



BOARD MEETING

DATE	Wednesday 24 June 2026
TIME	4.30pm
VENUE	Meeting Room
PRESENT	• Ms Jolayne Trim - Presiding Member • Mr Justin Cherry - Finance • Ms Soheila Dadelahi - Health and Safety • Ms Deborah Moylan - Fundraising Projects • Ms Amiria Raupita - Te Reo Maori, Hobby's Whanau & Friends Liaison • Mrs Kylee Pocklington-Foster - Staff Representative - Deputy Principal • Mrs Anne Leitch - Principal
IN ATTENDANCE	• Mrs Rae Hawkes - Minutes Secretary • Mr Brad Hill - Deputy Principal • Mrs Christine Pasfield - Deputy Principal

1. Welcome

1.1 Opening Karakia

2. Meeting Protocol

2.1 Apologies: None

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 6 May 2026 be approved.

Moved: D. Moylan / Seconded: F. Zeng / Agreed

4. Matters Arising

4.1 **Action:** board to discuss the amount of the school's working capital at the next meeting.
(Carried over from 6/5 and 24/6 mtg).

4.2 **Action:** A. Leitch to organise a presentation by Cable Systems to show the board how the CCTV system works, the clarity of film, and explain how long the software is current before it needs to be updated. (Carried over from 6/5 and 24/6 mtg).

4.3 APPA Survey Insights. A. Leitch explained the data gathered from the Principal's surveyed at the APPA One Day Extravaganza.

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- 4.4 D. Moylan explained that she and B. Hill met with Duncan Harris from Ad-Vantage Media to discuss a potential digital billboard partnership with Hobsonville School. The proposal outlined how Ad-Vantage Media would work with our school to develop, install and operate a digital billboard on school land, creating a long term revenue stream that can support future school initiatives and projects.
- 4.5 **Motion: that the board agreed for Ad-Vantage Media to proceed to the next stage, which involves assessing the project's feasibility:**
- Ministry of Education approval.
 - Auckland Council Resource Consent.
 - School's reputation - ensure the advertising is appropriate for the site and consistent with the values of the school and the wider community.
 - Visual pollution and impact on nearby residents.
 - Remuneration for the school - more detail is required.
 - Who is responsible for the electricity to run the digital billboard and insurance cover for the billboard in the event that it sustains any damage.
 - Contract wording - ensure the contract is legally sound and clearly outlines all terms, responsibilities and contingencies.
- Moved: J. Trim / Seconded: D. Moylan / Agreed**
- 4.6 D. Moylan explained the school's goal for a GiveaLittle page to raise funds for Stage 2 of the court canopy would be to create broad community awareness and encourage widespread sharing of the campaign link, allowing us to reach audiences beyond the immediate school community. A large sign advertising the GiveaLittle page will be erected at the front of the school. The wood used for the 150 year sign will be returned at no cost from Modern Signs; Peter Shentov (Parent) from the Sign Company will donate the sign; D. Moylan will donate the artwork, B. Hill and N. Leitch will erect the sign.
- 4.7 **Motion: that the board approves the Givealittle Page (*previously approved by email*) subject to the signage being removed from outside the school by Monday 7 December 2026.**
Moved: J. Trim / Seconded: S. Dadelahi / Agreed
- 4.8 **Action:** A. Leitch to investigate how Toni Dale is paid for her work on the GiveaLittle page and if this is a budgeted expense.
- 4.9 **Motion: that the board approves the final copy of the 10 Year Property Plan (*previously approved by email*).**
Moved: D. Moylan / Seconded: J. Cherry / Agreed
- 4.10 **Motion: that the board approves the Cyclical Maintenance Plan.**
Moved: A. Leitch / Seconded: K. Pocklington-Foster / Agreed
- 4.11 **Motion: that the board approves the Budgeted Cashflow and Financial Position Forecast (*previously approved by email*).**
Moved: J. Cherry / Seconded: D. Moylan / Agreed
- 4.12 The board thanked R. Duthie, Finance Administrator, for all her hard work in preparing the information for the auditors to complete the Annual Financial Statements.
- 4.13 **Inwards/ Outwards Correspondence**
- 4.14 Letter of resignation - Tayla Cross - Permanent Scale A Teacher - Year 3 - noted.
- 4.15 Letter of Appraisal - Harrison Tew - which highlighted the need for a functional and effective CCTV system - noted.

4.16 Watershed Report May 2026 - noted.

4.17 Science Roadshow Thank You Letter - noted.

- 4.18 **Motion: that the board noted and approved the Inwards/Outwards Correspondence.**
Moved: A. Raupita / Seconded: K. Pocklington-Foster / Agreed

5. Strategic Decisions and Discussions

5.1 Principal's Report

- 5.2 A. Leitch explained that usually at this time of year the Mid Year Student Achievement data is presented. This year, due to the changes in reporting, the Markbook system in Etap, has not yet been set up to format the data from the 5 Descriptors. Although we have reported against the Descriptors, we are unable to present the data until the next meeting.

- 5.3 A. Leitch explained how attendance is managed, and that school attendance personnel work closely with Attendance West when there are issues with student attendance. It is hoped that our Etap student management system will be able to automatically send notifications to parents when students have been absent for a certain number of days.

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

5.5 Appointments and Resignations

- 5.6 **Motion: that the board approves the following two appointments and one resignation:**
Appointments:
Donna Katz - Fixed Term Scale A Teacher - formally ECE Teacher - Terms 3 and 4 2026 - Year 1.
Sean Brophy - Fixed Term Scale A First Year Beginning Teacher - Terms 3 and 4 2026 - Year 3.

Resignation:
Tayla Cross (Permanent Scale A Teacher) last day of duty 3 July 2026.
Moved: A. Raupita / Seconded: J. Cherry / Agreed

6. Monitoring

- 6.1 **Motion: that the board approves the Monthly Finance Reports for April and May 2026.**
Moved: S. Dadelahi / K. Pocklington-Foster / Agreed

- 6.2 **Motion: that the board approves the following policies reviewed by A. Leitch and J. Trim:**
- School Swimming Pool / Swimming Off Site **(board)**
 - Education Outside the Classroom (EOTC) **(board)**
 - EOTC Governance Roles and Responsibilities
 - EOTC Risk Assessment and Management
- Moved: J. Cherry / Seconded: D. Moylan / Agreed**

- 6.3 **Motion: that the board approves the following policies assured by A. Leitch and reviewed by Learning Leaders and their teams:**
- Safety Checking and Police Vetting
 - Teaching Staff
 - Performance Management
 - Appointment Policy, Staff Conduct, and Professional Development
 - Employment Policy and Equal Opportunities
 - Child Protection and Abuse Recognition and Reporting
 - Curriculum and Student Achievement Policy
 - Assessing Student Learning

- Cellphones and Other Personal Digital Devices
- Risk Management (*every term*)
- Planning and Preparing for Emergencies, Disasters and Crises (*every term*)

Moved: D. Moylan / Seconded: F. Zeng / Agreed

7. General Business

7.1 There was no General Business.

7.2 Closing karakia.

7.3 **6.30pm** - the meeting closed

7.4 **The next meeting will be held on Wednesday 5 August 2026 at 4.30pm in the Meeting Room. Please note the date as this was incorrect on previous Agendas.**

ACTION LIST FROM MEETING HELD ON 6 MAY 2026		Completed by
	Matters Arising	
	Action: board to discuss the amount of the school's working capital at the next meeting.	At nxt 5/8 mtg
	Action: A. Leitch to organise a presentation by Cable Systems to show the board how the CCTV system works, the clarity of film, and explain how long the software is current before it needs to be updated. Moved: D. Moylan / Seconded: K. Pocklington-Foster / Agreed	At a time to suit
	Action: A. Leitch to investigate how Toni Dale is paid for her work on the GiveaLittle page and if this is a budgeted expense.	By nxt mtg 5/8

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

Date:.....