the NZSTA Auckland Branch Report to board members.**

- 5.2 Ministry of Education – Recommendations for Property Provision re New Entrant Student.
- 5.3 **Motion: that the board agrees with the Ministry of Education recommendation to fence the whole school rather than a temporary enclosure. This is subject to board approval for the final design of the fence and the board expects that the Ministry will pay for all property modifications for the safety of the child to be completed by the end of 2011.**
R. King / M. Doherty / Agreed
- 5.4 **Additional Correspondence:**
- 5.5 Mrs Lillian Weiland request for parental leave from 16 December 2011 to 22 April 2012.
- 5.6 **Motion: That the board approves Mrs Lillian Weiland’s request for parental leave from 16 December to 22 April 2012.**
D. Tolich
- 5.7 NZEI invitation for Board of Trustees to discuss “Straight Talking on National Standards” on 9 September 2011. Invitations were distributed to board members.
- 5.8 NZEI Notification of Paid Union Meetings for Support Staff. Copy to D. Tolich.
- 5.9 NZSTA Proposed Settlement for Support Staff Collective Agreement to be ratified. Copy to D. Tolich.
- 5.10 Memo from M. Goonan (Caretaker) regarding the bus bay gates remaining open in the mornings and afternoons. (Refer Principal’s Report)
- 5.11 **Motion: That the Inwards Outwards Correspondence be accepted.**
G. Downs / P. Morrow / Agreed
- 6. FINANCIAL REPORTS**
- 6.1 The school Accountant has advised that the budget is likely to run into deficit by the end of the year.
- 6.2 **Motion: The board agreed that the budget should run as it is at a deficit and that cut backs should not be made to curriculum or professional development but other spending should be monitored.**
L. Norman / D. Tolich / Agreed
- 6.3 The school Accountant has advised that the Uniform Shop is running at a loss and Mrs Sue Hilliard was invited to explain the results of her investigation.
- 6.4 ***Action: M. Doherty to advise S. Hilliard to supervise the next stocktake at the end of August to ensure that it is done correctly.***
- 6.5 **Motion: That the board approves the Financial Reports for May and June.**
L. Norman / P. Morrow / Agreed

7. PRINCIPAL'S REPORT

- 7.1 D. Tolich advised that the Interim Principal's Appraisal Report can be read by board members on school site.
- 7.2 M. Doherty showed the board a suggested format for the school prospectus. The plan is to have a four page (2 x double sided) prospectus concentrating on a visual overview reflecting what happens at our school. There is already an information booklet that explains how the school is run.
- 7.3 The board agreed to proceed with the suggested format for the school prospectus.
- 7.4 Feedback from the Technology survey asking parents opinions about transferring Technology from Wairau Intermediate to Hobsonville Primary School has been positive.
- 7.5 The board agreed to proceed with the application to transfer technology from Wairau Intermediate to Hobsonville Primary School.
- 7.6 The board agreed with the recommendation that the school remains open on Friday 9 September (commencement of the Rugby World Cup).
- 7.7 The board reviewed the International Students Policy (last reviewed in October 2008) and agreed that there were no amendments to be made.
- 7.8 **Motion: That the board approves the operational expense of the lease of new photocopiers and printers at the Principal's request.**
L. Norman / P. Morrow / Agreed
- 7.9 The board agreed that the bus bay gates will continue to be closed in the mornings and afternoons.
- 7.10 Board of Trustees Review pages of the Principal's Report will be recorded when necessary.
- 7.11 *Action: M. Doherty, A. Leitch, C. Nelson and P. Morrow will look at the design of the upgrade/rebuild of Rooms 1-6, 10 and report back to the rest of the board.*
- 7.12 **Motion: the board approved the Principal's Report.**
P. Morrow / A. Collins / Agreed

8. PROPERTY REPORT

- 8.1 The 10 Year Property Plan has been sent to the Ministry but approval has not been received as yet.
- 8.2 Although the traffic on Hobsonville Road has reduced dramatically since the opening of the new motorway link, cars are tending to travel at a faster speed now and C. Nelson is investigating ways to make the crossing outside the school safer.

9. FUNDRAISING

9.1 M. Doherty attended the P.T.C.C. meeting on Tuesday 16 August and reported that the P.T.C.C. would like to hold a "Black Out Day" on Friday 9 September as a fundraiser. The children will be encouraged to wear black clothing and bring a gold coin donation on this day.

9.2 P. Morrow confirmed that she will video the Wearable Arts Show.

10. GENERAL BUSINESS

10.1 D. Tolich advised that the Wearable Arts Committee planned to serve alcohol before the Wearable Arts Show to V.I.P. ticket holders in the Staff Room from 6.00pm to 6.45pm.

10.2 R. King stated that he disapproved of alcohol being served on school premises.

10.3 D. Tolich asked the board to vote on whether alcohol should be served to V.I.P. ticket holders before the Wearable Arts Show and the results were as follows:

4 voted against, 1 abstained and 2 voted for.

10.4 **Motion: the board agreed that no alcohol will be served on school premises with children present.**

R. King / G. Downs / Agreed

10.5 Representatives from the BNZ, who are one of the major sponsors for the Wearable Arts Show, will be sending 4 or 5 people to help out over the two nights of the show. These representatives have been police vetted.

9.10pm: A. Leitch, C. Neison, S. Hilliard and R. Hawkes left the meeting and the board went into committee to protect the personal privacy of staff members.

9.35pm: The board came out of committee and the meeting closed.

The next Board meeting will be held on Wednesday 21 September 2011 at 7.00pm in the Meeting Room.

ACTION LIST FROM MEETING ON 17 AUGUST 2011

MINUTE	ACTION	BY WHOM	WHEN
5.	CORRESPONDENCE		
5.1	<i>Action: D. Tolich to email the NZSTA Auckland Branch Report to board members.</i>	D. Tolich	At earliest convenience
6.	FINANCE REPORT		
6.4	<i>Action: M. Doherty to advise S. Hilliard to supervise the next stocktake at the end of August to ensure that it is done correctly.</i>	M. Doherty	End August
7.	PRINCIPAL'S REPORT		
7.11	<i>Action: M. Doherty, A. Leitch, C. Neison and P. Morrow will look at the design of the upgrade/rebuild of Rooms 1-6, 10 and report back to the rest of the board.</i>	M. Doherty, P. Morrow	At earliest convenience