

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING

Monday 12 February 2018 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

Tabled as read. The roll stands at 208, with 235 students predicted by the end of 2018. Kelly shared the principal's report with the board:

NAG 1 – Teaching and Learning

Time: 10 mins

UDL (Universal Design for Learning) & ALIM (Accelerated Learning in Maths), Oral Language – unfortunately Linda Ojala could not attend the meeting. The application for funding these programmes was successful and we have been allocated 120 hours of professional development in 2018.

Growing Effective Leadership – professional development with Mark Sweeney has been provided to continue to grow leadership within our school. The team focus is “Being our Best as the Leadership Team at Hampton Hill School and the Essence of Coaching”.

NAG 2 – Planning and Reporting

Time: 20 mins

Reporting to parents against National Standards update – National Standards have gone. There will still be benchmark testing working within ranges at curriculum level and the leadership team will look at the language use we intend to use in future reporting. Kelly will check in with staff to confirm whether annual targets were realistic. Kelly will share the School Charter with ERO who then provide feedback to us.

Draft Curriculum Framework - Abbey had developed a visual that pulled all of the key learning areas or “How we learn” at HHS together. She had drafted a diagram of the action part of the curriculum – what we do and how we want kids to learn -including STEAM/play-based learning/Enviro/well-being. Kids were learning a skill set for life not just a knowledge set. The kite design wove threads together to make it strong and described activities of learning for children - the stairway to heaven (Poutama) which was a steep climb of challenging learning with a new set of goals and solidified learning. These led to the handle and “future focused life-long learners with skills to navigate an unknown future”. Sophie suggested adding a Rimu to include the Rimu values which was agreed.

NAG 3 – Personnel

Time: 5 mins

Caretaker

Lockie had joined the team and was working out well. He had done jobs that previously would have been out-sourced such as the labour work involved with fixing the leak under a classroom. He would be reminded that tasks needed to be undertaken regularly such as cleaning out the gutters, cutting down overgrown trees and litter collection and the Boiler Room flooding problem which had occurred over winter needed to be investigated.

NAG 4 – Finance and Property

Time: 5 mins

Monthly Finance Report 30 November 2017

Tabled as read. Suzanne queried when the EOY report and budget would be ready. Lynette's mother had passed away and so reports had been delayed. They were meeting this Friday to finalise the 2018 budget which would be ready for discussion at the next Board meeting in March. Banked staffing was currently -2.

"The Board of Trustees moved that payments of \$40,132.01 for November be ratified"

"The Board of Trustees moved adoption of the November Finance Report"

Kelly / Craig / Agreed

NAG 5 – Health and Safety

Time: 5 mins

First Aid Training

Kelly reported that all staff had received first aid training. No Health & Safety issues to report. Dehydration risk and sunburn has been included in the newsletter and strategies put in place to ensure children's safety.

NAG 6 – Compliance

Time: 20 mins

Charter Review – Kelly reported on the overview of the school's Strategic Vision for 2018-2022. There was discussion over how it would filter down to staff and how the community would feed into the plan. The five big strategic goals of well-being/collaboration/inclusion/Ka Hikitia/Pasifika Education plan were all done well. Kids who needed extra help could access separate programmes but all kids needed to feel part of the school. The goals needed to be more explicit on student achievement and how it was reported to parents. The majority of parents may not engage with these goals but would engage in GROW. Julia didn't like the word "well-being". Kelly explained that "Hauora" meant breath – the essence of being and the whole person both physical and spiritual. Stephen liked the goals but felt another word was needed such as vision or aspiration. Craig suggested "pillars" of the school – the foundations which supported the school – to which the Board agreed. Kelly would update and share the new document with the Board before the 1st March.

Enrolment Scheme - Kelly explained that a family who now lived in Porirua had enrolled before the official zoning took affect therefore the school had to accept them. The family intended staying in Tawa and were still actively trying to find a house here. The Board agreed and asked Kelly to find out from other school s what their zoning policies were.

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

Kelly/Craig / Agreed

GENERAL BUSINESS

Time: 10 mins

1. Chairperson

Craig was not planning to stand down and could remain in the role for 6 months but felt it would be good for someone to take over for a transition period and called for Chairperson nominations.

"Stephen Opie nominated himself as Chairperson"

Stephen / Abbey / Agreed

"The Board of Trustees moved to appoint Stephen Opie as Chairperson"

Craig / Kelly / Agreed

The workload of property and chairperson would be considered before the next meeting and a transition provided in the roles.

2. Bike Shed Door

Kelly reported that she had found a company (McMillan Fences & Gates) and building had commenced in January. The doors would be spray painted the same colour as the container. This work would be paid for by "The Bike On NZ Charitable Trust" (Paul Mcardle). No vandalism had occurred over the Christmas period just some chalk graffiti and classroom downpipes vandalised before Christmas. Kelly confirmed that more presence from Lockie was needed over the breaks.

NAG 5 - HEALTH & SAFETY REPORT:

Time: 5 mins

Policy Review

All policies needed to be reviewed annually. NAG 2 Planning & Reporting and NAG 5 Health & Safety would be reviewed in term 1.

NAG 4 – GRANTS:

Time: 5 mins

Grants Update – The Trust House grant had been successful in December 2018 providing learning equipment for discovery day and the classroom. An application to the Tawa Community Board for bike maintenance costs had

been submitted but did not require a formal resolution from the Board. An application to the Hutt Mana Charitable Trust for school netball uniforms required Board approval.

"The Board of Trustees moved to approve an application to Hutt Mana Charitable Trust for netball uniforms"

Craig / Suzanne / Agreed

NAG 4 – PROPERTY:

Time: 10 mins

10 year painting plan

The plan had been approved in 2016 and budgeted for but a formal Board approval of the plan was required in the financial records.

"The Board of Trustees moved to approve the current 10 year painting plan"

Craig / Agreed

Block B & Hall Refurbishment

Stephen reported that the work on the hall had been started then stopped by the Council which required additional information regarding the strength of the concrete, etc. This had been submitted online but no response had been received yet. Kelly would ring and chase up the following day to get a date for inspection.

ADMINISTRATION:

Time: 10 mins

Matters arising from the previous minutes:

Julia requested the wording be changed under the Health and Safety report. All agreed. Sue would amend.

"That the minutes of Board of Trustees meeting on 27th November 2017 be accepted as a true and accurate record."

Craig / Suzanne / Agreed

Correspondence

The Board were reminded of the need for confidentiality as Board members which should be kept separate to their role as parents. We also need to remember any conflict of interests and when we need to go into Committee.

"The Hampton Hill School Board accepts the Correspondence list"

Craig / Stephen / Agreed

The meeting finished at 7.15pm

Next meeting

Monday 12th March 2018 at 5.30pm – to include a celebration to thank Craig for his contribution as Chairperson.

Chairperson



Date

12/3/18

Reminders

Whanau Picnic/BBQ - Tuesday 14 February at 5.15pm - Board to man the BBQs

Bikeathon – 24 March

2018 BOT Meetings

12 February

12 March

14 May

11 June

6 August

3 September

29 October

26 November