



BOARD MEETING

DATE	Wednesday 6 May 2026
TIME	4.30pm
VENUE	Meeting Room
PRESENT	• Ms Jolayne Trim - Presiding Member • Mr Fuxing Zeng - Property • 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 Chrstine Pasfield - Deputy Principal

1. Welcome

1.1 Opening Karakia

2. Meeting Protocol

2.1 Apologies: J. Cherry, S. Dadelahi

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 25 March 2026 be approved.

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

4. Matters Arising

4.1 The board agreed to defer the discussion regarding the amount of the school's Working Capital until the next meeting, when J. Cherry will be present.

4.2 **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 24/6/2026 and discussed).*

4.3 The Harrison Tew Appraisal Letter from the whole school lockdown training on 28 April was received today and tabled at this meeting by A. Leitch. The letter highlights the priority for a fully functioning CCTV system. *"A functional and effective CCTV system provides additional situational awareness to school leadership, not only during critical incidents and lockdown events, but as an everyday operational*

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Tool. Routine monitoring supports staff awareness of movement around the site, assists in managing visitor access, and provides a verifiable record in the event of behavioural incidents, property damage, or complaints. In an emergency, real-time camera access can meaningfully inform and support decision-making in high consequence situations."

- 4.4 The board reviewed the three quotes for CCTV systems from Armstrong Locksmiths = \$39,000, and Cable Systems = \$45,000 and \$19,000 (basic system).
- 4.5 A. Leitch advised that the school's MOE Property Advisor has advised that the school may not have to pay \$115,000 towards the Block 13 project as previously proposed. The Property Advisor will be able to confirm this once the project has been signed off. These funds could then be used for the installation of a new CCTV system.
- 4.6 The board agreed that if these funds become available that they should be used to install a good quality CCTV system as per the Cable Systems quote for \$45,000.
- 4.7 **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
- 4.8 The board reviewed the SchoolDocs Model Cellphones and Digital Devices Policy and agreed that the following statements be included in the Cellphones and Digital Devices Policy:
- Hobsonville School does not allow students to bring personal devices to school.
 - If a parent or caregiver needs to contact their child during school hours, they should call the office.
 - Students should not use smartwatches for communication during school hours and should be set to school mode.
 - Students must hand in their devices/phones to the class teacher at the start of the day and can collect it at the end of the day.
 - Students are not permitted to take devices/phones on EOTC events.
 - If a student uses a personal digital device inappropriately (including using a cell phone when it is not allowed) the student must hand it to a staff member immediately when asked. If possible, the student should lock their device before handing it to staff. The device will be kept in the office and can be collected by the student at the end of the day.
- 4.9 **Motion: that the board approves the Cellphones and Digital Devices Policy subject to the statements as agreed by board members being included.**
Moved: D.Moylan / Seconded: K. Pocklington-Foster / Agreed
- 4.10 **Inwards/ Outwards Correspondence**
- 4.11 **Motion: that the board noted and approved the Inwards/Outwards Correspondence.**
Moved: D. Moylan / Seconded: K. Pocklington-Foster / Agreed
5. **Strategic Decisions and Discussions**
- 5.1 **Principal's Report**
- 5.2 **Motion: that the board approves the Principal's Report.**

Moved: J. Trim / Seconded: D. Moylan / Agreed

5.3 Behaviour Report and Tracking Form as explained by C. Pasfield noted.

5.4 Sick Bay Audit January to May 2026 noted.

5.5 2025/2026 Arrivals and Leavers noted.

5.6 Term 1 2026 Attendance Report noted.

5.7 Appointments and Resignations

5.8 Motion: that the board approves the appointment of Mrs Donna Wilson, Teacher Aide - Part Time Fixed Term - Terms 2 and 3 - starting 4/5/2026.

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

6. Monitoring

6.1 Motion: that the board approves the Monthly Finance Report for March 2026.

Moved: D. Moylan / F. Zeng / Agreed

6.2 A. Leitch advised that the 10YPP (10 Year Property Plan) is nearly completed and recommended that F. Zeng attend the next meeting with Ministry of Education personnel.

6.3 D. Moylan advised that the fundraising for the court canopy has been much slower than expected. D. Moylan has been in contact with Cameron Brewer, MP, and is organising a lunch with him to discuss how he can help with contacts for fundraising, etc. D. Moylan presented a copy of the 150 Year Celebration book to the board, and advised that it will be used to showcase the school, when approaching businesses for donations.

6.4 **Action: A. Leitch and board members to review the following policies to be approved at the next meeting on 24 June 2026. Board members to focus on the policies that have been identified as board level review:**

- School Swimming Pool / Swimming Off Site **(board)**
- Education Outside the Classroom (EOTC) **(board)**
- EOTC Governance Roles and Responsibilities
- EOTC Risk Assessment and Management

6.5 **Action: A. Leitch to review the following policies to be assured at the next meeting on 24 June 2026:**

- 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)**

7. General Business

7.1 There was no General Business.

7.2 Closing karakia.

7.3 **6.00pm** - the meeting closed

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7.4 The next meeting will be held on Wednesday 24 June 2026 at 4.30pm in the Meeting Room.

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. (To be added to the Agenda for the next meeting 24/6/2026 and discussed).	24/6 mtg
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	Monitoring	
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Signed:.....
Jolyane Trim - PRESIDING MEMBER

24 June 2026
Date:.....

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