

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Tuesday March 14th 2017 – 5.30pm

Present

Kelly Barker, Craig Scott-Hill, Sophie Robbers, Abbey Corich, Stephen Opie, Simon Aing

Apology: nil

Visitor: Mark Scrimshaw

Minute Secretary: Jan Borland

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

No conflicts of interest

2. Speaking Rights:

3. Principal's Report:

(tabled and presented by Kelly Barker)

General discussion on roll numbers and reasons for current interest in enrolments.

NAG 1 – Teaching and Learning

- Draft Charter is a working document to work on during the year.
- The current Charter has been sent to the MOE – targets has been changed.
- Need lots of check-in points to monitor shifts in students.
- Teachers are having lots of meetings with critical buddies.
- PD important for teachers, as well as leadership training.
- BoT encouraged to read information on Targeted Students, to enable questioning – this gives another layer of voice and accountability.
- Leadership team to bring OTJ's around moderation in writing.
- Do parents know about target students? How is this communicated? Teachers are making big efforts to communicate with parents and what that means. There should be no surprises.

NAG 2 – Planning and Reporting

- Some discussion on Analysis of Variance

Enrolment Zone

- Kelly has met with all other schools apart from Greenacres.
- The BoT looked at the map with areas marked out for each school.
- Craig suggested looking at the areas again in two years after the process is underway and the possibility of adjustments at that point.
- The local schools are all in agreement about growth and the zoning areas.
- The next step is for Kelly to write a formal description of the zone areas, with addresses and start and end points.

“The Hampton Hill School Board of Trustees agrees to the proposed zoning areas as marked on the map”

Craig / Kelly / Agreed

“The Hampton Hill School Board of Trustees agrees to the proposed zoning areas of Tawa School, as highlighted on the 30/11/2016 version – revised proposal #2”

Kelly / Craig / Agreed

NAG 3 – Personnel

- No discussion

NAG 4 – Finance and Property

Banked Staffing

At 28/02/2017 = 1.74

Kelly explained Banked Staffing with regards to BG (Bulk Grant) and TS (Teachers Salaries); and the management of this. Jan manages this with a spreadsheet.

A teacher is put onto BG for a specific time period during the year - so that our staffing is managed well. This money is accounted for in the budget.

Jan suggested the following statement be added to the Schedule of Delegations.

"At Hampton Hill School, for 2017, all teaching staff including relievers will be charged to "TS" and any overuse which cannot be managed within the banking staffing entitlement will be managed by charging our cheapest salary, either regular staff or relievers, to "BG" for sufficient time to clear or reduce the overuse by pp 22 or pp 26 at the latest. Where there is no suitable salary we will use the current MOE recovery rate for this purpose."

Kelly / Craig / Agreed

Monthly Finance Report tabled for January and February

Monthly Finance Report for January

"Payments of \$73,468.00 for January be ratified"

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

Monthly Finance Report for February

"Payments of \$36,645.30 for February be ratified"

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

Grants:

1. Pelorus Trust - \$2200 for water play and toys for Junior Discovery – closes 27th March.
2. WCC – Arts and Culture Fund - \$2000 – paints, plywood panels – closes 31st March.
3. Tawa Community Funding– shade sail for safety - \$1500 applied for.
4. Hutt Mana Charitable Trust – Learning Resources – readers aged 0-6 years - \$3300.00 – applied for

"The Hampton Hill School agrees to the application of Pelorus Trust and WCC grants as listed"
Craig / Sophie / Agreed

NAG 5 – Health and Safety

-no discussion

NAG 6 – Compliance

Earthquake Drill

- Kelly outlined some outcomes to consider from the recent earthquake drill – relievers being unsure; red folders with numbers on the back; sitting in a circle on the field; types of bells; children's non-participation; taking shoes and bags.

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

4. Policy Review

- deleted from agenda at the start of meeting

5. Community Engagement

Sophie to meet with another school to see how they do things.

Fundraising considerations and what is relevant to our school – collaborate with that team.

Amy Hardyment, teacher, is keen to be involved on the Community Engagement team – Kelly is keen for Jan and/or Bo to be involved, as they see parents and children on a completely different level and are well used to hearing the stories. A group to be formed next term to meet.

6. General Business

BLOCK B UPGRADE and HALL

Stephen welcomed Mark Scrimshaw from Ashby Property Management Ltd who talked the BoT through the draft plan of the building upgrade and costings.

- The roofing job is underway with tenders being sought for this work.
- Mark explained about the electrical upgrade and what is needed – this will be done with the refurbishment process. RCD work to be done. All electrical boards need to be fully compliant.
- Block B refurbishment involves turning the existing building into a Modern Learning Environment.
- It is more cost effective to work on all four classrooms at the same time.
- The children would need to use the Hall as an interim classroom measure.

- The MOE will fund the some of the cost of the build. The school would need to fund the balance-- the cost of this to be yet determined depending on the scope of the work.
- Plans were shared and costings discussed.
- The Hall is in need of an upgrade and we have 15 years to complete this to earthquake standard.
- The architects already have plans for the Hall upgrade, and the BoT agreed that Stephen contact them to see if they are still relevant. If still relevant, then the BoT agreed to get prices for the upgrade work.
- There is \$50,000.00 set aside as a contingency for work on the Hall.
- The BoT decided it was important to get that work done, before putting children into the Hall while the Block B refurbishment takes place – safety was the priority of the BoT.
- The BoT would need the approval of the MoE (David Hyland) before using any of our surplus funds for building work.
- The BoT discussed the next step - this would be to draw up plans with a designer for the Block B upgrade..

“The Hampton Hill School Board of Trustees agrees to proceed with the design process of the upgrade/refurbishment of Block B up to the cost of \$5000.00.”

Stephen / Craig / Agreed

“The Hampton Hill School Board of Trustees agrees for Stephen to contact the original architects of the Hall upgrade to see whether the plans are still relevant, and if so, to seek costing’s”

Stephen / Craig / Agreed

PARENT MEMBERS on BoT

The Board has gone through the correct process of selecting a parent member following the resignation of Jen Togia, and the ensuing casual vacancy.

Two registrations of interest were received by the Chairperson.

1. Julia Paterson-Fourie
2. Suzanne Biddington.

Craig read out the profiles emailed to the BoT.

After discussion on the skills required, the Bot decided the following:

“The Hampton Hill School Board of Trustees agrees to select Suzanne Biddington as Parent Member to the Board following the casual vacancy created by Jen Togia’s resignation”

Craig / Stephen/ Agreed

“The Hampton Hill School Board of Trustees agrees to co-opt Julia Paterson-Fourie as Parent Member to the Board for the period to end December 2017, to assist with Health and Safety, and Communication on the Board”

Craig / Sophie / Agreed

LWOP – staff member

One week’s LWOP has been granted to Scott Hammer in term 3.

NZSTA Conference

In Dunedin – 14-16 July. The BoT has \$4000 for training and costs towards this.

Interested – Abbey, Sophie, Simon. Suzanne to be asked if she is able to attend.

Abbey to complete registrations.

Simon – travel and accommodation

7. Matters arising from the previous minutes

“That the minutes of BoT meeting on February 13th 2017 be accepted as a true and accurate record.”

Craig Kelly / Agreed

8. Correspondence

“The Hampton Hill School accepts the Correspondence list”

Craig / Sophie / Agreed

9. Next meeting

Monday 15th May 2017 at 5.30pm

(snacks will be available)

Meeting closed at 8.08pm

ACTIONS

Kelly - zoning formal description

Kelly - add shoes and bags to procedures for evacuation

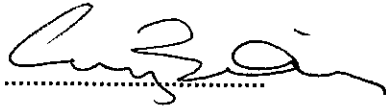
Jan and Bo - bells for different evacuations/red folders to change

Abbey - NZSTA - conference registrations

Simon - NZSTA - airfares and accommodation

Sophie - arrange a team meeting in term 2 for Community Engagement

Chairperson


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Date

15/5/17
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