



## BOARD MEETING

<b>DATE</b>	<b>Wednesday 14 May 2025</b>
<b>TIME</b>	<b>6.00pm</b>
<b>VENUE</b>	<b>Via Google Meet</b>
<b>PRESENT</b>	<ul style="list-style-type: none"><li>• Ms Jolayne Trim - Presiding Member - Property</li><li>• Mrs Jini Seal - Deputy Presiding Member - Health and Safety</li><li>• Mr Justin Cherry - Community Liaison</li><li>• Mrs Kylee Pocklington-Foster - Staff Representative - Deputy Principal</li><li>• Mrs Anne Leitch - Principal</li></ul>
<b>IN ATTENDANCE</b>	<ul style="list-style-type: none"><li>• Mrs Rae Hawkes - Minutes Secretary</li><li>• Mr Brad Hill - Deputy Principal</li></ul>

### 1. Welcome

1.1 Opening Karakia

### 2. Meeting Protocol

2.1 Apologies: S. Walker

2.2 Declarations of Interest: None

### 3. Minutes of the previous meeting

3.1 Re Action 4.3 from 26/3 mtg: A. Leitch, J. Trip and Senior Leadership Team to meet with the Principal of Arohanui School, visit another school which has an Arohanui satellite and consult with Eric Shu (Property Advisor, Ministry of Education) re proposal to have an Arohanui satellite at Hobsonville School - **this action is still pending.**

3.2 Re Action 7.5 from 26/3 mtg: A. Leitch emailed the completed 2025 Analysis of Variance to board members on 5/5/2025.

3.3 Re Action 8.4 from 26/3 mtg: Re the Health Education Policy and consultation with parents. A. Leitch advised that the Health and Sexuality Curriculum is currently under review by the Ministry of Education. Consultation with parents will be undertaken when this review has been completed.

3.4 Re Action 8.5 from 26/3 mtg: A. Leitch advised that the Health and Safety Committee are looking very closely at guidelines and procedures for the school swimming pool and will look in detail at informed parental consent for class swimming. New guidelines and procedures will be ready for class swimming in Term 4.

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3.5 Re Action 9.2 from 26/3 mtg: J. Trim emailed the Board Assurances, which were part of the ERO Review, to T. Elton-Farr (ERO Reviewer).

3.6 **Motion: that the Minutes of the previous meeting held on 26 March are accepted as a true and accurate record.**

**Moved: J. Cherry / Seconded: A. Leitch / Agreed**

3.7 Health and Safety Meeting Minutes noted.

3.8 Hobby's Whānau & Friends Meeting Minutes noted.

#### **4. New Matters**

4.1 **MOE Parent Portal - Understanding your Child's Learning noted.**

4.2 **Inwards / Outwards Correspondence**

4.3 Hayley Yoon - resignation letter - noted (Refer Minute 6.6)

4.4 Term 1 2025 Attendance discussed. Focus on 80% of students to attend regularly 90% of the time.

4.5 Unconfirmed ERO Rep[ort received. Board members were very pleased with the results and A. Leitch will pass this on to staff.

4.6 DCA Architects and Pacific Environments Architects - 5YA Property Management Services - enquiring about any upcoming 5YA, refurbishment or remediation projects that they could assist with. A. Leitch advised that the school is currently using Watershed for any projects. However, when the next 10YA is due, she will get pricing from other companies to compare.

4.7 **Motion: Board Resolution for Funding Application - 31 March 2025:**

**The authorizes applications for the amounts listed (or up to these amounts, if adjustments are necessary) from each of the following funders, in this order of priority, to meet the balance of the project budget for the installation of a permanent shade structure over the outdoor court area:**

1.	The Trusts Community Foundation	\$90,000
2.	Dragon Community Trust	\$90,000
3.	North and South Trust	\$50,000
4.	One Foundation	\$40,000
5.	Grassroots Trust	\$30,000
6.	NZ Community Trust	\$40,000
7.	Milestone Foundation	\$30,000

**Moved: A. Leitch / Seconded: J. Trim / Agreed**

4.8 Watershed Report - April 2025 - noted.

4.9 **The board approves the Inwards / Outwards Correspondence for 25/3/2025-9/5/2025.**

**Moved: J. Seal / Seconded: A. Leitch / Agreed**

#### **5. Strategic Decisions and Discussions**

5.1 **Motion: that the board approves the Principal's Report.**

**Moved: A. Leitch / Seconded: J. Cherry / Agreed**

5.2 Behaviour Report - 1/1/2025-6/5/2025 noted.

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5.3 Sick Bay Audit noted.

5.4 Arrivals and Leavers report noted.

5.5 **Appointments and Resignations:**

**Appointments:**

Sakura Qi - fixed term Beginning Teacher until end 2025 - start date 28/4/2025

Hayley Yoon - Music Teacher - fixed term part time position - starts 5/6/2025 - 1 day per week until end 2025.

**Resignations:**

Hayley Yoon - permanent part time position - 3 days per week - last day of duty 4/5/2025.

**Motion: that the board approves the above appointments and resignation.**

**Moved: K. Pocklington-Foster / Seconded: J. Cherry / Agreed**

6. **Monitoring**

6.1 **Motion: that the board approves the Monthly Financial Reports for March/April 2025.**

**Moved: Kylee Pocklington-Foster / Seconded: J. Seal / Agreed**

6.2 Network for Learning (N4L) Internet Upgrade information and costs noted. A. Leitch advised that the upgrade will take place during the next holiday break.

6.3 **Motion: that the board approves \$2,000.00 to be paid as part of the N4L upgrade and noted that this expense had not been budgeted.**

**Moved: J. Cherry / Seconded: J. Seal / Agreed**

6.4 The board noted that the Repairs and Maintenance budget has been overspent due to all the work carried out in preparation for the 150 Year Celebration, and that the budget will be carefully monitored for the rest of the year.

6.5 The board noted the grant of \$2,000.00 paid to the school from the BlueSky Community Trust and thanked Toni Dale for her work sourcing grants.

6.6 A. Leitch advised that Deborah Moylan is working on the school "magazine" and formatting fundraising documents for the covered court.

6.7 **Action: A. Leitch to discuss reimbursement for work on the "magazine" with D. Moylan and S. Walker.**

6.8 **Action: A. Leitch to assure the board that the following policies are up-to-date and the guidelines are being followed at the next meeting:**

- **Safety Checking and Police Vetting**
- **Teaching Staff**
- **Performance Management**
- **Appointment policy, Staff Conduct and Professional Development**
- **Employment Policy and Equal Employment Opportunities**
- **Child Protection and Abuse Recognition**
- **Reporting Curriculum and Student Achievement Policy**
- **Cellphones and other Personal Digital Devices**
- **\*Risk Management (every term)**
- **Planning and Preparing for Emergencies, Disasters and Crises (every term)**

- 6.9 **Action: Board members to review the following policies:**
- **Planning and Preparing for Emergencies, Disasters and Crises (board)**
  - **Communication During an Emergency, Disaster or Crisis (board)**
  - **Emergency Closure (board)**
  - **Emergency Management**
  - **Disaster Management**
  - **Crisis Management**

7. **General Business**

7.1 There was no General Business.

7.2 **Closing karakia**

7.3 **7.15pm - the meeting closed.**

7.4 **The next meeting will be held on Wednesday 18 June 2025 at 6.00pm in the Meeting Room.**

ACTION LIST FROM MEETING HELD ON 14 MAY 2025		Completed by
<b>4.</b>	<b>NEW MATTERS</b>	
<b>3.1</b>	<b>Re Action 4.3 from 26/3 mtg:</b> A. Leitch, J. Trip and Senior Leadership Team to meet with the Principal of Arohanui School, visit another school which has an Arohanui satellite and consult with Eric Shu (Property Advisor, Ministry of Education) re proposal to have an Arohanui satellite at Hobsonville School.	<b>A.Leitch, J.Trim before next mtg 18/6</b>
<b>6.</b>	<b>MONITORING</b>	
<b>6.7</b>	<b>Action: A. Leitch to discuss reimbursement for work on the “magazine” with D. Moylan and S. Walker.</b>	<b>A. Leitch by next mtg 18/6</b>
<b>6.8</b>	<b>Action:</b> A. Leitch to assure the board that the following policies are up-to-date and the guidelines are being followed at the next meeting: <ul style="list-style-type: none"> <li>■ Safety Checking and Police Vetting</li> <li>■ Teaching Staff</li> <li>■ Performance Management</li> <li>■ Appointment policy, Staff Conduct and Professional Development</li> <li>■ Employment Policy and Equal Employment Opportunities</li> <li>■ Child Protection and Abuse Recognition</li> <li>■ Reporting Curriculum and Student Achievement Policy</li> <li>■ Cellphones and other Personal Digital Devices</li> <li>■ *Risk Management (<i>every term</i>)</li> <li>■ *Planning and Preparing for Emergencies, Disasters and Crises (<i>every term</i>)</li> </ul>	<b>A.Leitch by next mtg 18/6</b>
<b>6.9</b>	<b>Action:</b> Board members to review the following policies: <ul style="list-style-type: none"> <li>• <b>Planning and Preparing for Emergencies, Disasters and Crises (board)</b></li> <li>• <b>Communication During an Emergency, Disaster or Crisis (board)</b></li> <li>• <b>Emergency Closure (board)</b></li> <li>• <b>Emergency Management</b></li> <li>• <b>Disaster Management</b></li> <li>• <b>Crisis Management</b></li> </ul>	<b>Board members by next mtg 18/6</b>



Signed:.....  
**Jolyane Trim - PRESIDING MEMBER**

**18/6/2025**  
Date:.....

15 May 2025