

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING

Monday May 15th 2017 – 5.30pm

Present

Neil Worboys, Craig Scott-Hill, Sophie Robbers, Abbey Corich, Stephen Opie, Suzanne Biddington, Julia Paterson-Fourie, Simon Aing

Apology: nil

Minute Secretary: Jan Borland

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

No conflicts of interest.

Craig welcomed Neil Worboys as Acting Principal; and new BoT members Suzanne Biddington and Julia Paterson-Fourie.

2. Speaking Rights: n/a

3. Craig reminded the Board about the **Code of Conduct**; confidentiality; governance versus management –they are always Board members first and foremost. It is important to know when they are a parent and when they are a Board member. *If they are thinking too much about school related matters related to the running of the school, they are likely to be getting into management. It is important to know the difference.*

4. Principal's Report:

(report prepared by Kelly Barker who is now on leave - tabled and presented by Neil Worboys)

NAG 1 – Teaching and Learning

- Target Students – no attachment to discuss
- Professional Learning Development Plan – Neil talked about the UDL (Universal Design for Learning) plan. This is a research based framework that helps teachers plan their learning to meet the diverse and variable needs of all students. The Teachers Only Day on June 2nd, will focus on this programme.

The question arose about how this can be measured – Neil will update the Board following the training day; this programme will be absorbed into the way we do things at HHS; it will improve communication with home; and enhance and address all of our needs.

- PB4L – Abbey talked about this programme at the school and the report was tabled.
- The agenda for June 19th will cover a review of programmes run at the school, in particular the BoT funded programmes.

NAG 2 – Planning and Reporting

Enrolment Zone

- Tawa and Greenacres Schools have no issue with our zoning areas.
- The informal consultation process is complete.
- There may be some minor changes to our zone.
- The next step is MOE approval to begin formal consultation.
- The advantage of zoning for us is because of roll growth in Tawa, as it would put pressure on our numbers at HHS. Zoning will moderate this.

Attendance Report

Behaviour Report

- Both these reports were tabled by Abbey Corich and discussed.

NAG 3 – Personnel

- No discussion

NAG 4 – Finance and Property

Banked Staffing

At 09 May 2017 = 1.42

Monthly Finance Reports tabled for March and April

Monthly Finance Report for March

"Payments of \$32,015.03 for March be ratified"

Moved: Sophie / Abbey / Agreed

Moved Adoption of March Report: Abbey / Craig / Agreed

Monthly Finance Report for April

"Payments of \$100,393.95 for April be ratified" (includes a bank transfer of \$70,000)

Moved: Stephen / Simon / Agreed

Moved Adoption of February Report: Abbey / Craig / Agreed

Grants:

1. Pelorus Trust - \$2200 for water play and toys for Junior Discovery – approved
2. WCC – Arts and Culture Fund - \$2000 – paints, plywood panels – declined
3. Tawa Community Funding– shade sail for safety - \$750.00 approved
4. Hutt Mana Charitable Trust – Learning Resources – readers aged 0-6 years - \$3300.00 – approved

NAG 5 – Health and Safety

Tree Removal

Good feedback has been received regarding the tree removal on the school boundary.

WREMO

Abbey reported on a recent meeting that both she and Jan attended regarding our emergency planning. Two plans have been created – one for the school and one for the parents. There was some discussion around this. Class kits are to be developed containing some basic items like food, blankets, water – parents will be asked to supply some of these. It was suggested we will need \$50-100 per class to set this up. Staff will be asked to prioritise their need to leave in an emergency – this will save any resentment amongst staff in an emergency.

Policies and Procedures

Neil and Julia will get together before the next BoT meeting to go over our Health and Safety documents. These will be presented to the Board at the next meeting.

NAG 6 – Compliance

Policy

A review of the policy has taken place and it is to remain the same. No issues arose from this. Neil to review NAG 6 procedures.

“The Hampton Hill School Board agrees to accept the policy on Legislation and Regulation as it stands now”

Craig / Sophie / Agreed

School Docs

Neil talked about the School Docs system; it is Kelly’s wish to pursue this in 2018. There was some discussion about whether the BoT would lose some connection with the documents.

Google Apps

Abbey talked about getting a system that was more useable for HHS – and we are moving towards becoming a Google Apps school. The process has started and will continue for implementation in 2018.

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

5. Policy Review

(see above note regarding NAG 6 policy)

6. Community Engagement

Sophie talked about the recent meeting held with some staff and herself.

She felt it was good to have one BoT member at each Powhiri if possible to meet the new families. Amy Hardyment in Room 9 has planned a hangi on June 29th for Matariki – Simon to communicate with Amy.

Sophie talked about Jan and Bo in the office having good knowledge on the best ways to communicate with parents.

7. Health and Safety update

Julia talked about creating a culture of health and safety in the school with both the students, staff and BoT; and how important this was in moving forward.

Julia and Neil to get together to review documents.

8. General Business

Block B Refurbishment and Hall Upgrade

Stephen Opie outlined where we are up to with this:

- To date the BoT have approved the roof upgrade
- To refurbish the bottom block, the BoT will need to supplement the cost with their own funds. It will take \$125K to complete the project.
- A designer is drawing up plans.
- The solution is to house the children in the hall while the refurbishment takes place, but the hall needs upgrading to bring it up to standard, for earthquake strengthening. We have a number of years to do this, but the BoT agrees it is a priority if we are going to have children there while the refurbishment takes place.
- Discussion arose about the viability of keeping the hall, and using the money elsewhere, but it was generally felt the hall was a good asset to keep.
- The estimate for hall strengthening was around \$42,000.00. The BoT have \$50,000.00 set aside for this in the budget.
- The problem with the hall is that the portals into the ground need anchoring.

- The aim would be to get the hall strengthened in term 4 of 2017, and refurbish the bottom block in term 1, 2018.
- The next step is for Ashby Property to approach the MoE with regard the upgrade of the hall.
- The drawings done previously are still current.

"The Hampton Hill School Board of Trustees agree for Ashby Property to approach the MOE in regard the upgrade of the school hall"

Craig / Simon / Agreed

Resignation of Lauren Riwaka

"The Hampton Hill School Board of Trustees accepts the resignation of Lauren Riwaka, as teacher"

Craig / Sophie / Agreed

Review of Programmes

To be on the June agenda

9 . Matters arising from the previous minutes

"That the minutes of BoT meeting on March 14th 2017 be accepted as a true and accurate record."

Craig / Stephen / Agreed

10. Correspondence

"The Hampton Hill School Board accepts the Correspondence list"

Sophie / Craig / Agreed

Jan read the letter from the WCC regarding traffic on Rimu Street, and No Parking restrictions– yellow lines to be painted.

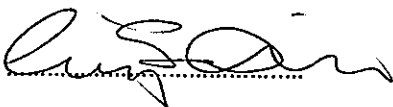
Neil talked about the recent incident of damage to the fence in Rimu Street – a truck has ploughed in the fence causing damage. Neil is dealing with that issue and will approach the MoE, as we are not covered by insurance.

The meeting finished at 7.16pm

11. Next meeting

Monday June 19th at 5.30pm

Chairperson



Date

26/6/17

Tasks before next meeting:

Simon – to meet with Abbey regarding the hangi on June 29

Jan and Abbey - to communicate with parents regarding the emergency kits

Neil and Julia – to meet regarding Health and Safety documents

Stephen – to communicate with Ashby Property regarding the hall strengthening

Neil – review of BoT funded programmes for the next meeting

Neil – to talk to MOE re fence damage

Neil – to review NAG 6 procedures