

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING

Monday 25 June 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

Minute Secretary: Lisa Murdoch

No conflicts of interest

ACTION ITEMS FROM LAST MEETING

Time: 5.28pm

1. Future of fundraising at HHS – we have reviewed but need to meet again to reset the strategic plan moving forward. Will meet with fundraising team in Term 3.
2. Improve visual presentation of Strategic Plan – Suzanne to complete
3. Evacuation Plan – Julia has completed and the rest is up to management team (framework completed)
4. Principal's Performance Review – Craig to discuss later in meeting.
5. Pasifika Reference Group – lots of informal conversations held by Kelly with members of the school community. Need to lock down a date as lots of families work shifts. The first meeting will be in Term 3.
6. Data presentation – the working group didn't manage to meet, but analysis of the data was done. Kelly has produced a document which she will discuss later in meeting.
7. Board Roles – to be discussed later in meeting.
8. Ratified policies to be amended and sent to auditor - completed
9. Water leak – monitoring at this stage. Top Block leak located and repaired so just monitoring. Bottom Block leak was a blockage and now repaired.

ADMINISTRATION

Time: 5.36pm

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

"The minutes of the Board of Trustees meeting on 7th May 2018 be accepted as a true and accurate record."

Stephen/Agreed

Correspondence

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

Sophie / Craig / Agreed

BOT Movements by Email

It is OK for BOT members to "move" a resolution by email, but everyone must respond for a resolution to pass. For an emailed resolution to pass, it must be also be unanimous. Stephen encouraged the Board to respond to emailed resolutions quickly, and that they should feel free to vote how they wish.

The following resolutions were passed by email between this and the previous meeting.

1. Grants

Lee-Ann Newton to apply for funding for ovens from the Pelorus Trust.

2. Acting Chair

Craig to step in as acting chair while Stephen overseas from May 31st to June 14th.

BOT Resignation

Time: 5.40pm

Simon explained the reason why he had been absent for a number of meetings this year was that his business is busier than expected. He had spoken to Kelly and Stephen about this. Simon tendered his resignation as he felt he was not able to dedicate enough time to Board work. He had enjoyed his time on the board. Stephen and Craig thanked Simon for his time and contribution whilst on the board and Kelly presented Simon with a gift from the board.

“The Hampton Hill School Board of Trustees accepts the resignation of Simon Aing from the Board”

Craig / Sophie / Agreed

NZSTA Scenario Cards

Time: 5.45pm

Stephen led the Board in a short PD session with some Scenario Cards he received at the recent Chair’s Residential programme in Wellington. The Board discussed three different hypothetical school scenarios and what they would do in each situation.

PRINCIPAL’S REPORT:

Led: by Kelly Barker

Time: 5.52pm

Tabled as read. The current roll stands at 224. Banked staffing was being monitored carefully and when the new teacher started next term, the cheapest teacher would get funded by Bulk Grant. The roll would be 248 by the end of the year. It had previously been set at 240 but new children had moved into the area. No children from out of zone only siblings from children already here. There will be no available spaces for any out of zone families in the next ballot round. We will only have space for tier 2 criteria which are siblings of present students.

Kelly raised key discussion points with the board:

Data

The Board studied literacy, numeracy and maths data and how we are tracking against our 2018 goals and actions. Teachers have been asked to present a one page report showing links to progress and achievement, and curriculum. Need to make these reports shorter i.e. 1 page not 4-6 pages. Need to align to annual targets to GROW from our Strategic Plan.

Mid-year data – CoL goals VS HHS data (end of 2017 year and mid 2018). Kelly explained why this was like comparing apples with pears. The CoL targets are based on National Standards (75%). For HHS mid-year reports, students received a report with their progress against the curriculum. A range of tools were used to devise this data, including progressions, eAstele, and overall teacher judgments (OTJs). Kelly explained how the curriculum levels work and compared these to the old National Standards. Curriculum levels are more useful as they show where a student sits within a level, how far they have progressed and where to next. There is a bit of “flex” in using the curriculum levels rather than National Standards alone. Assessing against curriculum levels allows us to show parents and caregivers that students have two years to meet the curriculum level appropriate for their time at school. Kelly presented a table that showed our current student achievement progress in relation to the current CoL targets. Target for writing in 2018 is 75%, 2017 was 70.7%. Maths 2018 is 85%, target 2017 was 78.7%. There was a breakdown of these figures between male and female. As we have found in previous years, there is a predictable disparity between males and females, with boys lagging behind in reading and writing. The Board discussed the importance of Real World Learning, especially for boys. There was also a disparity between Maori and Pasifika. How can we translate strategies used with Maori into a context that works for Pasifika? Kelly shared Maori and Pasifika progress and achievement and what we are doing about the disparity between Maori and Pasifika data:

- redevelopment of a localised curriculum
- working alongside Maori and Pasifika whanau to ensure they have input into the development of the curriculum

- developing Maori and Pasifika reference groups to identify ways that will engage students in learning ie. inviting parents and grandparents to tell stories using resources like Ngatu to explain mathematical concepts in a culture context
- providing professional development in oral language, UDC – Universal Design for Learning, coaching
- Kelly will investigate Tessel strategies in teaching and learning for 2019 with Jani Van Hees – Literacy expert specialising in language acquisition.

Writing is a focus for the whole CoL, not just HHS. Maths is going really well for HHS children. Overall, Kelly was feeling confident about HHS achieving these targets and feels that we are on track. She shared how important it is to have very experienced teachers for Year 1 and Year 3-4. As a school we need to ensure students are getting experienced teachers every second year and not having first year teachers two years in a row. Is the reporting clear for parents? Yes – we state exactly where the child is and relate this directly back to the curriculum levels.

Stephen asked if data report in Term 3. Kelly advised that there will only be a target student monitoring report, which is shared and discussed at every board meeting. The next full data report would be the first board meeting in Term 4. This would be a full report and used to plan to Term 1 2019.

Emergency Evacuation

6.26pm

We had two events of emergency evacuations this term – one planned practice and one event which was triggered by an ORS students. Both evacuations went relatively well, however, there were a number of issues raised:

- the alarm bells down the bottom block couldn't be heard
- what happens if a child refuses to go to the evacuation meeting point?
- the fire brigade clarified that even if an accidental alarm has been triggered, we must always follow procedures.

We have made Health and Safety a priority in terms of reporting and recording incidents. We want to change the culture of H&S at our school so we have made this a priority in our admin minutes and share incidents via email as soon as they happen.

Simon Aing left the meeting.

6.30pm

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

Abbey / Suzanne / Agreed

Public excluded business at 6.34pm

“I move that the public be excluded from the following part of the meeting, namely an item contained in the Principal’s report. The grounds are that the matter is one of personnel and the reason is to protect the privacy of an individual (or of individuals). This motion is proposed to comply with section 48 of the Local Government Official Information and Meetings Act 1987.”

Stephen / Agreed

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

Stephen / Agreed

Meeting resumed at 6.43pm

Principal appraisal

Time: 6.43pm

Kelly left the meeting while the Board discussed the interim results of her appraisal. Craig discussed the process to data and shared a summary of the feedback from parents, teachers and students. Teacher’s comments were all very positive. The Board working group wanted to find three areas for further development for Kelly. These were shared

with Kelly. The Board thanked Kelly and expressed their gratitude to her for her excellent performance as Principal of the school.

Kelly re-joined the meeting at 6.56pm

Craig advised Kelly that the BOT were really pleased with Kelly and her performance. Craig read out some of the comments from teachers, parents and students and there were lots of positive comments.

Kelly and her appraiser Neil Worboys had looked at this and Kelly mentioned that the comments had aligned with what she had taken from her discussion with him. She reported that she is already working on/actioned a lot of these comments. Kelly to set objectives and will feedback to BOT.

BOT Workplan

Time: 7.05pm

Stephen to email out to members.

Strategic Review – GROW - R (Real World Learning)

Time: 7.05pm

Craig bought in “tackle fishing box” to demonstrate how real world learning can benefit students. As a BOT, we need to encourage this learning and hopefully lead to out of school trips – maybe look at how to finance these trips. Abbey would report on O (oral language in our Strategic Plan) at the next meeting.

Maori Reference Group

Time: 7.10pm

Sophie reported on the first meeting of the Maori reference group. Sophie explained that we have begun a long-term process, not a short-term thing and that it would grow over time.

Kelly advised that all members of the reference group were very positive about the first meeting. There were some easy things to put into action now. Parents advised that it was great to hear teachers saying good morning in Maori with no prompting. Sophie and Kelly said that they were looking at a more appropriate name for this reference group. The Board discussed the question of concern for other cultures being excluded. It is important for the community to know that this is simply a starting point, and we will engage with all families from other cultures over time as we progress. We must ensure different groups have a voice in our Charter. The next hui is on Thursday of this week. We have developed and shared a working document with whanau based on their contribution at the hui. This has been emailed and a hard copy provided to the reference group. This will be reviewed at the next hui with whanau.

ERO Visit

Time: 7.28pm

Stephen will share the document with BOT over the next 7 days. Kelly has sent information in draft form to ERO in order to get feedback and check that we’re tracking on the right pathway. Starting to communicate so they know us beforehand.

Policies to be Ratified

Time: 7.32pm

Health and Safety – Stephen asked if there should be a First Aid trained teacher in top and bottom block. Kelly said that currently all staff are trained in First Aid. As the Board had expressed agreement to make it policy to have at least one First Aid trained teacher working in each block, this will be set out in the procedure documents.

“The Board of Trustees moved to ratify the Health & Safety Policy.” Julia / Kelly / Agreed

Julia offered to help Kelly with the development of the Health and Safety procedures. Our aim is to get all policies updated and ratified by end of year. Stephen will email as many new policies as possible to the Board after the August meeting.

Car Accident

A car accident had occurred last week and was discussed. There were a lot of intermediate and college children around so the incident was reported on social media by a lot of people which was out of our control. Kelly believed that HHS has done everything it could to promote traffic safety around the school. This could have happened at any school and we can only keep informing our children about keeping safe crossing the roads. The Board agreed that Kelly would include an item in the newsletter about the 40km speed limit outside schools and also about the parking signs on Victory Crescent. Kelly will also look into getting the flashing "School Zone" lights fixed on Victory Crescent.

NAG 4 – Finance and Property

Time: 7.10pm

Suzanne reported that the coding between Teacher Aides and Kapa Haka had been fixed. 71% of teacher aide budget had been used so far this year. Kelly has overstaffed due to GST not being taken out of funding in ORS budget. But after Kapa Haka adjustment being made, this should now reduce and show in the June accounts. Children come with funding but some children don't have enough funding as some need cover for the whole day so BOT will need to cover the shortfall.

Suzanne also highlighted that total annual cost of maintaining the bike track - \$17,200 for track and costs per year: Maintenance: \$4,600 track, \$2,000 bikes, \$7,800 depreciation, \$1,450 container, \$2,200 helmets

The Board needs to consider these ongoing costs. The bike track will be fully depreciated in 5 years, so we have two more years to continue funding these depreciation costs. The Playground also incurs large depreciation costs – at \$28,000 per year. Suzanne proposed that the funds from the two fundraising bank accounts be emptied into the main account, as these funds had already been spent on the bike track and playground. .

"The Board of Trustees moved to transfer fundraising account balance to main account." Suzanne / Kelly / Agreed

"The Board of Trustees moved that payments of \$22,043.70 for April and payments of \$43,240.15 for May be ratified."

"The Board of Trustees moved adoption of the March, April and May Finance Reports."

Suzanne / Sophie / Agreed

2017 Audit Report – the school should be really proud of this. Only a few areas for improvement indicated by Deloitte's. The Board discussed these. For anything that Kelly gets reimbursed for or BOT expenses spent by Abbey Suzanne checks these and signs these.

"The Board of Trustees moved that management letter received and recommendations actioned."

Suzanne / Craig / Agreed

"The Board of Trustees moved that a non-staff BOT member is to sign off any principal expense claims."

Stephen / Agreed

Boiler, electrical and playground checks to be done - waiting to receive sign-off / certificates. Once we have these certificates, this must be recorded at the next meeting Suzanne also reported that if we proceed as planned with bottom block refurbishment, our cash reserves will be approaching \$180,000.

The Board had previously approved \$50,000 for the Hall and have come under budget for this. The money left over could be used for badly needed heating in the hall (two heat pumps).

"The Board of Trustees moved the reallocation of the remaining funds left over from the Hall project (previously approved) for the purchase of two heat pumps for the hall."

Craig / Stephen / Agreed

Grants

\$1,000 grant received for the ovens from Pelorus Trust.

Refurbishment of Bottom Block

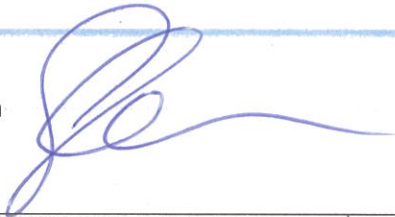
Consents held up due to fire restrictions. Everything been resubmitted with adjustments for fire restrictions. Due to these hold ups Kelly sees the refurbishment happening in Term 4 now or the holidays. A lot of compliance issues. Kelly is keeping in close contact with Mark Scrimshaw of Ashby Property Services. Removal of sticker on hall – Mark has gone back to the company and they will come back to reassess the building for the purpose of recommending the sticker be removed.

The meeting finished at 8.28pm

Next meeting

Monday 6th August 2018 at 5.30pm

Chairperson



Date

6/8/18

Action Item	Responsible	Due Date
Strategic Plan - GROW acronym – "O"	Abbey	Next meeting
Principal's Performance Review – Kelly to work on objectives	Kelly	Next meeting
BOT Work Plan – email document to members	Stephen	Next meeting
Maori Reference Group – meeting Thursday	Sophie, Kelly	Next meeting Thursday 28 June
Pasifika Reference Group – organise group	Sophie, Kelly	Report back next meeting
ERO Visit – email document to Board members to complete.	Stephen	Next meeting
Policies – email new policy documents	Stephen	After August BOT meeting
Accidents – 40km speed limit & road safety in newsletter, fix lights	Admin	Next newsletter, get lights fixed asap
Boiler / electrical checks - documents	Kelly	Next meeting
Fundraising – transfer fundraising account balance to main account	Sue	ASAP