



Hampton Hill School

1909-2017

## MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING

Monday June 26<sup>th</sup> 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:**

Jan will leave before the In-Committee meeting

### **2. Speaking Rights:**

n/a

### **3. Principal's Report:**

(Tabled by Neil Worboys)

#### **NAG 1 – Teaching and Learning**

- Neil talked about his observations of the school. This was very positive.
- Abbey tabled and talked to the Target Student Report.
  - The question was raised at how teachers were communicating to parents of targeted students. Are the parents involved? Teachers were communicating with parents well through regular emails and other methods; and there has been the recent Learning Conferences. Mostly all parents are well involved.
  - How to get children over the line? The next steps are looked at - involving outside agencies; teachers looking at their own practice and talking with their peers.
  - Changing classes would be a last resort as this changes friendships and emotional learning.
- Learning Programmes 2017 (report tabled)
  - Neil talked about the wide variety of programmes being run at the school.
  - The BoT were surprised and agreed there were a lot of programmes, and Neil said some of these were run in other schools and this was normal.
  - Duncan is employed to run many of these programmes.
  - Kapahaka is well supported by the children; is run in school time and forms part of the curriculum.
  - ESOL is a MOE funded programme with Ruthanne Kennedy as Lead Teacher and Irene McDonald as Teacher Aide. This is very successful programme, with one child recently coming off Reading Recovery and joining this programme to further his language base.
  - BoT funded – Reading Recovery (in part) and Rimu Resilience have associated costs.
  - The BoT asked about how to measure the success of these programmes – are they linked to our Charter goals?
  - Neil explained that some would be linked to our RIMU values and GROW acronym.
  - Do we have clarity around these programmes meeting achievement and Charter goals?
  - What is the staff view of the programmes?

- Neil to prepare a chart for next BoT meeting to include: What is funded by the BoT; what goals are they linked to in the Charter; is it adding true value; how are we measuring success; can we justify it.
- Is it positive and increasing?
- Each programme needs to link into the Charter.
- Ultimately we judge the success of all our teaching and learning programmes through our national standards data and analysis of variance.

## **NAG 2 – Planning and Reporting**

### **Enrolment Zone**

- We are ready to go to the MoE. We can say we have had discussions with other schools by email or verbal.
- Formal written letters to go out to schools as one of the next steps.

***“Hampton Hill School seeks approval from the MoE to progress to formal consultation. We confirm the proposed zone is acceptable, the description is correct, and formal consultation process can commence”***

**Craig / Stephen / Agreed**

## **NAG 3 – Personnel**

- Teacher Aide funding was discussed and the concerns around when ORS children leave the school
- The Teacher Aides have all reduced their hours as a result of reduced ORS funding.
- Neil talked about the levels and structure of Support Staff wages.

## **NAG 4 – Finance and Property**

Banked Staffing at 20/06/2017 sits at -0.23

Jan commented that it was being monitored and it was likely that all BoT budgeted funding for staffing would get used for 2017.

## **Monthly Finance Reports tabled for 30 May 2017**

*“Payments of \$52,227.38 for May be ratified”*

**Moved: Neil / Suzanne / Agreed**

**Moved Adoption of May Report: Neil / Suzanne / Agreed**

Suzanne has looked at our processes and controls, and went through a sample of the May accounts as part of the internal control process. She was satisfied with the procedures.

### **Grants:**

1. Mazda Foundation Application for Kapahaka uniforms for boys.  
Requesting \$1600 from the grant and \$200 from the BoT.

***“Hampton Hill School agrees to the grant application for traditional piupiu for \$1600.00 from the Mazda Foundation and agrees to subsidize this by \$200 if successful”***

**Neil / Craig / Agreed**

### **NAG 5 – Health and Safety**

- Review of policies and procedures is underway after Neil and Julia met to discuss these.
  - Community Emergency Plan has been completed and emailed to all parents.
  - Jan to remind parents to update their details - to ensure local contacts are on the list.
  - Reunification Drill planned for term 3.
  
- Fire Drill
  - Fire Drill was held on May 31<sup>st</sup> where the actual fire sirens were activated by Simon Quirke.
  - Bottom block alarm needs to connect with top block and this will need to be discussed with builders / project manager / MoE when refurbishment takes place.
  
- Gas Leak
  - This was a concern when there was a gas leak discovered recently by a tradesman.
  - Boiler tests are completed yearly.
  - Neil to report on progress after talking with the caretaker about processes around safety of the boiler and gas, and other items.
  - All plant will be looked at after a health and safety walk-around check by Julia.
  - Following that step, Worksafe may be invited to do a secondary check.
  - The BoT may need to spend some money on a lockable storage shed for some items such as petrol, chainsaw etc.
  - Safety sheets to be checked with John.
  - The BoT viewed this as a priority with regard to health and safety.

### **NAG 6 – Compliance**

- The policy was reviewed previously.
- Procedures to be updated:
  - International Students – HHS no longer accept International students.
  - Attendance – minor adjustments.
  - BoT Code of Conduct - checked and OK with Craig.
  - Dealing with the Media – to be worked on by Neil and forwarded to Julia for comment.
  - Newsletter – classroom involvement – no longer happens.

**“The Hampton Hill School Board of Trustees agrees for the Principal to make the changes as tabled – to delete the International Student procedures; update the Attendance procedures; and delete the Newsletter procedure documents”**

**Neil / Craig / Agreed**

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

### **5. Policy Review**

As discussed above

### **6. General Business**

- **Block B Refurbishment and Hall Upgrade**
  - Stephen has talked with Mark Scrimshaw from Ashby’s trying to get another quote for the roof. The roof should have been completed in term one, 2017.

- Progress is slow.
  - The BoT expressed frustration around the timing of this project as there is urgency to get the hall strengthened so it can be used as temporary classrooms while Block B is being refurbished.
  - Will the designers of the hall project handle the consent process?
  - When can we go to the MoE with the proposal to use our own funds for this project?
  - Stephen to chase up again to try to hasten the process, and copy the MoE property person into the email.
- **Zoning**
    - Discussed previously in Principal's Report
- **Workshop for Parents**
    - Sophie Robbers is running a workshop for parents of daughters around menstruation and puberty, and how best to support the girls through this stage of their lives.
    - To be held in the hall on July 4<sup>th</sup>.
    - Update on sanitary bins and first aid supplies after a recent article on the news – these are adequate at HHS.
- **Marcie Project**
    - This is a research programme run by Victoria University that some of our families opted into and consented to, after being advertised to the younger students.
    - Involves testing memory tasks for younger children.
- **Kelly Sports**
    - Before School physical activity programme run in conjunction with Kelly Club
    - \$75 per term
    - To communicate to parents

#### **7. Matters arising from the previous minutes**

*"That the minutes of BoT meeting on May 15th 2017 be accepted as a true and accurate record."*

**Craig / Stephen / Agreed**

- Fence damage has been repaired on Rimu Street and cost around \$1000 which comes out of the vandalism budget

#### **8. Correspondence**

*"The Hampton Hill School Board accepts the Correspondence list"*

**Craig / Stephen / Agreed**

The meeting finished at 7.00pm

The BoT went In- Committee to discuss a personnel matter.

#### **9. Next meeting**

Monday August 7th at 5.30pm

Chairperson



Date

7/8/2017