

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING

Monday 12 March 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, Simon Aing

Apologies: none

In Attendance: Linda Ojala (part-meeting)

Minute Secretary: Sue Kelly

No conflicts of interest

UNIVERSAL DESIGN FOR LEARNING (UDL)

Time: 5.35pm

Linda Ojala introduced herself. She was born in Brisbane, Australia, is part-Aboriginal, married with two boys (13, 17), has a dog Jedi, all of which have shaped who she is. She has taught for 23 years in primary classrooms and as a resource teacher for vision, having a passion for kids and teaching. The purpose of UDL is to create an inclusive space for all learners with a curriculum which is non-sexist, non-racist, non-discriminatory, ensures all students' identities, languages, abilities and talents are recognised and affirmed and that their learning needs are addressed. Current teaching practises include placing specific needs children in mainstream classes and diversity is a real strength. However, sometimes barriers are unintentionally put up by children not being able to read, hear, not understanding time pressures or already knowing material. The Children's Commission produced a report outlining what was working and what could be done better. UDL promotes three networks to learning – strategic, affective and recognition - teaching children the way they learn best, fostering relationships and letting children have a say. Thinking about languages and concepts to help kids learn where everyone is in and not excluded intentionally by design or unintentionally. Building ramps not stairs for kids to learn. Mentoring and planning sessions on how to make teaching as inclusive as possible for all students. Simon Aing queried how teacher's thinking and teaching styles could be changed. Linda confirmed it was a slow process with lots of conversation and a big framework. Kids needed to see a real purpose, set goals and to achieve them.

WELCOME

Acknowledgement of outgoing Chair

Stephen began the meeting by thanking Craig for his service to the Board as Chair. Stephen highlighted Craig's passion and commitment to the school and thanked him also for his leadership during the Principal selection process. The Board expressed their appreciation of Craig and all he has done for the school.

PRINCIPAL'S REPORT:

Led: by Kelly Barker

Time: 6.10pm

Tabled as read. The roll stands at 213. Kelly raised key discussion points with the board:

Strategic Goals 2018-2022

Tabled as read. A few minor alterations were noted – Annual Targets 1 boy, Oral Language include Te Reo Maori, and acronyms being written out in full – STEAM, UDL, EOTC. Craig queried when this would be reviewed. Kelly confirmed it would be raised annually at BOT meetings, relating business to the Charter, developing an evaluation plan, deliberately identifying objectives and meeting targets using ERO indicators. There was discussion over the Annual Targets, whether to co-opt a Pasifika/Maori trustee from the local Iwi community onto the Board and the analysis of variance transferred to goals for 2018. We needed to change how we do things, with a voice from the community to advise the board and support those doing the job already. Suzanne queried whether there were people to ask. Craig confirmed that the local Iwi, Ngati Toa, were already getting lots of requests to join organisations. They wanted to be involved but were in big demand and someone from the community would be

ideal. Sophie agreed. Kelly confirmed that she had tried very hard but a lot of people were working and could not commit the time. Simon would ask his wife Bianca if she was interested. Craig suggested co-opting a Ngati Toa member onto the Board to act as an advisor we call for specific advice. Kelly agreed that either an advisory group for the Board was created or a member was co-opted. The Kapa Haka group included Te Po, Lydia Middlemiss and Jo Hodgson. Sophie felt that an advisory capacity would be less of a commitment and people in the community lacked the confidence to join the Board, needing reassurance. She suggested for the purpose of this meeting to change the wording in the Strategic Plan to “exploring an advisory group”. Kelly, Simon and Sophie formed a committee to investigate opportunities for people to participate as an advisory group to the Board. Suzanne offered to improve the design of the document. Craig thanked Kelly for all her work on the Strategic Plan.

“The Board of Trustees moved the adoption of the Strategic Plan”

Sophie / Craig / Agreed

NAG 6 – Compliance

Time: 6.35pm

Analysis of variance

CoL data analysis comparison

Tabled as read. Kelly reported that HHS had dropped in all areas. ERO was concerned over the 16.2% disparity between groups – gender and Maori/Pasifika. Kelly felt that the drivers behind these numbers was the change in leadership, lack of leadership consistency due to maternity leave her pregnancy and new staff. Having consistent quality leadership would filter down through to classrooms. The UDL practise of not segregating out groups was being followed and getting professional development. Consistency in leadership was needed to see an improvement and change, with everything being clear and coherent. The focus was on oral language, UDL, upskilling teachers, providing a stable platform in learning programme designs that were inclusive and focus and being clear on professional development. The Incredible Years (PD) was not being done this year, so no one was leaving class which is providing a steady boat to drive the learning home. Simon queried whether additional resources were needed. Kelly confirmed that no, just driving the change and focusing on doing two things well – oral language and UDL. Abbey confirmed that there had been a huge change in teacher thinking over Term 4 last year and all were on board. Simon queried the time frame for improvement. Kelly confirmed that every second Board meeting per term she would provide an update of learning programmes, the impact and progress being made. Simon agreed that her strategy was good and also would make sense in the commercial world. They trusted Kelly and Abbey who would be held to account. Kelly loved the school which was in a good place, with everyone open and ready to learn.

Public excluded business at 6.59pm

“I move that the public be excluded from the following parts of the proceedings of this meeting, namely, items 2 and 3 as listed on the Agenda under The Principal’s Report.

“The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

- 1. General subject: a health and safety matter relating to a student of the school and an employee matter**
- 2. Reason for passing this resolution in relation to each matter: to protect the privacy of the individuals concerned**
- 3. Ground(s) under section 48(1) for the passing of this resolution: *This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: section 7 (2a) which says; ‘protect the privacy of natural persons, including that of deceased natural persons;’**

Stephen / Agreed

“The Board of Trustees moved to close the discussion of Public Excluded Business.”

Stephen / Agreed

Meeting resumed at 7.10pm

NAG 4 – Finance and Property

Time: 7.10pm

Banked staffing = -2.11

Monthly Finance Report 31 December 2017

Banked staffing - .2

Monthly Finance Report 31 January 2018

Banked staffing = -1.86

Monthly Finance Report 28 February 2018

“The Board of Trustees moved that payments of \$67,687.39 for December, payments of \$28,227.68 for January, payments of 129,197.69 for February (includes bank transfer for term deposit of \$80,000) be ratified”

“The Board of Trustees moved adoption of the December, January and February Finance Reports”

Kelly / Craig / Agreed

Kelly reported that there were coding errors in Admin Stationery – should have been teacher stationery and therefore coded to Curricular costs. These errors had been rectified with the Admin Stationery budget adjusted and funds available. There had been a lot of teacher sickness and Relievers were now paid out of Bulk Grant, bringing the Banked Staffing down but taking the Bulk Grant spending up.

“The Board of Trustees moved adoption of the Principal’s Report”

Kelly/ Abbey / Agreed

GENERAL BUSINESS

1. Security doors for bike shed

Time: 7.15pm

Kelly reported these were on and paid for by the Council.

2. NZSTA Conference 20-22 July, Rotorua

Time: 7.16pm

Sophie, Simon, Kelly and Suzanne would attend pending budget availability. Suzanne would look at cost, based on driving to Rotorua and staying in an Air BnB.

3. Deputy Chair discussion

Time: 7.20pm

Stephen would be away out of the country during April and June. In terms of support for Kelly in an emergency, an immediate contact was required, also as a back-up chair for meetings. Craig offered to act as the Trustee responsible in Stephen’s absence.

“The Board of Trustees moved to appoint Craig Scott-Hill as trustee responsible while Stephen Opie was overseas”

Stephen/ Agreed

4. Principal appraisal

Time: 7.20pm

Craig and Stephen had met with Neil regarding Kelly’s appraisal. Neil had built a strong relationship with staff and had started the appraisal process last year so would continue this year meeting with staff, students and parents, asking questions and getting feedback. Neil will obtain feedback during the review twice, once now and again later in 2018. This will give Kelly and the Board of Trustees good time to make any necessary changes that result from the feedback, and to gauge progress. The information would be reported back to the Board and used to help Kelly develop and create goals. The reporting to the Board was a formal review process which take place over 6 months and any concerns would be raised. Most important was concrete feedback, creating a way forward and starting platform for Kelly.

5. Board Roles - to be discussed at the next meeting

6. Policies - to be ratified at the next meeting

7. Community Engagement

Time: 7.30pm

Whanau BBQ

Sophie reported that the event had gone really well with great feedback. It was important that the Board recognised families and thanked them for coming. Feedback would be followed up on to keep people engaged and trying to involve them. Unfortunately very few Pasifika and Maori families attended. It was felt that something culturally significant was needed to engage with this community and the Board needed to find out what they could do that would encourage them to attend.

Bikeathon

Sophie reported that the Fundraising Committee had asked the Board for help with the Bikeathon. The Fundraising Committee had taken on a huge task and needed help to get them through it. The Board needed to shoulder-tap five people each and ask them to do specific tasks. She wondered why the community were not engaged. Craig confirmed that a strong chairperson to lead the group was required with the community engaged and specific tasks given out. The link needed to be maintained between the Board and the Fundraising Team. Sophie suggested changing the current model. Kelly confirmed that parent support was spread thin with projects such as Art Passion, Rimu Resilience and the Enviro programme and a core group involved in many different initiatives – but these were curriculum driven, not fundraising driven. More public communication was required. Sophie and Kelly would meet with Kate after the event and they would look at creating conditions for people to get involved.

NAG 4 – Finance & Property

Time: 7.50pm

2018 Budget

Suzanne and Kelly had been meeting fortnightly. It was a tough budget with nothing extra included. Kelly said that Staff are already aware of the need to be careful with spending, and are doing so.

“The Board of Trustees moved adoption of the 2018 working budget 2018”

Stephen/ Agreed

Grants Update

The Hutt Mana Charitable Trust grant had been successful with \$1900 being awarded for netball uniforms.

Hall Upgrade

Time: 7.55pm

Stephen reported that the Council had signed off the proposed work and the area around the hall had been cordoned off. Work would be undertaken in the next two weeks and a notice would go in the newsletter and on Facebook.

Block B

Stephen reported that architect’s plans had been received and he outlined them to the Board. There would be glazed areas outside the classroom for school bags (protected by shade from trees), LED lights (30% cheaper electricity), new sinks and cabinets and ovens (to teach children to cook). The rooms would also be soundproofed with existing boiler heaters being kept. Approval was required to use uncommitted Board funds (\$5000 from \$225,000) to be spent on the work and the next stage of design.

“The Board of Trustees moved the approval of \$5000 for Phase 2 of the Block B Refurbishment Project.

Stephen/ Agreed

“The Board of Trustees moved that the Board of Trustees commits up to \$125,000 for refurbishment of Block B”

Kelly / Sophie / Agreed

ADMINISTRATION:

Time: 8.10pm

Matters arising from the previous minutes: there were no matters arising.

“The minutes of the Board of Trustees meeting on 12th February 2018 be accepted as a true and accurate record.”

Kelly/ Sophie / Agreed

Correspondence

"The Hampton Hill School Board of Trustees accepts the Correspondence list"

Stephen / Agreed

The meeting finished at 8.15pm

Next meeting

Monday 14th May 2018 at 5.30pm

Reminders

Bikeathon – 24 March

Chairperson



Date 7/5/18

Action Item	Responsible	Due Date
Review of budget for sending BOT members to NZSTA conference	Suzanne	ASAP
Discuss ways to get Maori and Pasifika advice and guidance on growing student achievement, as per Strategic Plan	Kelly, Simon, Sophie	Next meeting
Discuss way forward for Fundraising at Hampton Hill	Kelly, Sophie and Kate	After Bikeathon, and report to next meeting
Improve the visual design of the Strategic Plan	Suzanne	Next meeting