

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Monday February 13th 2017 – 5.30pm

Present

Kelly Barker, Craig Scott-Hill, Sophie Robbers, Abbey Corich, Neil Worboys

Apology: Stephen Opie, Simon Aing

Minute Secretary: Jan Borland

1. Welcome / Apologies / Conflict of interest arising from agenda:

Apology: Stephen Opie, Simon Aing

No conflicts of interest

2. Speaking Rights:

Neil Worboys

“The Hampton Hill School BOT agrees to give Neil speaking rights”

Craig / Sophie / Agreed

3. Election of Chairperson

At an informal meeting of the BoT on January 31st – the BOT agreed to appoint Craig Scott-Hill Chairperson for 2017.

4. Selection of Staff rep to the BoT

Craig welcomed Abbey Corich.

“The Hampton Hill School BoT has selected Abbey Corich to be the staff representative and welcomes her to the Board”

Craig / Sophie / Agreed

Principal’s Report:

(tabled and presented by Kelly Barker)

NAG 1 – Teaching and Learning (25 minutes)

Discussion:

- Roll Numbers – now at 190 as we have lost three families for a variety of reasons.
- Positive Behaviour for Learning (PB4L) – we have been given funding hours to use from the MOE.
- Much discussion around the Rimu Resilience Programme (formerly known as Fun for Friends). Five parents trained in the programme to deliver it to selected children. Discussed some measures and observations and the need to set goals for each child.
- The Principal to review results once a term for all PLD’s including Rimu resilience. All programmes designed to increase student achievement need to be reviewed regularly.

NAG 2 – Planning and Reporting

Charter

A draft charter was presented to the BoT. Kelly talked through the GROW acronym as decided by the Board at an earlier meeting (no minutes were taken by the BoT at this meeting).

Final draft of Charter to be ready by the next meeting.

85% is a reasonable figure to put in the charter for our children.

Reading, Writing, Maths – all need goals.

NAG 3 – Personnel

Relieving Principal – BoT have met with Neil Worboys and he will be the new Relief Principal while Kelly is on Maternity Leave.

Acting Deputy Principal – Abbey Corich is to be the new Acting Deputy Principal until the end of the 2017 school year, the 14th December 2017.

Liz Crowe has been appointed as the new Reading Recovery Teacher in a 0.3 position. School is funding 0.15 as agreed in the budget; 0.15 from Reading Recovery MOE funding. Liz will work an extra 0.2 starting in Term 2, to provide CRT/PRT support as funded by the MOE.

NAG 4 – Finance and Property

Community Learning Hub

Barbara (Librarian) has been busy converting the Dental Clinic into a useable and workable space of the Library, until further discussions are held on the Community Learning Hub.

Kelly is very keen to see surplus funds used to convert the Hub into a learning space for the children and community. If we spend funds on property – it needs to be reflective of learning, and fit within our growth.

Banked Staffing

Finished the year at 0.29 – a good result.

BoT fees

“The Hampton Hill School agrees to keep the BoT fees for 2017 the same as 2016 – at \$55 per member and \$75 Chairperson for each meeting attended”

Craig / Sophie / Agreed

Monthly Finance Report tabled for November 2016

Monthly Finance Report for November

“Payments of \$29185.13 for November be ratified”

Moved: Kelly / Craig / Agreed
Moved Adoption of November Report: Kelly / Sophie / Agreed

Monthly Finance Report tabled for December 2016 (1st Run)

Monthly Finance Report for December

“Payments of \$59564.54 for December be ratified”

Moved: Kelly / Sophie / Agreed
Moved Adoption of December Report: Kelly / Abbey / Agreed

Grants:

- Hutt Mana Charitable trust – a grant for library books to be finalised
- Lion Foundation – to be finalised
- Tawa Community Board – for a shade sail over the sandpit – to be finalised.

Moved Adoption of Principal’s Report: Kelly / Craig / Agreed

5. Policy Review

Nag 1 -Curriculum

Nag 3 – Personnel

Changes as per highlighted in the folder, and will be reprinted by Kelly and filed.

6. Community Engagement

Sophie reported:

- Communication has been active in the past two weeks with events being put on the school app.
- Whanau Community Picnic on Wednesday 22nd February – 5-7pm. The BoT is usually involved with this but it has crept up at the last moment. This is a chance to gather the community together at the start of the year. Tea and coffee will be available in the hall, and Sophie will organise this.
- Powhiri planning is well underway for February 20th.
- Home and School partnerships – normally hold two per year which the staff run. One is being planned as an ICT evening where parents will be able to look at the phone app; Facebook etc and be able to download on the spot. Discussion around how to reach those families who stay out of the loop of communication – phone calls or texts works well.
- Communication to the community regarding the Relief Principal and Acting Deputy Principal will go in this week’s newsletter.
- Maori/Pasifica group – not to be in a rush but to think through carefully about communication. It would be good to involve a staff person with this.

7. General Business

Charter

Discussed above.

Selection of Parent Member

To date, Craig has had no written responses to the advertisement in the school newsletter regarding the Selection of a parent representative to the BoT. The date for this is February 28th. Following that, the BoT will select a suitable member from the community.

Kelly's maternity leave application

***"The Hampton Hill School Board of Trustees accepts the maternity leave request of Kelly Barker"
Craig / Sophie / Agreed***

Trees - quotes and decisions

1. Treescape = \$18,400.00

2. TreeTech = \$15,525.00

After discussion it was decided to go with Treescape as there was surety about bringing in a crane. John to organise and ask about the removal (please note at the time of writing the minutes - John has organised the removal of trees, and the stumps will remain).

***"The Hampton Hill School Board of Trustees approves the quote given by Treescape of \$18,400.00"
Craig / Sophie / Agreed***

Greenacres and Tawa School Enrolment Scheme

***"The Hampton Hill School Board of Trustees agrees there are no issues with the proposed Greenacres School Enrolment Scheme and authorise Craig to write a response to them accordingly"
Craig / Abbey / Agreed***

Discussion around the maps of Redwood School, Greenacres School, and Tawa School were looked at alongside our own proposed area. With regards Tawa School there needs to be further discussion with them as there are cross-over areas of concern.

"The Hampton Hill School Board of Trustees agrees to have further discussions with Tawa School, giving feedback to them, and providing an early draft of our own proposed zone areas, and areas of overlap"

Craig / Kelly / Agreed

Kelly to talk to Mitzy from the MOE regarding the process of consultation.

8. Matters arising from the previous minutes

"That the minutes of BoT meeting on December 5th 2016 be accepted as a true and accurate record."
Craig / Kelly / Agreed

9. Correspondence

Amended Correspondence list accepted.

Craig / Sophie / Agreed

10. Next meeting

Monday 20th March 2017

Meeting closed at 7.25pm

ACTIONS

Kelly - to ring Mitzy (MOE) regarding process of consultation on zoning

Kelly - to ensure goals are set for Rimu Resilience participants

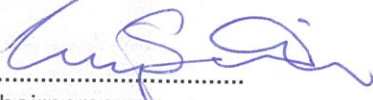
Kelly - Charter for next meeting


Kelly - Policy wording changes (done)

Sophie - to organise refreshments at the Whanau Community Picnic

Sophie - to get a list of names of those who get hard copy newsletters

Sophie - to draft a letter to the community (done)


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Chairperson


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Date