



## BOARD MEETING

<b>DATE</b>	<b>Wednesday 25 March 2026</b>
<b>TIME</b>	<b>4.30pm</b>
<b>VENUE</b>	<b>Meeting Room</b>
<b>PRESENT</b>	<ul style="list-style-type: none"><li>• Ms Jolayne Trim - Presiding Member</li><li>• Ms Soheila Dadelahi - Health and Safety</li><li>• Mr Fuxing Zeng - Property</li><li>• Ms Deborah Moylan - Fundraising Projects</li><li>• Ms Amiria Raupita - Te Reo Maori, Hobby's Whanau &amp; Friends 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><li>• Mrs Christine Pasfield - Deputy Principal</li></ul>

### 1. Welcome

1.1 Opening Karakia

### 2. Meeting Protocol

2.1 Apologies: J. Cherry

2.2 Register of Interests - there were no additions to the Register of Interests.

### 3. Minutes of the previous meeting

3.1 Motion: That the Minutes of the previous meeting held on 18 February 2026 be approved.

Moved: D. Moylan / Seconded: K. Pocklington-Foster / Agreed

### 4. Matters Arising

4.1 Action: Re Minute 1.4 from 18/2/2026 mtg: Action: board to discuss the amount of the school's working capital at the next meeting. (*To be added to the Agenda for the next meeting 6/5/2026 and discussed*).

### 5. New Matters

5.1 The date of the second meeting for Term 2 has been changed to 24 June 2026.

5.2 The following resolution was approved by board members via email on 12 March 2026, in order to meet the funding application deadline.

1 April 2026

- 5.3 **Motion: that the Board authorizes an application to the Upper Harbour Local Board for \$90,000 to contribute to completion of stage 2 and 3 of the shade canopy installation. The Board acknowledges that this is a substantial project requiring support from multiple funders. We commit to transparently manage all contributions, applying funds solely to the shade structure project. Moved: D. Moylan / Seconded: S. Dadelahi / Agreed**
- 5.4 The board discussed the quotes from Cable Systems regarding the upgrade of the security cameras.
- 5.5 **Action: A. Leitch to source more quotes to compare with Cable Systems' quote for the security cameras.**
- 5.6 **Motion: The board agreed to wait for advice from the Ministry of Education Property Advisor as to whether the Block 13 Stage 2 upgrade can be fully funded by the Ministry through the 5YA or other source, and if funding from the Lotteries Commission comes in. This extra funding could be put towards the security camera upgrade. Moved: J. Trim / Seconded: D. Moylan / Agreed**
- 5.7 A. Leitch advised that the schools Master Plan has been put on hold for now due to the decrease in roll numbers.
- 5.8 **Motion: The board agreed to keep monitoring the school's roll growth with a view to future planning and the Master Plan for buildings. Moved: J. Trim / Seconded: F. Zeng / Agreed**
- 5.9 A. Leitch advised that she has been working with Principals from West Harbour School, Hare Krishna School and Waitakere School in a Principals Professional Growth Cycle (PGC) Group. The group is considering engaging a facilitator to work with them. The board noted the Professional Growth Cycle Guidelines in the board pack.
- 5.10 **Inwards/Outwards Correspondence**
- 5.11 Email - MOE Northern School Property - call for expressions of interest to self manage property services and projects.
- 5.12 The board agreed that the school was not interested in self managing property services and projects.
- 5.13 **Action: A. Leitch to check if the school needs to respond to the email from MOE Northern School Property to advise them that Hobsonville School does not want to self manage property services and projects.**
- 5.14 The board thanked R. Duthie, Finance Administrator for all her hard work in preparing for the recent audit by RSM Audit.
- 5.15 **Motion: that the board approves the Inwards and Outwards Correspondence. Moved: S. Dadelahi / Seconded: A. Leitch / Agreed**
6. **Strategic Decisions and Discussions**
- 6.1 **Principal's Report**
- 6.2 The board noted the Principal's Report.
- 6.3 The board noted the following documents:

- 2026 Annual Implementation Plan
- 2026-2027 Refreshed Curriculum Plan and Charter
- 2026 Analysis of Variance

6.4 **Motion: that the board approves the Principal's Report.**  
**Moved: J. Trim / Seconded: D. Moylan / Agreed**

6.5 **Appointments and Resignations:**

6.6 **Motion: That the board approves the following appointments and resignation:**

**Appointments:**

Maddison Kell - Fixed Term Part Time Teacher Aide (Mon, Tues) until end Term 1 2026.  
 Deborah Morrell - Fixed Term Scale A Teacher (Year 1) - start Term 2 to end of Term 4.

**Resignation:**

Courtney Dwyer - Permanent Scale A Teacher (Year 4) - last day of duty 2 April 2026.

**Moved: D. Moylan / Seconded: Kylee Pocklington-Foster / Agreed**

6.7 B. Hill and D. Moylan updated the board on the shade canopy and showed the presentation that has been created to show potential sponsors. Black Steel Mobile will be meeting with them next week. Fundraising options being considered: a dusk walk at Luckens Reserve; raffle with a car as first prize.

**7. Monitoring**

7.1 **Motion: that the board approves the Monthly Finance Report for February 2026.**  
**Moved: S. Dadelahi / Seconded: D. Moylan / Agreed**

7.2 1 March 2026 Roll Return noted.

7.3 **Motion: that the board approved the following policies which have been reviewed, subject to some minor changes:**

- Alcohol, Drugs and other Harmful Substances Policy
- Sun Protection
- Digital Technology and Online Safety
- Cellphones and Other Personal Digital Devices

**Moved: A. Raupita / Seconded: A. Leitch / Agreed**

7.4 **Action: A. Leitch to talk to J. Early (IT Consultant) and other Principals about smart watches at school and discuss the information with board members and whether to include smart watches in the Cellphones and Other Personal Digital Devices Policy.**

7.5 **Motion: that the board approved the following policies assured by A. Leitch that the policies are up-to-date and all guidelines are being followed:**

- School Planning and Reporting
- Learning Support
- Health Education
- Health, Safety and Welfare Policy
- Worker Engagement, Participation and Representation
- Health Support
- Digital Technology and Online Safety
- Risk Management (*every term*)
- Planning and Preparing for Emergencies, Disasters and Crises (*every term*)

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

**8. General Business**

8.1 There was no General Business.

8.2 Closing karakia.

8.3 **6.10pm** - the meeting closed

7.5 **The next meeting will be held on Wednesday 6 May 2026 at 4.30pm in the Meeting Room.**

ACTION LIST FROM MEETING HELD ON 25 MARCH 2026		Completed by
<b>1.</b>	<b>Matters Arising</b>	
1.4	Action: Re Minute 1.4 from 18/2/2026 mtg: Action: board to discuss the amount of the school's working capital at the next meeting. <i>(To be added to the Agenda for the next meeting 6/5/2026 and discussed).</i>	Board members at nxt mtg 6/5
<b>5.</b>	<b>New Matters</b>	
5.5	Action: A. Leitch to source more quotes to compare with Cable Systems' quote.	A.Leitch by nxt mtg 6/5
5.13	Action: A. Leitch to check if the school needs to respond to the email from MOE Northern School Property to advise them that Hobsonville School does not want to self manage property services and projects.	A.Leitch by nxt mtg 6/5
<b>7.</b>	<b>Monitoring</b>	
7.4	Action: A. Leitch to talk to J. Early (IT Consultant) and other Principals about smart watches at school, and discuss the information with board members and whether to include smart watches in the Cellphones and Other Personal Digital Devices Policy.	A.Leitch by nxt mtg 6/5



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

**6/5/2026**  
 Date:.....