



BOARD MEETING

DATE	Wednesday 18 June 2025
TIME	6.00pm
VENUE	Meeting Room
PRESENT	<ul style="list-style-type: none">• Ms Jolayne Trim - Presiding Member - Property• Mrs Jini Seal - Deputy Presiding Member - Health and Safety• Mrs Sane Walker - Finance• Mr Justin Cherry - Community Liaison• Mrs Kylee Pocklington-Foster - Staff Representative - Deputy Principal• Mrs Anne Leitch - Principal
IN ATTENDANCE	<ul style="list-style-type: none">• Mrs Rae Hawkes - Minutes Secretary• Mr Brad Hill - Deputy Principal

1. Welcome

1.1 Opening Karakia

2. Meeting Protocol

2.1 **Apologies:** None

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. Trim and Senior Leadership Team to meet with 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.

3.2 A. Leitch advised that she has contacted the Ministry of Education and is waiting for a response.

3.3 Re Action 6.7 from 14/5 mtg: A. Leitch advised that Deborah Moylan has kindly offered to donate her time and expertise to work on the 150 Year Celebration Magazine/Book, and will not accept any reimbursement.

3.4 A. Leitch advised that she will be meeting with Pat Heron from the Heritage Trust to discuss the possibility of a grant towards the cost of printing the magazine/book. It is likely that the cost of the magazine/book will be approximately \$50.00 to purchase.

3.5 **Motion: That the Minutes of the board meeting held on 14 May 2025 are accepted as a true and accurate record.**

Moved: K. Pocklington-Foster / Seconded: J. Seal / Agreed

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- 3.6 Re Action 6.8 from 14/5 mtg: Term 2 policies to be assured by A. Leitch. *Refer Minute 6.5.*
- 3.7 Re Action 6.9 from 14/5 mtg: Term 2 policies to be reviewed by A. Leitch and board members. *Refer to Minute 6.7.*
- 3.8 Board members noted the Health and Safety Minutes for the meeting held on 3/6/2025.
- 3.9 **Action: T. Moore will attend the next meeting to present the procedures for the Multi Materials Room.**
- 3.10 The board noted the Hobby's Whanau & Friends Minutes for the meeting held on 10/6/2025.

4. New Matters

- 4.1 **Motion: That the board approves the date for the Triennial Board Election will be held on Wednesday 10 September 2025.**
Moved: S. Walker / Seconded: J. Cherry / Agreed
- 4.2 **Motion: That the board appoints Schooled Election Pilot as the Returning Officer for the Triennial Board Election, and Rae Hawkes will provide them with any information that they require for both the parent and staff elections.**
Moved: J. Cherry / Seconded: K. Pocklington-Foster / Agreed
- 4.3 **Motion: That the board approves the term dates for 2026 as follows:**
Term 1: Monday 2 February to Thursday 2 April
Public Holidays in Term 1:
Friday 6 February - Waitangi Day
Friday 3 April - Good Friday

Term 2: Monday 20 April to Friday 3 July
Public Holidays in Term 2:
Monday 27 April - ANZAC Day

Term 3: Monday 20 July to Friday 25 September

Term 4: Monday 12 October to Monday 14 December
Public Holidays in Term 4:
Monday 26 October - Labour Day

Moved: J. Seal / Seconded: J. Cherry / Agreed
- 4.4 The board noted that the grant of \$20,000 from The Dragon Community Trust Ltd.
- 4.5 **Motion: The board approves the Inwards / Outwards Correspondence for 10/5/2025-13/6/2025.**
Moved: J. Seal / Seconded: A. Leitch / Agreed

5. Strategic Decisions and Discussions

- 5.1 B. Hill presented the 2025 Mid Year Student Achievement Data and acknowledged the work by C. Pasfield to collate the report.
- 5.2 The board acknowledged the Senior Leadership Team and teachers on the hard work that has gone into the 2025 Mid Year Student Achievement Data and congratulated them on the results.

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5.3 **Action: Board to review the student numbers and decide on whether to open up any spaces for out of zone applicants and at which year levels.**

5.4 **Motion: That the board approves the following appointments:**

- **Florence Allwyn - fixed term full time Scale A teacher in Year 1 until end of year.**
- **Elyn Chen - Teacher Aide - additional hours to assist with international students.**
- **Kayla Kenmuir - changed from 1 day per week to full time - permanent.**

Moved: S. Walker / Seconded: J. Cherry / Agreed

5.5 **Motion: That the board approves the Principal's Report and 2025 Mid Year Student Achievement Data.**

Moved: S. Walker / Seconded: J. Seal / Agreed

6. Monitoring

6.1 **Motion: that the board approves the Monthly Financial Report for May 2025.**

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

6.2 **The board noted the Risks and Opportunities as at June 2025.**

6.3 **Action: A. Leitch to monitor the administration and property expenditure, which are currently over budget.**

6.4 A. Leitch assured the board that the following policies are up-to-date and the guidelines are being followed:

- 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*)

6.5 **Motion: That the board approves the Term 2 policies that have been assured.**

Moved: J. Seal / Seconded: S. Walker / Agreed

6.6 A. Leitch advised that the Hazard Register is now accessible via Etap for all staff to log any hazards or maintenance issues for the caretaker.

6.7 **Action: A. Leitch to remind leaders at the next Leadership meeting that when they review the policies to be assured each term, they state that their team has read and understood the policies and these policies are being put into practice.**

6.8 A. Leitch and J. Trim have reviewed the following policies and do not recommend any changes:

- 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

6.9 **Motion: That the board approves the Term 2 policies that have been reviewed:**

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Motion: J. Cherry / Seconded: K. Pocklington-Foster / Agreed

6.10 Action: R. Hawkes to check with Harrison Tew what the procedures would be if there was a power outage/ technological failure/ ability to communicate with the parent community in the school.

7. General Business

7.1 There was no General Business.

7.2 Closing karakia

7.3 6.30pm - the board went into committee to have a free and frank discussion. R. Hawkes left the meeting.

7.4 7.03pm - the board came out of committee and the meeting closed.

7.5 **The next meeting will be held on Wednesday 30 July 2025 at 6.00pm in the Meeting Room.**

ACTION LIST FROM MEETING HELD ON 18 JUNE 2025		Completed by
3.	MINUTES OF PREVIOUS MEETINGS	
3.6	Action: Thomas Moore will attend the next meeting to present the procedures for the Multi Materials Room.	A.Leitch to invite T . Moore to the nxt mtg 30/7
5.	STRATEGIC DECISIONS AND DISCUSSIONS	
5.3	Action: Board to review the student numbers and decide on whether to open up any spaces for out of zone applicants and at which year levels.	Board members at nxt mtg 30/7
6.	MONITORING	
6.3	Action: A. Leitch to monitor the administration and property expenditure.	Ongoing
6.7	Action: A. Leitch to remind leaders at the next Leadership meeting that when they review the policies to be assured each term, they state that their team has read and understood the policies and these policies are being into practice.	A.Leitch nxt Leadership mtg
6.10	Action: R. Hawkes to check with Harrison Tew what the procedures would be if there was a power outage/ technological failure/ ability to communicate with the parent community in the school	R. Hawkes by nxt mtg 30/7



30/7/2025

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

Date:.....