

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Monday 18 February 2019 at 5.30pm

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

Present: Kelly Barker, Sophie Robbers, Abbey Corich, Suzanne Biddington, Craig Scott-Hill, Julia Paterson-Fourie

Apologies: Stephen Opie

Minute Secretary: Lisa Murdoch

Conflicts of interest: none

“The Board of Trustees passed a resolution to delegate responsibility of meeting chairperson to another Board member as Stephen Opie was away sick. Craig was nominated as chairperson.” Kelly / Abbey / Agreed

ACTION ITEMS FROM LAST MEETING

Time: 5.30pm

Action Item	Update
Communications Plan draft	On hold until next meeting 18 March
Health and Safety – review draft procedures	This meeting
Budget – draft approval	Finance Hui held Monday 19 th November
BOT engagement evenings – dates for these	Whanau BBQ 21 February 2019
Hautu (self review for Māori achievement) – update document	On hold until next meeting 18 March
B Block ovens storage / range hoods purchase	Purchased and in storage at school
Grants (write story to grant giving trusts on how money is spent)	February 2019
Media policy – advise staff	Kelly to do at next admin meeting
Security camera signs - enlarge	ASAP – Stephen to investigate

ADMINISTRATION

Time: 5.30pm

Minutes

“The minutes of the Board of Trustees meeting on 26th November 2018 be accepted as a true and accurate record.”

Abbey / Kelly / Agreed

“The minutes of the Board of Trustees Public Excluded meeting on 26th November 2018 be accepted as a true and accurate record.”

Abbey / Kelly / Agreed

Correspondence

Additional letter from NZSTA regarding the NZSTA Conference.

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

Sophie / Kelly / Agreed

BOT Election Date Planner 2019

Time: 5.36pm

Suggested date for BOT information evening Monday 1st April at 6.30-7.30pm was confirmed. Shoulder tap people and send information out soon. More information evenings – introduce everyone, food, people walk around, ask questions on a casual basis. BOT Election to be held Friday 7th June.

Next Enrolment Ballot Date

Time: 5.42pm

The next ballot closing date for out of zone enrolments for Term 3 and 4 was confirmed as Friday 31st May 2019, with places confirmed on Tuesday 4 June 2019. This aligns with other Tawa schools.

"The Hampton Hill School Board of Trustees confirms 31st May 2019 as ballot closing date for out of zone enrolments for Term 3 and 4"

Abbey / Kelly / Agreed

Election of BOT Chair

Time: 5.44pm

This was postponed until the next meeting as Stephen was not present. The Board felt it was best for Stephen to carry on as chair until the BOT election.

PRINCIPAL'S REVIEW

Time: 5.46pm

A new review was recommended for the principal's appraisal by getting someone new with a fresh view. Zita Smith was recommended who was a previous principal at a local school and now does appraisals full time. Kelly's colleagues recommended Zita Smith and Neil Worboys who had 30+ years experience. Kelly was still working on previous appraisal objectives.

"The Hampton Hill School Board of Trustees recommends appointing Zita Smith to undertake the principal's appraisal"

Julia / Abbey / Agreed

PRINCIPAL'S REPORT: Led: by Kelly Barker

Time: 5.49pm

Public Excluded Business

Time: 5.54pm

"I move that the public be excluded from the following part of the meeting, namely the review of previous Public Excluded Business minutes. 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."

Craig / Agreed

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

Craig / Agreed

Meeting resumed at 6.13pm

Sophie Robbers left the meeting

Teachers happy to co-construct RAMS for future trips. BOT feels confident problems won't occur again. Julia asked if PD required for teachers. Kelly advised teachers are understanding how important Health and Safety is. BOT feels good procedures are being followed. Teachers understand what had happened and what needed to be done so it won't happen again.

TEACHING & LEARNING

Kelly to send draft curriculum to BOT members.

ERO VISIT DEBRIEF

The ERO visit went really well. It was very open and transparent and a very positive experience. They captured who we are as a school and they understood our direction as a school and community and our new charter and curriculum reflects this direction.

PERSONNEL

Time: 6.24pm

We have been unable to find a reading recovery teacher as yet. As there are only 4-6 students seen in a year it wouldn't impact the students too much. A booster programme is planned for target children with reading linking into literacy. Data will show how successful this programme will be. Abbey is developing this programme and will develop measures to show the results. Students will be tracked with twice term reporting to support this. Staffing will be used to fund this programme.

PLANNING & REPORTING

Time: 6.28pm

Confirm analysis of variance/charter review and annual targets. Measures and indicators of success – ERO asked how these key drivers are to be measured. Suzanne suggested keeping it simple. Kelly would have all measures and indicators for key drivers for the BOT at the next meeting.

HEALTH & SAFETY

Time: 7.33pm

On the bank there was a shade cloth which were held up by big metal cones. Michelle (caretaker) will fill these with concrete as they have become exposed. There is an orange cone covering this in the mean time. Playground matting is splitting. Playground people have come in and they will try to work out what is happening. This may become a property issue. New retaining wall may be needed. When playground was put in it was mentioned at the time that a retaining wall won't last. Need to keep an eye on this and find out how long the wall will last and what it will cost to fix and replace it.

Regarding the boiler, because of flooding Kelly had asked Lockie to take away part of the wall to see what was going on. Wall had rotted and black mould was growing with water coming from under concrete. Cost would be \$5000 for a report about this. Kelly may go to Ministry with report and photos and say we don't have the money to do it. Kelly will check with JLT insurance about this.

"The Board of Trustees moved to adopt the Principal's Report"

Craig / Agreed

PROPERTY

Time: 6.47pm

A revised report has been received for less cost with the contractor saying they can start straight away. Kelly, Stephen and Craig and a member of the school community went through the design and costing. We might be able to save on some materials and sound proofing. The contractor will do a new lot of costing and may be able to offer alternatives with access to other suppliers.

Special education funding from MOE for break out rooms has been applied for. Ministry to confirm once quotes received at a later date. Grant for lighting has been applied for. A member of our community will be helping us with this project.

POLICIES

Time: 7.00pm

Review dates were all good. "Others in workplace" policy to be signed by Stephen.

FINANCE AND GRANTS

Time: 7.03pm

Likely to expect a surplus for 2018 end of year report. Increase in heat, light and water was due to leak in boiler room. Kelly has discussed the overuse of cleaning materials budget, comparing costs from 2017 to 2018. This had been a transition period for Lockie and also replacing the blue towels with paper towels which were replaced due to a health and safety and the increased cost to water over a six month period. Kelly has gone to the Ministry about the leak up the top block. The aging infrastructure of the school means that leaks are to be expected.

"The Board of Trustees moved that payments of \$35,953.38 for November be ratified." Sophie / Kelly / Agreed

"The Board of Trustees moved that payments of 78,126.54 for December be ratified." Sophie / Kelly / Agreed

"The Board of Trustees moved adoption of November and December Finance Reports." Suzanne / Abbey / Agreed

BUDGET 2019

Time: 7.10pm

Discussion had around administration with the BOT minute taking not being included in the budget and where this should be included and coded to. Final budget will be done once last year's financials are finalised. Depreciation rate changes to be discussed at the next meeting and include in the next Board papers. Suzanne and Stephen to send out before the next meeting.

GRANTS

Lee-Anne has done a fantastic job with a lot of money being received last year. \$2025 has been received this year for bike and scooter racks and \$600 from Countdown for trees and gardening equipment.

"The Board of Trustees passed a resolution for a \$5,500 grant to be applied for from Hutt Mana Energy Efficiency."

Suzanne / Craig / Agreed

NEXT MEETING

Monday 18th March 2019 at 5.30pm. Julia would arrange catering.

Parent Information Evening - Monday 1st April 2019

Community Picnic – Thursday 21st February 2019 at 5.30pm – BOT to do BBQ

Meeting closed 7.27pm.

Chairperson



Date

18/3/19

Action Item	Responsible	Due Date
BOT work plan	BOT	ongoing
BOT chair election	BOT	next meeting
Draft Curriculum	Kelly	next meeting
Charter Review and annual targets - measures & indicators for key drivers	Kelly	next meeting
Playground retaining wall – cost to fix or replace – check JLT Insurance	Kelly	next meeting
Policy "Others in Workplace" to be signed	Stephen	next meeting
Communications Plan draft	Julia / Stephen	next meeting
BOT engagement evenings	BOT	Community Picnic 21 February
Hautu (self review for Māori achievement) – update document	Stephen	next meeting
Employment procedures / Te Reo policies wording changes – teachers willing/able to learn/teach Te Reo – draft changes for consideration	Kelly	completed
Definition of unauthorised/authorised property policy – check with NZSTA	Stephen	next meeting
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
Depreciation rate changes	Suzanne / Stephen	next meeting