

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

**Monday 27 November 2017 at 5.30pm**

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

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

**Apologies:** Simon Aing

**Minute Secretary:** Sue Kelly

No conflicts of interest

**PRINCIPAL'S REPORT:**

**Led: by Kelly Barker**

**Time: 25 mins**

Tabled as read. The roll stands at 217, with 223 students likely by the end of 2017. Kelly shared the principal's report with the board:

**NAG 1 – Teaching and Learning**

**End of year data** – there was discussion over the data. ALL students' progress was tracked and monitored even if it was not included in the target student data. Writing continues to be was the biggest concern with mathematics also needing to improve. These will be the same annual target areas for 2018.

There was discussion around the importance of getting the Charter right ensuring Hampton Hill designed learning programmes that inspired and engaged children to learn. Kelly felt the five indicators were good but an inspirational charter goal was needed, especially considering we have had the same Charter goals for the last few years. Kelly quoted "If we continue to do what we've always done then we will continue to get what we've always got!"

**Teacher appraisals** – these had been completed and had been really positive with goals set for next year and professional development planned to suit them with time to practise skills learnt. The leadership team was responsive, keeping teachers inspired and applying pressure when needed but backing off when necessary.

**UDL & ALIM** – these would continue in 2018. Lots of positive feedback had been received and they were making a difference with improvements being seen, targeting the right children.

**NAG 2 – Planning and Reporting**

**Time: 10 mins**

**Reporting to parents against National Standards update** – MOE was working with the Government on its policy to replace National Standards with a new system that better acknowledges a child's progress and focuses more on developing key competencies. We will to continue to report against NS until the Ministry advises us otherwise.

However, Kelly did comment on the fact that we have always used curriculum levels and the learning progressions to guide our reporting.

**Enrolment Scheme Update**

This process had been formally completed. There were 15 places for out of zone enrolments in the first two terms and communicating to the public the number of places available.

**NAG 3 – Personnel**

**Time: 10 mins**

**New Staff Additions for 2018**

Two permanent teachers had been appointed – Ben Jackson (experienced teacher) and Keiko Kubota (PCT). Natasha Culevski and Catherine Commins had also been reappointed in fixed term positions. New teachers would be paired with experienced teachers as mentors. Duncan Murray was leaving 11 December and BOT members were invited to his farewell.

**NAG 4 – Finance and Property**

**Time: 10 mins**

**Monthly Finance Report 31 October 2017**

Tabled as read. Suzanne and Kelly were working on the 2018 budget. R&M grounds was sitting at 95%. Banked staffing was expected to balance out over the Christmas break.

*"The Board of Trustees moved that payments of \$79,866.17 for October be ratified"*

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

Kelly / Craig / Agreed

### **NAG 5 – Health and Safety**

**Time: 5 mins**

#### **First Aid Training**

Kelly reported that all staff would get first aid training during 2018. Children needed to take risks and all opportunities to manage those risks be taken.

### **NAG 6 – Compliance**

Charter - The BOT agreed to meet 23 January to confirm the new Charter.

*"The Board of Trustees moved adoption of the Principal's Report"*

Kelly/Craig / Agreed

### **GENERAL BUSINESS**

**Time: 25 mins**

#### **1. Enrolment Zone**

Kelly reported that in 2018 the roll was starting at 185 and would get to 217, then extra staffing would be called for. There would be two intakes during the year for out of zone children. The school had control over the number of places (15 places with 6 enrolments received so far) and held no responsibility for accepting children who would have to enter the ballot to gain enrolment.

#### **2. Bike Shed Door**

Kelly reported that no one wanted to do the job at this time of year. The bikes would be held in the hall over the Christmas break which was secure. Kelly would continue to work on quotes.

#### **3. BOT Co-opt position**

Craig proposed to extend Julia's term. It was agreed to co-opt her until the 2019 elections.

*"The Board of Trustees moved to co-opt Julia Paterson-Fourie until 2019"*

Craig / Kelly / Agreed

#### **4. Chairperson**

Craig was happy to continue but felt it would be good for someone to take over for a transition period. The Board would elect the Chairperson at the next meeting.

#### **5. NZSTA Conference**

Suzanne reported that this year's conference in Dunedin had been expensive. She recommended the Board pre-approving 3-4 BOT members to attend next year in Auckland so flight tickets could be pre-booked which were transferable flexi tickets. This was agreed.

#### **6. Health & Safety Checklist**

Julia ran through the checklist with the Board. There was discussion over procedures that were currently in place. All staff had access to the Admin meeting minutes where H&S issues were raised. Students also needed to be engaged. Julia's husband would design a series of posters for the school to promote Health & Safety procedures.

#### **6. Grants:**

**Time: 10 mins**

Suzanne and Kelly had met with Katie Garvie and Lee-Ann Newton regarding plans for 2018. A fundraising programme needed to be developed and co-ordinated between the Board and Fundraising Committee. Sophie agreed to act as liaison and provide BOT guidance and support, also facilitate community engagement. Suzanne would provide financial guidance.

## **7. Block B & Hall Refurbishment**

**Time: 10 mins**

Stephen reported that the hall consent had not been applied for yet. They couldn't find anyone to do the work but were still in the process of getting quotes which Stephen was working on. The roof had been signed off and came in \$4,400 under budget.

### **ADMINISTRATION:**

**Time: 15 mins**

### **Matters arising from the previous minutes:**

*"That the minutes of BoT meeting on 30<sup>th</sup> October 2017 be accepted as a true and accurate record."*

**Craig / Suzanne / Agreed**

### **Correspondence**

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

**Craig / Stephen / Agreed**

### **Caretake / Cleaner Quotes**

- PPCS (current cleaning contractors) - \$22,880pa caretaking, \$24,000pa cleaning (inc. GST) = \$46,000
- Crest Cleaning - \$29,000pa cleaning, \$26,000pa caretaking = \$55,000
- Lockie Hawkins - \$57,000pa (cleaning & caretaking)

Suzanne would look at quotes.

### **Curriculum 2018**

Kelly and Abbey were working on planning the curriculum for 2018. The Board needed to approve the Charter and Curriculum before Term 1 2018 which would be done via email.

The meeting finished at 7.30pm

### **Next meeting**

Monday 12<sup>th</sup> February 2018 at 5.30pm.

Chairperson

Date

12/2/18.

### **Tasks before next meeting:**

BOT to finalise Charter – 23 January

BOT to approve Curriculum – email

Kelly to get quotes for bike shed doors

Stephen to get quotes for Block B refurbishment

Suzanne to consider caretaking/cleaning quotes

### **2018 BOT Meetings**

12 February

12 March

14 May

11 June

6 August

3 September

29 October

26 November