

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

**Monday 7 May 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

**In Attendance:** Nathan Bezzant (part-meeting)

**Minute Secretary:** Sue Kelly

Stephen explained that, as an observer, Nathan Bezzant did not have any speaking rights. There were no conflicts of interest.

Kelly introduced Nathan Bezzant, a parent at our school who is Minister with the Salvation Army. Kelly thanked the Bezzant family for their huge contribution and work within the Hampton Hill School community supporting with food parcels, clothing, access to emergency housing and more. This is greatly appreciated.

### **ACTION ITEMS FROM PREVIOUS MINUTES**

1. Suzanne to review budget for BOT attendance at NZSTA conference – we can afford to send two members so Sophie and Suzanne will be attending.
2. Ways to get Maori and Pasifika advice and guidance on growing student achievement as per Strategic Plan – Sophie Robbers had organised a Maori Reference Group (to report later at this meeting)
3. Fundraising at Hampton Hill School – Kelly to report at the next meeting
4. Improve visual design of Strategic Plan – Suzanne to complete by the next meeting

### **PRINCIPAL'S REPORT**

**Led: by Kelly Barker**

**Time: 5.35pm**

Tabled as read. The roll stands at 216. Kelly raised one key issue with the Board:

### **NAG 5 - Health & Safety**

Kelly explained that the fire alarm had been set off by accident and a full evacuation was put in place. If the alarm sounds it is always treated as a real emergency situation. However, Sue being new to the staff was not aware of the evacuation procedure as this had not been covered in her induction. Sue had now read the evacuation policies and was aware of procedures. They would also be built into the Teacher Only Days as an admin day for all staff to walk through the procedures, be shown the tools and meeting places. Policies were in place and all staff needed to read them and ensure information is shared and understood with families too. Only one Security person knew how to switch off the alarm but now Kelly knows how to do this and will share with senior staff and admin. Kelly to send Staff Induction checklist to Julia to review. A system needed to be devised for how to alert the public as the school is a thoroughfare and find out where fire is if source is unknown. Two practises will be scheduled during break time and class time.

### **NAG 2 - Target Student Report**

Craig raised some of the issues identified in the report and how these were being rectified. Regarding the issue of group sizes being too big and children getting distracted, Kelly explained that as part of the feedback, groups were being made smaller. Teachers are testing and trying new ways to do things better. In term 2 teachers were focussing on maths which was explained in the blurb at the top of the report. Starting this year, coaching sessions had been really successful. Experienced teachers were solidifying the learning and following practises. Kelly acknowledged Abbey's work in this area, using simple tools which were easy to understand and put into practise.

#### **NAG 4 – FINANCE & PROPERTY**

**Time: 5.55pm**

- Banked staffing = .11
- Monthly finance Report – Financial Report for March 2018

***“The Board of Trustees moved that payments of \$66,287.88 for March be ratified”*** Suzanne / Craig / Agreed  
Kelly reported that adoption of the March Financial Report would be deferred until the next meeting to clarify a number of items with the accountant.

#### **NAG 3 – PERSONNEL**

**Time: 6.00pm**

##### **Principal’s Performance Review**

Craig reported that Neil Worboys was interviewing staff, students and parents and initial feedback had been received from the school community. Julia, Abbey, Sophie and Craig will circulate comments, identify key issues and communicate to the Board at the next meeting.

***“The Board moved to form a committee for the purpose of analysing and collating the feedback to present to the Board and to Kelly”***

**Craig / Abbey / Agreed**

#### **NAG 2 - BOARD WORK PLAN**

**Time: 6.05pm**

Stephen had circulated a proposed work plan for the remainder of 2018 which had arisen from a Board Chairs training session that he had attended. It was broken down into categories – Strategic Review, Regular Review and Emergent Review (eg. National Standards being abolished). Maori and Pasifika strategic input would be discussed later in the meeting. Policies would be reviewed. Health & Safety would be focused on at the next meeting. The Principal’s Review had been discussed. This plan will give the Board a sense of direction and also help us to keep the Strategic Plan at the forefront of decision making and resourcing needed to support the management team.

#### **NAG 6 – STRATEGIC PLAN REVIEW**

**Time: 6.10pm**

##### **GROW**

Over the next four meetings, the key strategic aims (from the acronym GROW) would be reviewed. Julia reported on “G” – grow confident, connected and curious learners. What should this look like? Children are able to problem solve, take risks to learn and think critically. Kelly emphasised that children are at HHS from 5-10 years of age, working towards the RIMU values and “G” is at the heart. Kids will always be curious and should be empowered to make a difference. Craig noted that some children find it hard to connect and engage. They may not be academic or they may struggle socially but they should be confident and have a belief in themselves. Kelly noted that it had taken three years to establish RIMU values and it was the Board’s responsibility to provide the context to share these social and academic values with the community. She wanted kids to hold staff responsible to make the RIMU values happen. The biggest challenge was to know GROW well by the Board, staff, children and families. Craig felt the kids had communicated with their families about RIMU very well. Kelly thought that time was the biggest challenge with staff linking what they do with the Charter. Stephen queried what the engagement plan was. Sophie reported that she had established a Maori Reference Group and information would be gathered from both Maori and Pasifika families and then a hui held with anyone who wanted to engage. Craig agreed to look at “R” and would report back at the next meeting.

##### **Maori & Pasifika Reference Group**

**Time: 6.25pm**

Sophie reported that a Maori Reference Group has been established to get their input into the Strategic Plan. She had found 10 parents willing to take part. Questions to be put to this group include: are we meeting our responsibility to Maori students, what they required, how can we help them achieve, what does Maori success look like. The plan is also to form a Pasifika group by the end of Term 2. Sophie would use the publications Hautu (self review tool), Tataiako and Kahikitea (government action plan) to help make the work really meaningful and purposeful. The aim was to find out whether we were meeting our responsibilities to Maori and Pasifika students and their whanau. Kelly and Sophie will develop a self-review plan to ensure we are tracking towards meeting the

annual goals and long term strategic aims. This will be completed and shared by the next Board meeting. Kelly noted that it would be aligned to the big vision, clarifying what we are working towards – GROW. Sophie added that it was a diverse range of parents, some were urban Maori who didn't practise Maori culture. They would meet by the end of May and Term 2 (two meetings per term). It would help establish what we do well and what we can do better. If Maori and Pasifika are engaged it will help get others engaged. Kelly agreed that how we engage families is really important and we want all cultures acknowledged. She suggested a Pasifika festival and if we allow this to happen, kids will relate and feel valued. Sophie would set up a similar reference group for Pasifika families by the end of Term 2. Sophie, Kelly and Stephen to meet and bring the plan to the next meeting. The Board were reminded to advise Sue of any extra meetings they were involved with for audit purposes.

#### **NAG 6 - ERO VISIT 2019**

**Time: 6.45pm**

ERO would be visiting the school in 2019 (date to be advised in December). They would see how the school was progressing, meeting with the Board to discuss and review. Preparation for the review was starting now and Stephen had circulated a planning document. The Board went through the Action Plan:

1. Every second Board meeting the monitoring and analysis of achievement for all students would be shared and discussed with the Board.
2. The data must be presented in an easy way outlining targets in student achievement, assessing whatever information presented is correct and holding the Board accountable. The Board must demonstrate whether they questioned the data and this must be reflected and recorded in the minutes. A set of questions needed to be developed. Kelly, Stephen and Suzanne would work on a model and ensure a consistency of questions so that we have a robust system in place. Craig added that a review of Board funded programmes was required with information recorded in the minutes. Longitudinal data covering a 3-5 year period was required.

***"The Board moved to establish a committee to review how data is collected and how it is presented to the Board"***

**Kelly / Craig / Agreed**

#### **NAG 2 - BOARD ROLES**

**Time: 7.15pm**

The Board members confirmed they were happy with their current roles on the Board –  
Sophie - Community Engagement, Suzanne – Finance, Julia – Health & Safety, Property – Craig.

***"The Board moved to allocate the property portfolio to Craig Scott-Hill"***

**Stephen / Agreed**

There was discussion over whether any roles were missing and how to fill them. It was felt there was sufficient cover but Stephen would talk to Simon Aing to confirm whether any additional role was required. It was important that all Board members were engaged and took their role responsibly.

#### **POLICIES TO BE RATIFIED**

All policies would be reviewed by the end of the year. The current policies were to be ratified and sent to auditor:

1. **NAG 2 - Chair & Principal Policy** – Craig raised the point of confidential information being shared between the Chair and the Principal prior to Board meetings - Stephen to amend.
2. **NAG 2 -Public attending Board Meetings** – suggested word change to replace 1. - "Board meetings are not public meetings, however, members of the public are able to attend either to observe or speak on a matter to the Board under the following criteria: "
3. **NAG 2 - Meeting Process & Procedure** – Sue to put agenda on website 7 days before meetings (subject to change)
4. **NAG 4 - Theft & Fraud Prevention** – auditors had asked for a procedure on cash handling – Kelly & Sue to work on.

***"The Board moved to ratify Policy 1 with agreed amendments"***

**Stephen / Agreed**

***"The Board moved to ratify Policy 2 with agreed amendments"***

**Stephen / Agreed**

***"The Board moved to ratify Policy 3 with agreed amendments"***

**Stephen / Agreed**

*"The Board moved to ratify Policy 4 with agreed amendments"*

Stephen / Agreed

Sophie had some queries on procedures which she would send to Stephen.

**NAG 4 – FINANCE & PROPERTY**

**Time: 7.50pm**

**March Finance Report**

Kelly and Suzanne would meet to clarify issues and amend the March report.

**Grants Update**

Report tabled as read. There was clear application schedule in place for the year. Sue to send the December EOY finance report to Lee-Ann Newton.

**Block B Refurbishment / Hall**

Craig reported that the hall had met the code of compliance but needed to be reassessed to consider the earthquake rating. He reported that there was a cost to apply for building consent to the Council. Preliminary designs had been completed and the architect would submit the building consent. Craig outlined the dates and showed the plans to the Board. Dates: Completion of consent - 22 June, Request sent out for tenders – 11 May – 8 June (in conjunction with building consent), Tenders returned and approved – 8 June – 6 July, Construction – 6 July – 28 September.

Kelly raised the issue of the water leak at the top block and would report to the next meeting.

**PUBLIC EXCLUDED BUSINESS**

**Time: 8.05pm**

*"I move that the public be excluded from the following parts of the proceedings of this meeting 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: 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 8.10pm**

**ADMINISTRATION:**

**Time: 8.10pm**

The Board agreed to move the next meeting from 11 June to 25 June in order for data to be prepared.

*"The Board of Trustees moved to move the next Board meeting to 25 June"*

Stephen / Agreed

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

*"The minutes of the Board of Trustees meeting on 12<sup>th</sup> March 2018 be accepted as a true and accurate record."*

Stephen / Agreed

**Principal's Report**

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

Stephen / Agreed

**Correspondence**

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

Stephen / Agreed

The meeting finished at 8.15pm

**Next meeting**

Monday 25<sup>th</sup> June 2018 at 5.30pm

Chairperson

Date 25/6/18

Action Item	Responsible	Due Date
<b>Fundraising</b> – discuss with fundraising committee	Kelly	Next meeting
<b>Strategic Plan</b> - improve visual design GROW acronym – "R"	Suzanne Craig	Next meeting
<b>Evacuation Procedure</b> Staff Induction checklist sent to Julia to review. Devise system for how to alert the public as the school is a thoroughfare.	Kelly / Julia	Next meeting
<b>Principal's Performance Review</b> – review community comments, identify key issues and communicate to Board	Julia, Abbey, Sophie, Craig	Next meeting
<b>Maori Reference Group</b> - work on self-review plan and organise 2 meetings for Term 2 <b>Pasifika Reference Group</b> – organise group	Sophie, Kelly, Stephen Sophie Sophie	Next meeting End of Term 2 End of Term 2
<b>Extra Board meetings</b> – notify Sue of any extra meetings attended	BOT / Sue	During each term
<b>ERO Visit</b> - establish a committee to review how data is collected and how it is presented to the Board and devise a robust model of questions to be asked.	Kelly, Stephen, Suzanne	Next meeting
<b>Board roles</b> – Stephen to talk to Simon	Stephen / Simon	Next meeting
<b>Policies to be amended</b> <b>Ratified policies sent to auditor</b>	Stephen, Kelly, Sue	ASAP
<b>Water leak top block</b> – to investigate	Kelly	ASAP