

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING

Monday 6 August 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: none

Minute Secretary: Lisa Murdoch

Conflicts of interest: staff would need to leave the room during the discussion regarding the union stop-work action.

Kelly expressed her gratitude to Abbey for her work as acting Principal during her absence. The Board also expressed their thanks and appreciation to Abbey for the excellent job she has done in the acting Principal role.

ACTION ITEMS FROM LAST MEETING

Time: 5.35pm

- Principal's Performance Review: Kelly to work on objectives – this was completed and emailed to BOT on 17th July
- BOT Work Plan – this document was emailed to BOT and included again with August 6 meeting documents
- Maori Reference Group – there was nothing of note to report from the last meeting, and there will be a new report for September meeting
- Pasifika Reference Group – the first Hui is to be held on Wednesday 10th August (8 families are expected)
- ERO Visit – document emailed to Board and comments made by Board members. This document now complete, although remains a 'living document'.
- Policies – to be discussed later in the meeting
- Accidents; 40km speed limit & road safety in newsletter, fix lights – had to investigate who owns them. Kelly has contacted the Council who will send a technician to fix. Kelly to look at Fixit App.
- Boiler / electrical checks – annual boiler check complete
- Fundraising: transfer fundraising account balance to main account - complete

ADMINISTRATION

Time: 5.40pm

"The minutes of the Board of Trustees meeting on 25th June 2018 be accepted as a true and accurate record."

Abbey / Kelly / Agreed

Correspondence

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

Sophie/ Craig / Agreed

Update on filling Board member vacancy

Stephen reported that Sue had placed an advert in Kapi-Mana paper (Tuesday 31st July) as well as placing notices in the school newsletter and on facebook about the proposal from the Board to fill the vacancy by selection. Deadline is 28 days from Kapi-Mana advert (Tuesday 28th August).

Self-review – summary of Board survey

Stephen thanked everyone for participating in the Board survey (80% participation rate). He also shared the three main areas for improvement to come from the survey:

1. Realistic agenda and finishing on time
2. Coming prepared for meetings

3. Focused discussion – not going over things that have been presented in papers – just the highlights as they would have already been circulated.

It was agreed that this self-review exercise is something we should do annually.

SCHOOL CLOSURE FOR STOP-WORK ACTION (15/8/18):

Time: 6.00pm

Discussion around support staff and guidelines for looking after children who turn up to school

Because of a conflict of interest, all staff (Kelly, Abbey and Lisa) left the room for the duration of this discussion.

The Board heard that the MoE expects schools to supervise any students that do turn up at school on the day of the strike. NZSTA guidelines also specify that support staff cannot supervise students without supervision from a teacher. Since all teachers will be striking as Union members, our support staff won't be able to supervise students.

Craig also mentioned that the MoE does expect support staff to attend work as normal during a strike.

There is a high probability that some students will turn up on the day, despite the communications that have gone out. Kelly to try and contact families she believes may have missed the communications.

The Board felt that we needed staff to be at the school gates in the morning to turn away any families that do arrive at school. It was also felt that admin staff would still have usual work to do so should come in.

"The Board of Trustees moved that both support and admin staff usually rostered on Wednesdays come to work as usual, with support staff asked to be present from 8:15am to turn families away. All staff at school can then leave at 11am. They will be paid for a normal day's work."

Julia / Sophie / Agreed

Kelly, Abbey and Lisa returned to the room.

PRINCIPAL'S REPORT:

Led: by Kelly Barker

Time: 6.10pm

Target and Behaviour Report – this was sent to the Board and discussion held. Limited shifts in behaviours. Not much has changed with Maori and Pasifika target students. What do we need to do differently to ensure movements/shifts? Detailed notes provided need to be broken down further with more detail so that we can see why there are no shifts, what is different or why there is/isn't any progress. More detail will enable more discussion for the Board. The Board asked Kelly to develop a framework to show measures for student engagement. Teachers will develop a draft framework to measure student disposition and key competencies. Abbey will send the Board more detailed annual target data (as at mid-year).

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

Kelly / Suzanne / Agreed

Public excluded business at 6:28pm

"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 6.44pm

ERO 2019

Time: 6.44pm

Stephen has summarised points from the ERO 2019 document that need to be looked at by the Board. Kelly will go through these and make notes which will provide context for the Board around each major heading. Stephen raised one particular action for the Board - to develop a communications plan. Julia will put together a draft communications plan for the Strategic Plan before the next Board meeting.

Kelly spoke briefly about the new curriculum that is being developed. At the next Board meeting, she will have the Why/How/What detailed out for the curriculum in draft form for presentation.

HEALTH AND SAFETY

Time: 6.55pm

The Board discussed the next step in the process of creating a health and safety culture at the school. This is the development of procedures to support our new set of policies. Kelly has been looking at other schools and what they have. It was suggested that we engage professional health and safety consultants to come in and help, depending on the cost. Kelly will investigate the best options and advise the Board via email as soon as possible.

The Board expressed concern in not finding out about recent incidents at the school that have resulted in the need for medical attention. Kelly advised she will always email Board when serious incidents occur. It was agreed that the development of a robust set of procedures around our Health and Safety policies will rectify this.

Electrical checks – these have been done. One is receipted and the other will be signed off.

TRAINING AND DEVELOPMENT – NZSTA CONFERENCE 2018

Time: 7.08pm

Suzanne and Sophie shared some of their learnings from the recent NZSTA Trustees Conference in Rotorua. Netsafe – schools can use this for bullying/inappropriate behaviour – they will guide and help solve issues. Kelly reported that our firewalls are pretty good. Learning support was discussed.

Hautu (self review for Māori achievement) – Sophie attended this session and had some suggestions as to how we could implement this as a Board. The Board agreed to form a sub-committee to lead us through the Hautu review tool. Kelly noted that we are currently already doing some aspects of it, but that it needs to be connect this to Hautu.

“The Board of Trustees moved that a sub-committee of the Board be created to lead us through the Hotu tool, connect it to our charter and identify any gaps. The sub-committee will include Kelly, Stephen, Sophie “

Kelly / Abbey / Agreed

STRATEGIC REVIEW – GROW - O (Real World Learning)

Time: 7.20pm

O – oral language – Abbey showed a video of a school initiative involving students sharing their learning by video and presentation to the school community. These were mainly Pasifika students with English as a second language, using their oral language skills. They videoed themselves talking about their learning, how they did it, what they were doing and why they were doing it. This is a good illustration of the importance of oral language in helping students understand and process what they are learning. This would be a great thing to introduce to our school and our children’s learning. Suzanne to do “W” (whanau) for next meeting.

POLICIES

Time: 7.26pm

Stephen will email 13 new policies to the Board to review. These are the last of the admin policies, the rest relate to curriculum. When these are all current and up to date, we will move to a regular review cycle (each meeting) starting in 2019. The aim for 2018 is to have all policies and procedures up to date and ready for migrating to school docs and the new school year in 2019.

The Board is to review the emailed policies, ask any questions and make comments on the Google Doc. At the next meeting they will be tabled as read to be ratified.

FINANCE AND PROPERTY

Time: 7.36pm

Suzanne talked about the concern around the current spend level for Teacher Aides in the finance report for July (currently 81.9% of budget). She clarified that we are running at 107% of budget, which is a six month Teacher Aide budget. Funds are allocated six monthly and amount for term 3 and 4 has not been received yet. Even though this is a slight overspend, the Board felt comfortable with this. She also shared that the plan is to only spend (in Teacher Aides) what we receive in funding for the remainder of the year, thus projecting to end the year at 107% of budget. Kelly shared that Banked Staffing is going to plan at this stage (2.36).

There was also some discussion around the cashflow position. Suzanne reported that it is ideal to keep around \$200,000 as a reserve. This means we're currently running at the limit (taking into account the \$125,000 set aside for the bottom block refurbishment and the \$50,000 already spent on repairing the hall), and cannot afford any more reduction in our reserve monies.

"The Board of Trustees moved adoption of the Final 2018 Budget"

Suzanne / Abbey / Agreed

"The Board of Trustees moved that payments of \$56,132.09 for June be ratified."

Suzanne / Abbey / Agreed

"The Board of Trustees moved adoption of the June Finance Reports."

Suzanne / Kelly / Agreed

Grants

Nothing to report

PROPERTY

Time: 7.36pm

Hall update

Craig advised that the total cost for the strengthening of the hall has come in around \$38,000, \$12,000 under budget (pending one final invoice from the engineers). \$7,000 of this saving has been spent on fitting two new heat pumps into the hall. Craig also noted that Building Compliance has been received, meaning the yellow sticker issued for the hall in 2012 has now been removed. Kelly to investigate cost of cages for external heat pump units.

Refurbishment of Bottom Block

Tender and consent in process - tenders close 17 August. Already four companies are expressing interest in the job, which should result in multiple tenders. Two contractors so far have accepted the invitation to a site meeting and 'walk about' this Thursday.

The meeting finished at 7.50pm.

Next meeting

Monday 24th September 2018 at 5.30pm. Suzanne will provide the catering.



Chairperson

24/9/18
Date

Action Item	Responsible	Due Date
BOT work plan	BOT	ongoing
Maori Reference Group	Sophie	report for next meeting
Pasifika Reference Group	Sophie	Hui Wednesday 10 August, with report for the next meeting
Policies - to be reviewed	Stephen/BOT	next meeting
Accident lights	Kelly	asap
Board vacancy - wait for any responses from the community.	BOT	28 August
Strike Day – inform support staff	Stephen / Kelly	asap
Target and Behaviour Report	Abbey	asap
Communications Plan draft	Julia	Before next meeting
Health and Safety – develop procedures	Kelly / Julia	Before next meeting
Hautu (self review for Māori achievement)	Kelly, Stephen, Sophie	Report to next meeting
Hall – heat pump cages	Kelly	asap