

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Monday 29 October 2018 at 5.30pm

WELCOME | APOLOGIES | SPEAKING RIGHTS | CONFLICT OF INTEREST ARISING FROM AGENDA:

Present: Kelly Barker, Sophie Robbers, Abbey Corich, Stephen Opie, Julia Paterson-Fourie

Apologies: Craig Scott-Hill

Minute Secretary: Lisa Murdoch

Conflicts of interest: Kelly and Abbey would leave the room during the union stop-work action discussion. Lisa would also leave the room.

ACTION ITEMS FROM LAST MEETING

Time: 5.30pm

- BOT meeting dates 2019 – see below
- BOT work plan - ongoing
- Strategic Review – Suzanne to present W of Grow
- Policies – Stephen working through the remaining policies from the NZSTA policy framework and will send them out via email before next meeting
- Communications Draft Plan – on hold until first meeting next year
- Health and safety procedures – on agenda
- ERO self-review document – more to be added by Kelly for next meeting
- Hautu – see below
- Grants story – February 2019

ADMINISTRATION

Time: 5.35pm

Minutes

“The minutes of the Board of Trustees meeting on 24th September 2018 be accepted as a true and accurate record.”

Kelly / Abbey / Agreed

Correspondence

“The Hampton Hill School Board of Trustees accepts the Correspondence list”

Julia / Sophie / Agreed

Board Dates 2019

Time: 5.38pm

18 February, 18 March, 20 May, 17 June, 6 August, 3 September, 29 October, 26 November

One extra meeting in 2019 was scheduled on 1st July. This meeting will focus on mid-year data analysis. The Board would also hold an information night for parents interested in standing for the BOT at the 2019 election, and encourage people to come to meetings (2 or 3 meetings before the election). The emphasis would be on the value of being on the Board, not the amount of work. There would be a BOT professional development day on 31st January at 9am (one of the teacher only days) where teacher aides, BOT, community and other Tawa schools would be invited to come to first half of the day to discuss meeting our Treaty obligations. Board members were asked to set this morning aside in their calendars.

Teacher Strike

Time: 5.50pm

Kelly and Abbey (as well as the minute secretary) left the meeting as the teacher strike was being discussed. Stephen to talk to non-teaching staff about the decision tomorrow at 10.15am.

Public Excluded Business

Time: 5.50pm

“I move that the public be excluded from the following part of the meeting, namely discussion of the proposed NZEI stop-work action. 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 6.02pm

PRINCIPAL'S REPORT: Led: by Kelly Barker

Time: 6.02pm

The roll would be 240 by the end of the year. The enrolment scheme was working well. There were 6 or 7 enrolments from out of zone over the course of the year.

This Principal's report was co-constructed by Kelly and Abbey. Only one family responded to the opportunity to have input into the curriculum. Abbey and Kelly thanked the Board for enabling them to attend the ULearn Conference. It affirmed the work that they had been doing during the year. At this event, there was professional development around our histories (Treaty obligations). They shared a couple of speaker stories with the Board and felt that we need to ensure that our learners and whanau understand the Treaty and our history, both Maori and Pakeha. Kelly also spoke about the importance of including Te Reo and Te Ao Maori in our appointments process. The Board asked Kelly to draft some changes to our appointments policies to include this.

There was a need to look at big and small data, not just the big data. This is more important now as we don't have National Standards. Discussions needed to be had by teachers as to what the small data should include.

There had been four new staff appointments and some discussion around the number: Fixed term and permanent positions were available. Staffing was only allocated for 11 teachers so others were not permanent.

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

Sophie / Stephen / Agreed

HAUTU

Time: 6.10pm

The Board continued the Hautu self-review process. Stage 1 - Readiness - discussions had to decide what phase the Board is at. After discussing Ka Hikitia, it was decided that the Board is at phase 1 of Readiness, but are actually already implementing parts of 2 and 3.

Stage 2 - Commitment: The Board agreed it is committed to this process.

Stage 3 - Self-review stage: The Board began by looking at the evidence of the principles of Ka Hikitia in our leadership. Stephen added to Google Slides document that he created where the Board is at with this for each point.

PROPERTY

Time: 7.14pm

Craig had updated Stephen and there was nothing to report. Tenderers have been asked to itemise things but there had been no response yet. There is funding but we need to find out where to go to get this and who to talk to. Stephen had had discussions with another school Board to find out where to go from here. Discussions had about the health and safety issues associated with the bottom block and maybe there was another part of the ministry funding that we could get for this. The community would be informed about what is happening and Stephen would draft a letter which would be sent home rather than an email or in the newsletter.

SELF-REVIEW DOCUMENT

Time: 7.25pm

Board to look at in between meetings.

HEALTH AND SAFETY

Time: 7.26pm

Kelly and Abbey have completed the procedures which have been linked to the policies. Abbey to send to Julia to review.

MISSING CHILD

Time: 7.27pm

There were no concerns about him wandering from school. Discussion had about media being at school. On this occasion, the school was a base for the community, not for the school. Sophie and Abbey had correctly informed staff that only the Chair and Principal can speak to the media. Procedure-wise one of these two people should be made aware that media are on school grounds and this would be put in to the procedures. Kelly shared her thoughts on the incident, and how amazing our school and community is!

STRATEGIC RVIEW

Time: 7.40pm

W = Whanau matters

Discussion on the W – whanau matters in GROW. Why do we get family involved in education? There was discussion around this. A hangi would be arranged by the Maori and Pasifika reference groups during Matariki. They had raised concerns that some families do not have internet at home so how could we get these people connected? Discussion had on this issue and a technology evening was discussed.

FINANCE AND GRANTS

Time: 7.50pm

Grants had been received and ovens bought for the bottom block renovations. A storage space was needed at school for these urgently. Range hoods would be purchased before 22nd February 2019. Discussion had over high expense of security. Vandalism had increased this year despite cameras and signage around school. Perhaps bigger signs pointing to the CCTV were needed which Kelly would work on.

“The Board of Trustees moved that payments of \$31,390.43 for September be ratified.” Suzanne/ Abbey / Agreed

“The Board of Trustees moved adoption of the September Finance Reports.”

Suzanne / Kelly / Agreed


ENROLMENT PERIOD 2019

“Stephen moved that the Hampton Hill School enrolment periods be aligned with Redwood School.”

Stephen / Agreed

NEXT MEETING

Monday 26th November 2018 at 5.30pm. Kelly would arrange dinner due to the length of the meeting. Meeting closed 8.05pm.



Chairperson

Date 26/11/18

Action Item	Responsible	Due Date
BOT work plan	BOT	ongoing
Policies - to be amended	Stephen	Emailed before next meeting
Communications Plan draft	Julia/Stephen	On hold until first meeting next year
Health and Safety – review draft procedures	Abbey / Julia	By next meeting
ERO Self review document – Kelly to look and fill in gaps where she can.	Kelly	For next meeting
Budget – draft approval	Kelly / Suzanne	At next meeting
BOT engagement evenings – dates for these	Stephen	February 2019
Hautu (self review for Māori achievement) – update document	Stephen	By next meeting
Employment procedures / Te Reo policies wording changes – teachers willing/able to learn/teach Te Reo – draft changes for consideration	Kelly	By next meeting
B Block refurbishment progress – draft letter updating community	Stephen	ASAP
B Block ovens storage / range hoods purchase	Craig / Lee-Ann Newton	ASAP / February 2019
Grants (write story to grant giving trusts on how money is spent)	Lee-Ann Newtown	February 2019
Media policy – advise staff	Kelly	Next Admin meeting
Security camera signs - enlarge	Kelly	ASAP