

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

**Monday September 11 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, Julia Paterson-Fourie, Simon Aing

**Apologies:** nil

**Visitor:** Sue Kelly

**Minute Secretary:** Jan Borland

No conflicts of interest

The roll stands at 207, with 220 students likely by the end of 2017.

Estimated to start at approximately 200 at the start of 2018.

**PRINCIPAL'S REPORT:**

**Led: by Neil Worboys**

**Time:**

Tabled as read

**NAG 1 – Teaching and Learning**

**4 mins**

**Cohort Entry**

At a recent meeting of the Tawa Principal's Association (TASPA) schools discussed whether they were looking at Cohort Entry. Tawa School is definitely going ahead. The other schools are still looking at the idea, with no commitments as yet.

**NAG 2 – Planning and Reporting**

**6 mins**

**Enrolment Scheme Update**

The advertising, newsletter, letters, minutes have all been completed. The enrolment zone now needs to be formalized and agreed upon.

***"The Board of Trustees agrees to approve the draft zone. The Hampton Hill School Board of Trustees wishes to implement the Enrolment Zone from February 2018. This will be after the three month stand-down period of November and December 2017, and January 2018"***

**Neil / Craig / Agreed**

**NAG 3 – Personnel**

**2 mins**

**Deputy Principal**

Two applicants will be interviewed on Saturday 16<sup>th</sup> September.

**NAG 4 – Finance and Property**

**6 mins**

Banked Staffing is at -4.01 at 29/08/2017.

Jan explained that the school is on the verge of receiving extra staffing entitlements due to roll growth and this would start to balance out the staffing for the year. The year-end for banked staffing is the end of March of the following year. It is predicted that banked staffing will be balanced by the end of the financial year as far as predictions allow.

**Monthly Finance Reports tabled for 31 August 2017**

***"Payments of \$48,703.77 for August be ratified" (includes three pay periods plus GST)***

**Moved:** Neil / Suzanne / Agreed

**Moved Adoption of August Report:** Neil / Abbey / Agreed

### ICT Equipment purchase

Due to the generosity of the community for the Major Production the total koha received was \$1130.00.

Abbey asked whether this could be used for the purchase of ICT equipment. This was agreed.

***“The Hampton Hill School Board of Trustees agrees to purchase ICT equipment using the koha /donation from the show”***

**Abbey / Simon / Agree**

### Bike Shed Vandalism

There have been two recent break-ins of the bike shed. Security gates have been ordered to protect the container doors. The Wellington City Council has agreed to pay for this via the Bike on NZ Charitable Trust.

### NAG 5 – Health and Safety

**8 mins**

#### Reunification Drill

This was a successful drill with only three children left at the end of the drill. There were some intentional absences on the day. The staff have suggested that next time, the date only is given to parents, with the actual time of the drill being a surprise to all. Neil would like to see the hall used as a practise exercise at some stage. If the weather is not suitable to be outside, and the hall is not available, then Room 7 and 8 would be an alternative.

#### Boiler Survey Report

A quote has been received and accepted from Aquaheat for the Boiler – for treatment, calibrating, checking.

### NAG 6 – Compliance

**4 mins**

Neil has conducted a review of the following:

NAG 5 – Health and Safety policy and procedures (with Julia)

NAG 4 – Finance policy and procedure review (with Jan)

NAG 1 – Teaching and Learning policy and procedure review (with Abbey)

***“Hampton Hill School Board of Trustees ratifies the NAG 1 and NAG 4 policies and the NAG 4 procedures”***

**Neil / Craig / Agreed**

**Moved Adoption of Principal’s Report:**

**Neil / Craig / Agreed**

### GENERAL BUSINESS

#### **1. Health and Safety Report:**

**Led: Neil and Julia**

**45 mins**

- Following an inspection, Julia outlined the contents of the Caretakers Room and Boiler area. She found there was a shelf unattached, and water on the floor in the boiler room area. There was a lot of equipment needed to be stored in this area.
- Her Worksafe contact suggested that the Boiler area should not be used for storage.
- Electricity and water don’t mix.
- We have an apparent lack of storage for the Caretaker to put everything.
- The water situation is urgent, as is the lack of storage.
- Simon to investigate options for storage and he will look into the price and availability of a container, and where to put it on the school grounds. It needs to be permanent. To be available at the next Board meeting.
- It was suggested the Principal and Caretaker should walk the grounds monthly to ascertain any issues.
- The Board would like to walk through the grounds every two months in the meantime until the urgent issues are sorted out.
- A review of the Health and Safety policies and procedures was carried out by Neil and Julia.
- Neil talked through the policy document.
- Suzanne asked about the health of the staff.
- Definitions of words in the documents was discussed - workers, volunteers, responsibilities etc.
- Neil to put together an appendix of terminology to attach to the policy, looking at terms and acronyms.
- Hazards are penned by the Caretaker, on a whiteboard beside the office sign-in book.

- Some of the procedures were shared, looked at, and discussed.
- Next month the Health and Safety policies will be approved.
- The school needs to develop a system for identifying and reporting incidents – who’s role is it to bring up the incident?
- Staff need to know the next stage in the process of identification of incidents.
- Craig to be emailed the Health and Safety policies and procedures.
- Checklist for BoT – each BoT member to do the checklist in the next month.
- Julia talked briefly about the culture of Health and Safety at Hampton Hill School, and Craig said it was important to put aside policies and procedures and think about worker safety.
- Wellness of staff and whistle-blower’s safety was briefly talked about – this was a focus at the NZSTA conference attended recently by the Board.

## **2. Finance report and Grants:**

**Led: Suzanne Biddington**

**8 mins**

### **Grants Report**

This was a great report completed by Lee-Ann Newton who has recently taken over the Grants process. A special thanks is to go to Barbara Scott-Hill for her years of grant applications. Jan to organise flowers. Not all grants need Board ratification.

Ratifications for grant applications will be sought at the next BoT meeting.

## **3. Block B Refurbishment and Hall Upgrade:**

**Led: Stephen Opie**

**5 mins**

### **Roof**

The work on the roof will go ahead in the October school holidays.

Police vetting is not required to be done by the school. This should be contained within the contractor’s documents.

### **Hall Upgrade**

The hall upgrade is in the tender process.

### **Block B Refurbishment**

This is parked for the moment.

## **4. Review of Charter:**

**Led: Neil Worboys/Craig Scott-Hill**

**20 mins**

Neil suggested it was important to continually review the Charter and school goals as a Board.

Neil talked to the Annual Plan.

Annual Targets were looked at with discussion around Boys, Maori and Pasifika.

Important to look at wording to clarify the targets – Neil to make minor changes.

Charter to be reviewed at the end of year, along with end-of-year achievement data, which is analysed by the staff.

The Analysis of Variance is put together by the Principal and staff, and then brought to the Board.

The Charter could be looked at in February at a separate meeting of the Board.

How do we know about student achievement?

- Mid-year data; termly data; Analysis of Variance at end-of-year; target students reporting; progress in programmes such as ALIM and UDL; assessment data; BoT training; Learning Conferences; PRT programmes; PB4L professional learning.

## **5. Camp RAMS forms:**

**Led: Neil Worboys**

**14 mins**

Forms were discussed and changes to be made as follows:

- Add the word ‘sunstroke’ after each reference to sunburn
- Caving – needs to include the word ‘Guided Tour of. . .’
- Time and Durations of activities, if relevant.

***“The Hampton Hill School Board of Trustees agrees to the Camp RAMS forms as tabled, with minor changes to wording”***

**Neil / Stephen / Agreed**

**ADMINISTRATION:**

**Matters arising from the previous minutes:**

*"That the minutes of BoT meeting on August 7th 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

A humorous letter from two students was read out by Neil.

Neil to respond.

The meeting finished at 7.35pm

**Next meeting**

Monday October 30th at 5.30pm

Chairperson



Date

30/10/17

**Tasks before next meeting:**

Simon – prices for storage container

All BoT – to complete Health and Safety checklist

Sue – to bring copies of the Charter to every meeting.

Neil – to make minor changes to the wording in Annual Targets of the Charter.

Neil – to amend RAMS forms, get BoT to sign and copies to Carol and Amy.

Neil – to respond to student letters