

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

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

Present: Stephen Opie (chair), Kelly Barker, Sophie Robbers, Abbey Corich, Suzanne Biddington, Craig Scott-Hill, Julia Paterson-Fourie

Apologies: None

Minute Secretary: Sue Kelly

Conflicts of interest: none

ACTION ITEMS FROM LAST MEETING

Time: 5.30pm

Action Item	Update
Communications Plan draft	On hold for new BOT to take on
Health and Safety – review draft procedures	Send to Julia to give feedback for next meeting
BOT engagement evenings	Whanau BBQ took place on 21 February 2019
Hautu (self review for Māori achievement) – update document	On hold for new BOT to take on
B Block ovens storage / range hoods purchase	Purchased and in storage at school in resource room opposite office
Grants (write story to grant giving trusts on how money is spent)	Kelly to check with Lee-Ann
Media policy – advise staff	Kelly actioned at admin meeting
Security camera signs - enlarge	Kelly had spoken to Lockie

ADMINISTRATION

Time: 5.37pm

Minutes

“The minutes of the Board of Trustees meeting on 18th February 2019 be accepted as a true and accurate record.”

Stephen / Agreed

Public Excluded Business

Time: 5.38pm

“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.”

Stephen / Agreed

“The minutes of the Board of Trustees public excluded Business on 18th February 2019 be accepted as a true and accurate record.”

Stephen / Agreed

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

Stephen / Agreed
Time: 5.40pm

Correspondence

NZSTA Conference brochure given to Stephen.

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

Stephen / Agreed

BOT Election

Time: 5.42pm

BOT Election was set for Friday 7th June. Stephen recommended the BOT appoint Sue Kelly as the Returning Officer and remunerate her based on the recommended formula (to be paid from MOE election funding). All other election expenses will come from the remainder of this funding. The BOT is responsible for promoting the elections and Sue would run the election process itself, carrying out duties in accordance with Regulation 5 (4) of the Education (School Trustee Elections) Regulations 2000.

There would be a BOT information evening on Monday 1st April from 6.30-7.30pm. The BOT will explain governance and Trustee responsibilities. Craig and Julia agreed to speak about their own experiences. The BOT agreed to stick with the Triennial Cycle. The last BOT meeting of the current Board would be held on Monday 20th May.

"The Hampton Hill School Board of Trustees moved to appoint Sue Kelly as Returning Officer for the 2019 BOT Election and remunerate her according to the recommended formula as outlined by NZSTA in the 2019 Election Handbook."

Kelly / Abbey / Agreed

"The Hampton Hill School Board of Trustees moved to keep the current triennial BOT election cycle"

Julia / Craig / Agreed

PRINCIPAL'S REPORT: Led: by Kelly Barker

Time: 5.53pm

TEACHING & LEARNING

The draft curriculum was tabled and Kelly explained the meaning behind the graphics. The strategic plan or charter was at the heart of what we do and there are four key areas that are interconnected that make up the school curriculum.

At the heart is our CHARTER: Strategic aims G.R.O.W

1. Maturanga - Learning Drivers/Values
2. Whakatipua - Lifelong learning skills - Character/Skills/Knowledge (NZC/Key competencies)
3. AKO - Innovative Learning Spaces (Including technologies)/Effective teaching and how we teach
4. Kotahitanga - Working as one- Kahui Ako/Whanau

Craig felt the visual plan was easy to understand but the order of the graphics could be changed. Kelly advised the order could be whatever we wanted. Julia suggested replacing 'pedagogy' with 'how we teach' which was agreed. Stephen noted that ERO has asked us to show measures and drivers. Kelly wanted lead teachers to develop the indicators. These would not be ready until end of Term 2 and would be a priority for the new board but the goal is to have the visual plan complete by the next board hui in May.

Prime Minister's Science Teaching Award

Time: 6.15pm

Stephen queried the process around deciding how the \$100K prize would be spent. Kelly explained that there has been some initial development of a long term plan of how the money will be used. The four learning drivers are play-base, enviroschools, Hauora and STEAM. \$10K allocation for each key area over 3 years. There are 3 years left of the current strategic plan which ends 2022 and this money will contribute hugely to delivering this plan.

PROFESSIONAL Development plan for Sustainability of Science Teaching \$50K

	Goals	Opportunities/Pathways/Resources	Who is responsible?
1.	Time to build teacher/leadership capacity in the design and implementation of Science across the Kahui Ako	Release time for Carol to work with teachers across the Kahui Ako as well as with HHS teachers Carol to design and implement learning activities in schools to share effective practices in delivering science Carol to connect with and share effective practices with lead	Carol/Tumuaki (ASL/Kahui Ako) Principal's group have an important role to play in this process- Communication will be the key)

		teachers of science. ie design science week opportunities for individual communities.	
2.	Design HHS strategic plan to ensure Science progressions from Years 1-6 @ HHS are delivered and assessed consistently across the school	Release Carol/teachers to attend PD to grow knowledge of science and how this can be integrated across all learning areas Release lead teachers to ensure literacy and numeracy are integrated into the design of learning programmes and to clarify how we will show progress and achievement in these core areas.	Carol/SLT/Tumuaki
3.	Designing and Kahui Ako strategic plan to ensure cohesive and consistent Science progression pathways from primary, to Intermediate through to college.	Releasing time for Carol and teachers when required a) Time to find out what's happening across the kahui ako in science b) Engage with ASL to make strong links between Science, literacy and mathematics c) Work with science leaders across the kahui ako to develop a strategic plan	Carol/Tumuaki (ASL/Kahui Ako Principal's group have an important role to play in this process- Communication will be the key)
4.	40K Aligned to HHS Charter Goals and strategic aims	10K Enviroschools 10K Hauora 10K STEAM 10K Playbased 10K in the Kete (Kept back for projects that may arise)	SLT/ Tumuaki Tumuaki

Stephen queried what involvement the BOT wanted and if they would sign off proposals. Sophie queried what happens when the money runs out? Kelly explained that we are investing in sustainable practices, leadership and a cohesive pathway from primary through to secondary school. This is a three year plan to create sustainable practices and pathways for students and schools in science.

Craig asked Kelly about how we go about measuring the success of the project. Kelly explained this would be Carol's growth and leadership and she will work with people to develop measures and indicators of success. The timeframe for the expenditure framework will be complete before the end of term 1 for the board to sign off. Carol would be part of the decision making and the school would uphold her mana.

CHRISTCHURCH EVENTS

Time: 6.40pm

Kelly had sent out communications to teachers on Saturday night explaining consistent messages to kids and the use of professional discretion. Teachers had emailed some families, and Kelly had called some families. Staff met before school started and told to stick to the message and don't go outside the scope. Seniors had been given specific discussion time. Teachers felt well prepared and overall it had gone really well. Lockdown procedures had been reviewed with an extra practise at the end of Term 1. Not all classes had blinds or curtains which was a health and safety issue which Kelly would raise with the MOE. Kelly noted that warning sound doesn't travel to the field and bells were required. A possible grant for blinds was suggested. Simon Aing had been asked to give a quote for blinds.

PERSONNEL

Time: 6.55pm

Dianna Craker had been appointed as Reading Recovery teacher.

"The Board of Trustees moved that payments of \$15,354.43 for January be ratified." Suzanne / Abbey / Agreed

There were some questions asked about what made up the February payment to be ratified.

"The Board of Trustees moved that payments of \$43,660.60 for February be ratified." Suzanne / Abbey / Agreed

"The Board of Trustees moved adoption of January and February Finance Reports." Suzanne / Abbey / Agreed

"The Board of Trustees moved adoption of the Principal's Report." Julia / Sophie / Agreed

ERO REPORT

Time: 7.03pm

A response to the draft external evaluation had been circulated which the BOT were happy with.

"The Board of Trustees approved the response to the draft external evaluation."

Julia / Sophie / Agreed

PROPERTY

Time: 7.08pm

B Block Project

Ian had been asked to quote the job with less expensive materials. Ashbys were open to alternative materials which was looking more promising. They would look at the figure for available funding with property modifications and report back. There would be two full-spec break out spaces and a new toilet for the bottom block. The new BOT would lock in a work date.

Boiler Room

CoveKinloch building consultants had provided a service quote for \$3625 + GST. This didn't include the cost of work which would be covered by the MOE.

Retaining Wall

The retaining wall in the bottom playground was not strong enough. CoveKinloch would find an engineer to provide a report for the required work. The MOE will not cover the cost for this work. The BOT would make a decision after receiving the report, but use of the contingency fund is a possibility to consider.

HEALTH & SAFETY

Time: 7.20pm

The RAMS form template had been updated. Suzanne had attended a recent trip and reported that risks were actively being managed and the new forms were good. This development has come as a result of last year's Colonial Knob walk problems.

FINANCE AND GRANTS

Time: 7.25pm

Part of the \$25K surplus from 2018 would be diverted to the Bottom Block project, with a final amount yet to be determined. Lynette, Suzanne and Kelly would work on a new total budget figure for the Bottom Block work. Kelly noted that the computer upgrade (iPads) had not been included in the February report. Allocation of funds to align with our strategic goals need to be identified in the finance report. The destruction of financial records was raised and Stephen would update procedures.

Stephen reported that depreciation rates were quite old and high and Lynette had recommended the following changes:

Buildings – leave as is at 1%

Classroom equipment – chairs, etc. – change from 20% to 15% - that is a life-span of 6.67 years for chairs and tables

Teaching equipment – leave at 20%

Office equipment – change from 50% to 15% - staffroom chairs, phone system, etc.

Grounds – change from 20% to 6.67% - this is for playground and bike track, this means the life-span would be 15 years instead of 5 years.

Leased assets – as is.

"The Board of Trustees moved adoption of the new depreciation rates."

Suzanne / Kelly / Agreed

Stephen would email Lynette. Once final accounts had been received for 2018 a copy would be given to Lee-Ann for grants applications. Lee-Ann would be asked to apply for a grant for blinds.

Kelly reported that there was no current fundraising team and we needed to find a new team. Family donations received totalled over \$10K which was on track.

MOBILE PHONE

Time: 7.35pm

Stephen recommended that the school pay for the Principal's mobile phone. The board agreed, but also said the Deputy Principal should also be covered. This is because both roles require them to be accessible 24/7 to families and communities and the school. Their phones were an essential leadership tool. The Board agreed to pay both monthly plans.

"The Board of Trustees resolve to fund the monthly mobile phone plans for the Principal and Deputy Principal to a maximum of \$50 per month each."

Stephen / Suzanne / Agreed

GRANTS

The grants report had been circulated.

CHAIR POSITION

The BOT discussed and all agreed for Stephen to continue as chair which Stephen agreed to.

ANY OTHER BUSINESS

Time: 7.45pm

Kelly suggested holding a remembrance service for the people of Christchurch on Friday 22nd March at 7.30am in the school garden. She would invite the Tawa Islam group and Pasifika/Maori groups to say prayers. On Thursday children could make candle holders and Kelly would buy tealight candles for them. Kelly would communicate with whanau to ensure it was an appropriate to remember the victims of the attacks.

NEXT MEETING

Monday 20th May 2019 at 5.30pm at Suzanne's house. Abbey would arrange catering.

Parent BOT Information Evening - Monday 1st April 2019

Meeting closed 7.55pm.



Chairperson

20/5/19
Date

Action Item	Responsible	Due Date
Remembrance Service for Christchurch	Kelly	Friday 22 March
BOT information evening	BOT	Monday 1 st April
BOT work plan	BOT	ongoing
Carol Brieseman's science teaching award - funding proposal	Kelly / Carol	before end of term
Policy "Others in Workplace" to be signed	Stephen	next meeting
Health & Safety Review Draft Procedures	Julia	Report to Board next meeting
Charter Review and annual targets - measures & indicators for key drivers	Kelly / Lead teachers	end of Term 2
Boiler Room – engineering report undertaken	CoveKinloch	19 May 2019
Playground retaining wall – engineering report requested	CoveKinloch	asap
Grants (write story to grant giving trusts on how money is spent)	Kelly to check with Lee-Ann	asap
Security camera signs - enlarge	Kelly / Lockie	asap
Financial Records Destruction – update procedures	Stephen	Feedback to Board on where this should be documented.
Communications Action Plan	New BOT	Term 3

Hautu (self review for Māori achievement) – update document	New BOT	Term 3
Classroom blinds – MOE funding / quote from Simon Aing / grant	Kelly / Simon Aing / Lee-Ann	asap

