

**MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING**  
**Monday 17 June 2019 at 5.30pm**

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

**Present:** Stephen Opie (chair), Kelly Barker, Sophie Robbers, Abbey Corich, Amy Renata, Noha Ibrahim, Ian Conning

**Apologies:** - none

**Minute Secretary:** Lisa Murdoch

**Conflicts of interest:** - none

**WELCOME TO THE NEW BOARD**

**Time: 5.45pm**

Kelly/Stephen would lead the meeting and the Board would elect a BOT chair at the end of the meeting. Stephen explained meeting process and speaking rights. There were no conflicts of interest. Everyone introduced themselves. All Board members would get a Hampton Hill School email address. The correspondence process and group email was explained. Stephen would send BOT Election Appendix II link to new trustees to complete (re-elected trustees Stephen and Sophie do not need to complete this). BOT meeting fee payment system was explained and payment forms distributed.

**NZSTA**

Stephen explained the role of NZSTA and handed out the 2019 BOT Trustee handbook. Stephen talked about the NZSTA annual conference and local courses available to trustees. In particular a governance one to be held at Tawa College. Sophie also talked about the usefulness of NZSTA courses. Stephen recommended everyone attended the finance course when it comes up.

**BOARD POLICIES**

**Time: 6.20pm**

Last year the BOT reviewed and updated all policies and Stephen explained how they worked. He explained the Board Role and Responsibilities policy and how management/governance worked. Kelly and Sophie also gave examples. Public excluded business was explained. Sue to amend review dates of policies and email BOT (Stephen to talk to Sue about this). Trustees read and signed the BOT Code of Behaviour policy.

**STRATEGIC PLAN**

**Time: 6.45pm**

Kelly shared a video on "being a leader" – why we do what we do. Kelly explained our vision and how the strategic plan/charter came about.

**ELECTION OF CHAIR**

**Time: 7.20pm**

Stephen explained the role of the chair and how the election of the chair works. Kelly shared how the relationship between the chair and the principal works. Ian nominated Stephen as chair. There were no other nominations received.

*"The Hampton Hill School Board of Trustees elect Stephen Opie as Chair of the Board"*

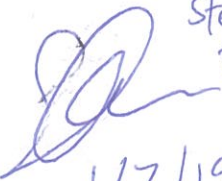
Abbey / Sophie / Agreed


**ACTION ITEMS**

Action Item	Responsible
Policies review dates amended and emailed to BOT	Stephen/Sue
What is our why, how, what? – document link send to BOT	Kelly

**NEXT MEETING**

Monday 1<sup>st</sup> July at 5.30pm.  
Meeting closed 7.32pm.

  
 Stephen Opie  
 Board Chair  
 1/7/19

  
 1/7/19  
 Principal