

**HOBSONVILLE PRIMARY SCHOOL
BOARD OF TRUSTEES
Minutes of the meeting held on 21 September 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: The Minutes of the meeting held on 17 August 2011 were accepted as a true and accurate record subject to some minor amendments.
D. Tolich / G. Downs / Agreed**

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

2.3 A teacher's application for leave in 2012 will be discussed in committee at the end of the meeting.

3. **MATTERS ARISING FROM PREVIOUS MEETINGS**

3.1 A stocktake of the Uniform Shop has been undertaken.

3.2 D. Tolich will discuss the information she has received regarding building a kindergarten on the school grounds in Property.

4. **NEW MATTERS**

4.1 G. Downs suggested that exit interviews conducted by board members be made available to parents of students withdrawing from the school prior to Year 8.

4.2 **Motion: That parents of Year 0-7 students leaving the school will be offered exit interviews. These will be conducted by senior management. Year 8 students will be given a survey to complete with the option of an exit interview for their parents.
D. Tolich / R. King / Agreed**

4.3 *Action: R. Hawkes will send board members photocopies of the Ministry of Education guidelines regarding Searching of Students and Confiscation so that additions to the Behaviour Policy can be reviewed at the next meeting.*

4.4 D. Tolich suggested that a policy should be made regarding alcohol on school premises.

4.5 *Action: L. Norman will investigate what the law is regarding drinking alcohol in a public place.*

4.6 **Motion: That the board approves the appointment of Nicky Knight from the Education Group to carry out the Principal's Appraisal in 2012.**
D. Tolich / Agreed

5. CORRESPONDENCE

5.1 Additional Inwards Correspondence

5.2 Ministry – School Staff Standing for Election to Parliament. Copy to D. Tolich

5.3 Ministry – State Funding for 2012. Copy to D. Tolich

5.4 STA Support Staff Settlement ratified. Individual Employment Agreements to be signed.

5.5 Additional Outwards Correspondence

5.6 Board of trustees response to M. Doherty 7/09/2011 tabled.

5.7 **Motion: That the Inwards Outwards Correspondence be approved.**
P. Morrow / A. Collins / Agreed

6. FINANCIAL REPORTS

6.1 The board noted the recommendations made by Callan Taylor (Shore Chartered Accountants) to outsource the Lunch Room and Uniform Shop and agreed that they are happy with the status quo.

6.2 *Action: M. Doherty to advise S. Hilliard (Finance Administration) that board members require a report after the annual stocktake of the Uniform Shop, highlighting the variance in the amount of actual physical stock compared to the amount recorded on the system.*

6.3 *Action: M. Doherty to advise S. Hilliard that board members should receive copies of the Financial Reports on the Friday before the board meeting when the other board documents are distributed.*

7. PRINCIPAL'S REPORT

7.1 **Motion: that the board approves the appointment of Kylee Pocklington-Foster to the position of Out of school Sports Co-ordinator.**
P. Morrow / D. Tolich / Agreed

7.2 The board accepts Sharon Fraser's resignation from her full time teaching position at the end of her parental leave.

7.3 The board thanked Sharon Fraser for her hard work and commitment to the school and wished her well.

7.4 A summary of feedback from a bullying survey given to Y5-8 students was circulated to board members. Feedback was mainly positive and staff are now more aware of problem areas.

7.4 *Action: Sharon Fraser will be farewelled at the end of the year.*

7.5 *Action: P. Morrow will advise R. Hawkes re amendments to the survey consulting parents of Maori students.*

8. PROPERTY REPORT

8.1 The school fire hoses have failed the latest inspection because of insufficient pressure. The caretaker has contacted the Council who will check the size of the current valve and replace it.

8.2 M. Doherty and D. Tolich have met with a representative from the Auckland Kindergarten Association re building a kindergarten on the school grounds and D. Tolich informed the other board members of the requirements.

8.3 *Action: M. Doherty will arrange another meeting so that R. King can meet with the Auckland Kindergarten Association representative, to discuss the pros and cons of having a kindergarten on the school grounds.*

8.4 *Action: Out of Zone applications for 2012 received to date exceed the number of spaces available. The Principal and Anne Leitch, Deputy Principal will review classroom spaces and if the extra students are unable to be accommodated a ballot will be held on Tuesday 4 October 2011.*

9. FUNDRAISING

9.1 The P.T.C.C. will hold a chocolate fundraiser at the beginning of Term 4.

9.2 The Picnic Evening will have a similar set up to previous years regarding the sale of food and there will be a cake stall.

9.3 The P.T.C.C. wish to upgrade the current sound system with funds that they have raised to date.

9.4 The P.T.C.C. will hold a Disco on Friday 28 October and an Ice Block Day next term.

10. GENERAL BUSINESS

10.1 *Action: D. Tolich will contact the NZSTA re the role of the Staff Trustee.*

10.2 D. Tolich advised that she will be attending a course (Chairperson and Principal Professional Collaborative Relationship) on 3 October 2011 with M. Doherty.

9.40pm: A. Leitch, C. Neison and R. Hawkes left the meeting and the board went into committee to protect the personal privacy of staff members.

9.55pm: The board came out of committee and the meeting closed.

The next Board meeting will be held on Wednesday 9 November 2011 at 7.00pm in the Meeting Room.

ACTION LIST FROM MEETING ON 21 SEPTEMBER 2011

MINUTE	ACTION	BY WHOM	WHEN
4.	NEW MATTERS		
4.3	<i>R. Hawkes will send board members photocopies of the Ministry of Education guidelines regarding Searching of Students and Confiscation so that additions to the Behaviour Policy can be reviewed at the next meeting.</i>	R. Hawkes	At earliest convenience
4.5	<i>L. Norman will investigate what the law is regarding drinking alcohol in a public place.</i>	L. Norman	At earliest convenience
6.	FINANCIAL REPORT		
6.3	<i>M. Doherty to advise S. Hilliard (Finance Administration) that board members require a report after the annual stocktake of the Uniform Shop, highlighting the variance in the amount of actual physical stock compared to the amount recorded on the system.</i>	M. Doherty	At earliest convenience
6.4	<i>Action: M. Doherty to advise S. Hilliard that board members should receive copies of the Financial Reports on the Friday before the board meeting when the other board documents are distributed.</i>	M. Doherty	At earliest convenience
7.	PRINCIPAL'S REPORT		
7.4	<i>Action: Sharon Fraser will be farewelled at the end of the year.</i>	R. Hawkes	End of year
7.5	<i>Action: P. Morrow will advise R. Hawkes re amendments to the survey consulting parents of Maori students.</i>	P. Morrow	At earliest convenience
8.	PROPERTY REPORT		
8.3	<i>Action: M. Doherty will arrange another meeting so that R. King can meet with the Auckland Kindergarten Association representative to discuss the pros and cons of having a kindergarten on the school grounds.</i>	M. Doherty / R. King	At earliest convenience
8.4	<i>Action: Out of Zone applications for 2012 received to date exceed the number of spaces available. The Principal and Anne Leitch, Deputy Principal will review classroom spaces and if the extra students are unable to be accommodated a ballot will be held on Tuesday 4 October 2011.</i>	M. Doherty	At earliest convenience
10.	GENERAL BUSINESS		
10.1	<i>Action: D. Tolich will contact the NZSTA re the role of the Staff Trustee.</i>	D. Tolich	At earliest convenience