



BOARD MEETING

DATE	Wednesday 22 October 2025 / Wednesday 5 November 2025 (via Google Meet) 4.30pm
TIME	4.00pm
VENUE	Meeting Room
PRESENT	<ul style="list-style-type: none">● Ms Jolayne Trim - Presiding Member - Property● Mr Justin Cherry - Finance● Ms Soheila Dadelahi - Health and Safety● Mr Fuxing Zeng - Property● 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● Mrs Christine Pasfield - Deputy Principal● Toni Dale - Toni Dale & Associates - Project Director

1. Welcome

1.1 Opening Karakia

1.2 **4.10pm: Y7/8 Nature Trail Project Presentation:** The board members gave a brief summary of their roles on the board and the Year 7/8 Teachers introduced themselves, and explained their role in the Nature Trail project. A group of Year 7 and 8 students presented a summary of how the Nature Trail has been created, with examples from each stage of the project. The students, teachers and board members visited the Wood Tech room where some of the items for the Nature Trail have been created and then went to look at the actual Nature Trail. J. Trim congratulated the students on their hard work and creativity and commended T. Slater for his excellent karakia.

1.3 **4.45pm** - Toni Dale - Toni Dale & Associates, gave a brief summary about the grants she has applied for, secured and potential grants to apply for. The budget for the shade canopy is \$328,000 and \$105,000 in grants has been secured to date.

1.4 **Action: A. Leitch to ask D. Moylan - 150 Year Committee to connect with Toni Dale re sponsors and fundraising for the shade canopy.**

1.5 **5.00pm** - the board agreed that if today's meeting was not finished by 5.30pm, they would continue the Meeting on Wednesday 5 November at 4.30pm via Google Meet.

2. Meeting Protocol

2.1 **Apologies: None**

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3. **Minutes of the previous meeting**
- 3.1 **Motion: That the Minutes of the previous meeting held on 10 September 2025 be approved.
Moved J. Cherry / Seconded: A. Leitch / Agreed**
- 3.2 Minutes of Hobby's Whanau & Friends Meeting held on 14/10/2025 noted.
- 3.3 **Action: F. Zeng to email powerpoint presentation from NZSBA Auckland event he attended on 20 September 2025 to board members.**
- 3.4 **Inwards Outwards Correspondence**
- 3.5 Champion Builders - proposal to work with the school by offering 1% of the value of a job directly back to the school if a family chooses Champion Builders for their building project.
- 3.6 **Action: A. Leitch to meet with Champion Builders with a view to seeking sponsorship so that there is no risk to the school if there are any issues with the building projects.**
- 3.7 N4L National Upgrade to School's Wifi Network - A. Leitch and B. Hill met with N4L staff and were advised that there will be no cost to the school unless something arises that is not covered by the upgrade.
- 3.8 D. Moylan - expression of interest in casual vacancy on the board.
- 3.9 The board discussed how D. Moylan's connections and skills would be an asset to the board in terms of seeking sponsorship and fundraising.
- 3.10 **Motion: that the board agrees to appoint D. Moylan to fill the casual vacancy on the board.**
- 3.6 B. Hill - Request for financial support for study - Masters Degree in Educational Leadership.
- 3.7 **Motion: The board agreed to support B. Hill to complete his Masters of Educational Leadership by funding 50% of the cost of 6 courses to be completed over two years - 2026-2027. This is subject to B. Hill being employed by Hobsonville School for the duration of the two year course.
Moved: J. Cherry / Seconded: S. Dadelahi / Agreed**
- 3.8 **5.35pm: meeting closed so that board members could attend the Kahui Ako Combined Board Meeting at Hobsonville Point Primary School.**
- 3.9 **4.30pm - Wednesday 5 November 2025 - the meeting resumed via Google Meet.**
- 3.10 **Welcome karakia**
- 3.11 **Apologies: J. Cherry**
- 3.12 The board discussed an article by Sarah Aiono from Curiosity Creator "Why Every Parent should Care About the Government's Move to Strip Te Tiriti from Education" with regard to student learning and how the staff were feeling about it.
- 3.13 **Motion: That the board approves the Inwards / Outwards Correspondence 30/8/2025-17/1/2025.
Moved: A. Leitch / Seconded: K. Pocklington-Foster / Agreed**
4. **Strategic Decisions and Discussions:**

4.1 **Principal's Report**

4.2 A. Leitch informed the board on the following points:

- The 2026 Annual Implementation Plan is currently under review.
- New informed consent documents have been created for any activities on, near or in water. Parents must complete a detailed consent form, which will be available online via the Etap @School Caregiver App. Instructions regarding the forms will be sent out to parents this term, and again in Term 1 2026. If a student does not have a completed consent form they will not be permitted to participate in any water activities.
- B. Hill, together with D. Moylan will be focusing on fundraising for the hard cover canopy over the basketball court. They had their first meeting this week.
- The Junior Playground needs to be replaced and this will be the next fundraising focus.

4.3 **Action: A. Leitch to ascertain how long the existing Junior Playground can remain before it has to be replaced.**

4.4 **5.10pm:** S. Dadelahi left the Google Meet temporarily.

4.5 Term 3 2025 Attendance Report noted.

4.6 Arrivals and Leavers @ October 2025 Report noted.

4.7 K. Pocklington-Foster summarised the data from the Behaviour Report compiled by C. Pasfield.

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

Moved: F. Zeng / Seconded: A. Leitch / Agreed

4.9 **5.20pm:** S. Dadelahi returned to the meeting.

5. **Monitoring**

5.1 A. Leitch reported that the Block 13 Stage 2 Toilet project will be completed during the Christmas/New Year break. The board will contribute \$115,000 to this project, which is being managed by Watershed.

5.2 **Action: to provide F. Zeng with previous documentation regarding the Block 13 Project, including prices, so that he can familiarise himself with the project.**

5.3 A. Leitch and B. Hill completed a questionnaire regarding the condition of buildings and property in preparation for the new 10 Year Property Plan (10YPP). Ministry of Education representatives visited the school on 30 October 2025 to assess the whole school requirements for the 10YPP.

5.4 **Action: F. Zeng to be invited to attend the next 10YPP Meeting for future planning.**

5.5 **Finance**

5.6 **Motion: that the board approves the Finance Report for September 2025.**

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

5.7 **Action: A. Leitch to meet with J. Trim and F. Zeng to discuss the rising Repairs and Maintenance costs.**

5.8 Action: to review and approve the following policies at the next board meeting:

- [Bullying and Harassment \(board\)](#)
- [Behaviour Management \(board\)](#)
- [Minimising Physical Restraint \(board\)](#)
- [Searches, Surrender, and Retention of Property](#)
- [Stand-down, Suspension and Exclusion](#)
- [Staff Wellbeing and Safety](#)

5.9 Action: A. Leitch to assure the following policies and approve at the next board meeting:

- Opening and Closing the School
- Gifts
- Protected Disclosure
- School Swimming Pool
- International Learners Review
- Risk Management (*every term*)
- Planning and Preparing for Emergencies, Disasters and Crises (*every term*)

5.10 A. Leitch advised that the Auditors will be in the school on 11 November 2025, for the interim 2025 audit.

5.11 Closing karakia.

5.12 **5.40pm:** the meeting closed.

5.13 The next meeting will be held on Wednesday 26 November 2025 at 4.30pm.

ACTION LIST FROM MEETING HELD ON 22 OCTOBER / 5 NOVEMBER 2025		Completed by
	Welcome	
	Action: A. Leitch to ask D. Moylan - 150 Year Committee to connect with Toni Dale re sponsors and fundraising for the shade canopy.	A.Leitch by nxt mtg
	Minutes of the Previous Meeting	
	Action: F. Zeng to email powerpoint presentation from NZSBA Auckland event he attended on 20 September 2025.	F.Zeng by nxt mtg
	Action: A. Leitch to meet with Champion Builders with a view to seeking sponsorship so that there is no risk to the school if there are any issues with the building projects.	A.Leitch by nxt mtg
	Strategic Decisions and Discussions	
	Action: A. Leitch to ascertain how long the existing Junior Playground can remain before it has to be replaced.	A.Leitch by nxt mtg 26/11

Monitoring		
	Action: A. Leitch to provide F. Zeng with previous documentation regarding the Block 13 Project, including prices, so that he can familiarise himself with the project.	A. Leitch/F. Zeng by next mtg 26/11
	Action: F. Zeng to be invited to attend the next 10YPP Meeting for future planning.	A. Leitch/F. Zeng next 10YPP Meeting
	Action: A. Leitch to meet with J. Trim and F. Zeng to discuss the rising Repairs and Maintenance costs.	A. Leitch, J. Trim, F. Zeng by next mtg 26/11
	<p>Action: A. Leitch and board members to review and approve the following policies at the next board meeting:</p> <ul style="list-style-type: none"> • <u>Bullying and Harassment (board)</u> • <u>Behaviour Management (board)</u> • <u>Minimising Physical Restraint (board)</u> • <u>Searches, Surrender, and Retention of Property</u> • <u>Stand-down, Suspension and Exclusion</u> • <u>Staff Wellbeing and Safety</u> 	A. Leitch/J. Trim by next mtg 26/11
	<p>Action: A. Leitch to assure the following policies and approve at the next board meeting:</p> <ul style="list-style-type: none"> ○ Opening and Closing the School ○ Gifts ○ Protected Disclosure ○ School Swimming Pool ○ International Learners Review ○ Risk Management (<i>every term</i>) ○ Planning and Preparing for Emergencies, Disasters and Crises (<i>every term</i>) 	A. Leitch by next mtg 26/11



26/11/2025

Signed:.....
 Jolayne Trim - PRESIDING MEMBER

Date:.....