

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING

Monday August 7th 2017 at 5.30pm

WELCOME | APOLOGIES | SPEAKING RIGHTS | CONFLICT OF INTEREST ARISING FROM AGENDA:

Present: Neil Worboys, Craig Scott-Hill, Sophie Robbers, Abbey Corich, Stephen Opie, Suzanne Biddington

Apologies: Julia Paterson-Fourie, Simon Aing

Minute Secretary: Jan Borland

No conflicts of interest

PRINCIPAL'S REPORT:

Led: by Neil Worboys

Time:

NAG 1 – Teaching and Learning

35 mins

Discussion around number of pupils on the roll, with approximately 20 yet to come for 2017.

- **Mid-Year Assessment Analysis**
 - Abbey talked about the graphs.
 - Discussion around Maths and OTJ's (Overall Teacher Judgement) and what are we going to do differently? The school is concentrating on Maths to raise achievement in the whole school.
 - New teachers are aware of moderations and all have mentors and attend Beginning Teacher PD; they share examples of work, and work with their peers and mentor teachers; they meet with Tutor Teachers once a week.
 - Writing moderation is done well although we need to strengthen our moderation in Maths. Writing has plenty of examples to use and Maths is not so easy to provide examples.
 - The ALIM (Accelerated Learning in Maths) programme is being utilised in the school for the next two terms.
 - Should we be thinking further about teachers joining the moderation process? There are lots of tools available, and Joanne Speight (Lead Teacher) is available as a resource.
 - A reminder that this is mid-year data.
 - Teachers talk to parents about progress and students often don't reach 'AT' until their 4th year of schooling.
 - Discussion around engagement – Neil suggested there was not a lot of disengagement at primary school level.
 - The teachers are making Maths relevant at the school.
 - UDL (Universal Design for Learning) – our current school-wide teacher professional development. Learning is aimed at teachers making learning relevant for our children.
- **Gotcha and PB4L**
 - The school-wide programme is underway and the Gotcha Awards proving to be favourable.
- **Behaviour and Attendance**
 - Ten letters have been sent out by the Principal for attendance matters.
- **Swimming Sports**
 - This was recently held at Tawa Pool and was most successful.
- **Learning Programmes at HHS**
 - A chart was shown that provided a clear link to the Charter Goals, learning achievement, and teacher feedback on the programmes.
 - It would be helpful to analyse how many days are being geared/focused on the school curriculum.
 - Monday's generally are geared for programmes like CRE, Kapahaka, ESOL and other programmes, because of staffing.
 - This was an effective document for the Board.

NAG 2 – Planning and Reporting

10 mins

- **Enrolment Zone Update**
 - MoE have approved the formal consultation process.
 - Questions arose about advertising; and a possible community meeting.

- 32% of our students live outside of our zone.
- It was decided to hold a zoning information meeting for the community on August 24th at school from 7-8pm. Board to attend and field questions with the Principal. Neil to circulate Q and A's on zoning.

NAG 4 – Finance and Property

4 mins

Banked Staffing at 28/07/2017 sits at -3.18

Monthly Finance Reports tabled for 30 June 2017

"Payments of \$48,182.14 for June be ratified"

Moved: Suzanne / Stephen / Agreed
Moved Adoption of June Report: Suzanne / Stephen / Agreed

Monthly Finance Reports tabled for 31 July 2017

"Payments of \$71,988.86 for July be ratified"

Moved: Suzanne / Stephen / Agreed
Moved Adoption of July Report: Suzanne / Stephen / Agreed

NAG 5 – Health and Safety

10 mins

- Policies and Procedures are being worked on by the Principal.
- Reunification drill explained.
- Update on the recent gas leak and Aquaheat are dealing with any future issues.
- Storage of inflammable materials was discussed. John has bought a lockable metal cabinet as an interim measure but better storage options are to be looked at. Neil to discuss with John about getting prices for a lockable shed – this needs to be secure, with good storage and accessibility.

NAG 6 – Compliance

11 mins

- Dealing with the Media
- Discussion around wording. Neil to re-do the document and take out the last section.
- Finance Policies and Procedures
- These will be looked at by the next Board meeting

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

GENERAL BUSINESS

- 1. Health and Safety Report:** **Led: Neil** **2 mins**
 - RAMS forms for camp will be sent to the Board by email. All to read please and make amendments at the next meeting just prior to camp.
- 2. Property:** **Led: Neil** **1 min**
 - Neil to ask John for quotes for a storage shed as above
- 3. Finance report and Grants:** **Led: Suzanne Biddington** **13 mins**
 - Discussion around Uncommitted Funds. Suzanne explained about Depreciation.
 - Neil said most schools do not have high levels of cash reserves.
 - Our depreciation relates to our asset register which has been currently looked at and edited, and is awaiting new figures for assets on the schedule from Lynnette.
 - The Board has decided to wait for the MoE reaction to the Hall upgrade before approaching them on the Block B refurbishment.
 - Suzanne says it is prudent to build up cash reserves.
 - Discussion on 10 year plan, painting, and bike track.
 - Suzanne completed a sample of the June and July transactions as part of our internal control process.
 - Lee-Ann Newton has offered to take up the processing of Grants – she has had prior experience in this area.

4. Block B Refurbishment and Hall Upgrade:

Led: Stephen Opie

18 mins

Roof - Stephen reported on the progress of the roof – three quotes received. We are using some funds from the electrical work to subsidize the roof. Probably being done in the October school holidays.

Hall Upgrade – Ashby Property have gone to the MoE for permission to go ahead.

Our financial accounts have been sent to the MoE. Next step is approval (or not) from the MoE.

When and if we get approval from the MoE, the next step will be tendering for the hall strengthening.

Block B Refurbishment – have the children and parents been consulted on design?

How much money do we commit to?

It was suggested to wait until the new financial year; and to wait until we have approval for the hall first.

Before we go to the MoE we will need drawings, and we need to pick a designer and stay with them.

The total design cost of \$14,000.00 is making an assumption that we will put in \$100,000.00 of our own funds.

5. Zoning Update:

Led: Neil Worboys

4 mins

- Neil to put an advertisement in the paper.

- Community meeting discussed earlier in the meeting.

6. Cohort Entry:

Led: Neil Worboys

4 mins

- Important to have consultation with Kindergartens and pre-schools in the area.

- Board were asked their personal views and ideas were tossed around.

- Col's to support Boards in Tawa.

- The Tawa cluster to have a debate around Cohort entry and to feed back to the Boards.

ADMINISTRATION:

Jan, Abbey and Suzanne all attended the NZSTA conference and found it most valuable. They were thanked for their conference feedback.

Matters arising from the previous minutes:

"That the minutes of BoT meeting on June 26th 2017 be accepted as a true and accurate record."

Craig / Sophie / Agreed

Correspondence

"The Hampton Hill School Board accepts the Correspondence list"

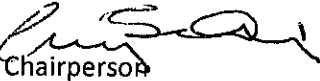
Craig / Sophie / Agreed

The new agenda template was approved by all the Board. Discussions as to the acronym GROW to be in the staffroom.

The meeting finished at 7.28pm

Next meeting

Monday September 11th at 5.30pm


Chairperson


Date

Tasks before next meeting:

Neil – Q and A for Zoning meeting to all BoT

Neil – advertise zoning map

Neil – talk to John re quotes for a shed

Neil – re do Dealing with the Media procedure

Neil and Jan – finance policies and procedures

Neil – RAMS camp forms to BoT

BoT – attend community meeting regarding Zoning