

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

**Monday October 30 2017 at 5.30pm**

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

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

**Apologies:** nil

**Visitor:** Lydia Middlemiss, Liz Langham, Noha Khalil & Jillian Grant

**Minute Secretary:** Sue Kelly

No conflicts of interest

The Board was reminded that all paper work to be sent into Sue by 12pm Thursday prior to Board meeting. If this deadline is missed then email directly to board members and cc in Sue so she can file the paperwork.

**RIMU RESILIENCE PROGRAMME:**

**Led:** by Lydia Middlemiss

**Time:** 45 mins

Tabled as read. Lydia outlined the programme which had been running successfully for two years and change had been noticed. It focused on overcoming anxiety and low self-esteem, anger management (at home and school) and building emotional resilience. It provided a safe place for children to talk and learn how to talk to their peers. It also fostered supportive relationships in the wider community. Good feedback had been received from teachers, parents and students. The current model was outlined and the BOT was thanked for their contribution to training. The proposed model involved staff more and how to support students but the main goal was still building emotional resilience. Lydia outlined the programme over each year level. Craig queried how long the programme ran for each year. It would run for the whole year with the exception of years 3 and 4 which was a 5-6 week programme. Sophie queried how the programme could be incorporated with home life if families were not engaged. Liz suggested parents volunteering or being invited in to help with the programme. A parent evening or community programme could be run at school to provide reciprocal information and make it accessible so it was not just theoretical strategies. If it was linked into the curriculum and teachers were involved it permeated the whole school. In general parents were engaged and there had been many comments on how great the programme was providing coping mechanisms and skills for life. A tool kit could be created for teachers to use in classrooms, keeping it simple and using it in short bursts. Craig thanked Lydia and Liz for their presentation, which had given the Board a greater depth of understanding of the programme.

***"The Hampton Hill School Board of Trustees supported the continuation of the Rimu Resilience programme and moved to approve the continued funding of \$4000 per year."***

**Craig / Stephen / Agreed**

**PRINCIPAL'S REPORT:**

**Led:** by Kelly Barker

**Time:** 30 mins

Tabled as read. The roll stands at 217, with 230 students likely by the end of 2017. Kelly overviewed her report:

**NAG 2 – Teaching and Learning**

**Support staff appraisals** – these had been really positive with consistent personal and professional goals being set.

**UDL** – this programme would continue with teachers during 2018 which helps connect and engage with families.

Kelly thanked Neil for his handover and expertise during her absence.

**NAG 2 – Planning and Reporting**

**Enrolment Scheme Update**

The proposed enrolment zone scheme had been approved by the MOE.

***"The Board of Trustees moved to adopt the enrolment zone scheme to take affect from 29 January 2018 in accordance with the MOE approval letter."***

**Craig / Sophie / Agreed**

An advert would be placed in the Kapi Mana confirming the enrolment scheme and the MOE sent a copy of all actions. The Board discussed the maximum roll number which Kelly suggested should be 240 (24 per class/10 classes). She confirmed the school had the space for increased class sizes with 24 being an ideal number. The small classes were the reason some parents chose this school and were able to develop close relationships with the teachers. Neil confirmed this number is determined by the Board each year with an enrolment notice and closing date advertised in Kapi Mana and the school website.

***"The Board of Trustees moved to set the maximum roll number at 240."***

**Craig / Suzanne / Agreed**

### **NAG 3 – Personnel**

**Time: 10 mins**

#### **Staffing Changes**

Kelly reported that John had visited and was making great progress. Craig read out his resignation letter with effect from 2 November 2017 which the Board accepted. Lockie Hawkins, the current caretaker at Redwood School, had agreed to take on Hampton Hill as a contracted caretaker and would invoice for services provided. He was multi-skilled and came highly recommended from Sue Goodin at Redwood School. He was preparing a quote for all the work required at Hampton Hill School on an annual basis.

Interviews for four new teaching staff (3 permanent and 1 fixed term) will be held on 18 November and a Board member was invited to join the interview panel. The budget for relief teachers had been overspent due to a lot of illnesses and leave without pay. However there was additional funding available but teachers must get Kelly's approval first.

### **NAG 4 – Finance and Property**

**Time: 10 mins**

#### **Monthly Finance Report 30 September 2017**

Tabled as read.

***"Payments of \$37,070.87 for September be ratified"***

***"The Board of Trustees moved adoption of the September Finance Report"***

**Kelly / Suzanne / Agreed**

#### **Asset Deletion List**

Tabled as read. ***"The Board of Trustees moved to accept the asset deletion list"***

**Suzanne / Craig / Agreed**

#### **Roof Refurbishment**

Stephen reported that this had gone really well and had included chopping 3 tons of trees from the sight. As the final cost came in \$1500 under budget this would be added to the five year plan budget.

#### **Hall Restructuring**

Stephen reported that Ashby Property Services were seeking tender quotes for this work which would be finished by Term 1 2018.

#### **Bike Shed**

A quote of \$6000 for a new roller door had been received which the Board agreed was too expensive. Kelly would seek alternative quotes for an industrial strength roller door.

### **NAG 5 – Health and Safety**

**Time: 5 mins**

#### **ACC Claim**

Kelly reported an incident involving a teacher slipping on a bank after chasing a child. The Board agreed that it should be made clear in new teacher induction that they should not chase children for health and safety reasons.

**1. Unit Holders**

Kelly reported that this was a great time for leaders to reflect and set goals.

**2. Behaviour Report**

Craig queried behaviour management and physical abuse reports. Kelly confirmed that severe cases were raised in the behaviour report. The school was made aware of these cases, deciding on how to share information, working through the school management first then lodging the issue with the Board.

**3. LWOP Request**

Chris Clare had requested LWOP for one year and if it wasn't approved, may resign. Kelly reported that he didn't meet the LWOP criteria. The Board discussed and agreed that, as he didn't meet the criteria, his request for LWOP was declined and therefore he should resign.

**4. Health & Safety Report**

The Board were requested to complete the checklist before the next meeting. Julia would select five questions to be discussed at the next meeting.

**5. Storage Container**

Simon presented various options for dangerous goods storage containers and basic shipping containers. Location and power were discussed. Susanne recommended looking at the budget for funding options and would bring to the next Board meeting. Kelly would also seek recommendation from the new caretaker, Lockie Hawkins.

**6. Grants:**

**Led: Suzanne Biddington**

Lee-Ann Newton, the new grants co-ordinator, had tabled an application for \$1300 to Trust House for learning resources.

*"The Hampton Hill School Board of Trustees agreed to the grant application to Trust House"*

**Craig / Abbey / Agreed**

**ADMINISTRATION:**

**Time: 5 mins**

**Matters arising from the previous minutes:**

*"That the minutes of BoT meeting on 11<sup>th</sup> September 2017 be accepted as a true and accurate record."*

**Craig / Simon / Agreed**

**Correspondence**

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

**Craig / Abbey / Agreed**

The meeting finished at 7.45pm

**Next meeting**

Monday 27<sup>th</sup> November at 5.30pm. Kelly to provide the food.

Chairperson



Date

21/11/17

**Tasks before next meeting:**

BoT to meet to discuss Charter

Kelly to get quotes for bike shed roller door

Kelly to get quote for caretaker duties

All BoT to complete Health and Safety checklist

Suzanne to check funding for storage container

Sue to print off asset deletion list email chain for BoT