

**MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING**  
**Monday 20 May 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,

**Apologies:** Julia Paterson-Fourie

**Minute Secretary:** Lisa Murdoch

**Conflicts of interest:** Kelly, Abbey, Lisa – teacher strike

**INTRODUCTIONS**

**Time: 5.40pm**

Board introductions to visitors and visitors' introductions to Board. Stephen explained speaking rights to visitors.

**ACTION ITEMS FROM LAST MEETING**

**Time: 5.45pm**

Action Item	Update
Communications Plan draft	On hold for new BOT to take on
Health and Safety – review draft procedures	Julia has reviewed and reported to Kelly/Abbey
Hautu (self review for Māori achievement) – update document	On hold for new BOT to take on
Grants (write story to grant giving trusts on how money is spent)	Kelly working on this
Signs	Stephen/Abbey to look into this

**ADMINISTRATION**

**Time: 5.50pm**

**Minutes**

*"The minutes of the Board of Trustees meeting on 18<sup>th</sup> March 2019 be accepted as a true and accurate record."*

Kelly / Sophie / Agreed

*"The minutes of the Board of Trustees special property meeting on 28<sup>th</sup> April 2019 be accepted as a true and accurate record."*

Craig / Kelly / Agreed

**Correspondence**

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

Sophie / Craig / Agreed

**2019 Board of Trustees Elections**

Four parent nominations and one staff nomination had been received to date. Nominations close on Friday 24<sup>th</sup> May at midday. Anticipating receiving more than five nominations, with quite a lot of people interested. Voting papers will be sent out on Friday evening due to the post being slow. Board to encourage people to vote – put on facebook. Handover from old board to new will be Friday 14<sup>th</sup> June.

**PRINCIPAL'S REPORT** Led: by Kelly Barker

**Time: 5.58pm**

**TEACHING & LEARNING - DISCUSSION ON NEW CURRICULUM DRAFT**

Taking NZ curriculum and designing for localised curriculum - Abbey and Kelly working on this for the past year. The centre is our vision "Grow People to Thrive". Whakatupua – this is what the workforce is looking for. Ako – how we teach – how spaces are used for learning. Kotahitanga – the people – whanau, community. These link to the intermediate (Intermediate and HHS have similarities) – makes for a smoother transition for our children. Discussion

had about "Grow" – felt that we needed to explain and reinforce the meaning behind this and what each letter stands for. A suggestion was to put GROW around the top, mission statement around the bottom. Main page to have diagram, then click on each one to get more information. Had a parent reference group meeting to gauge their opinions on what had been designed. Kelly shared a printout of their thoughts. Majority of feedback has been to 'keep it simple', 'how is my child doing?', 'are they showing RIMU values?', as well as how the child is doing in reading, writing and maths. Kelly shared a draft of what the reporting to parents will look like.

Next step for this – complete the draft, then it is to be digitised, then good to go. New board will need time to get on board with this before the launching. Key drivers – board will get reports as this progresses. Whole document hopefully will be completed by the end of the year. Teachers are excited about this but have lots of questions, needing to get their heads around the changes.

Cleaning contract - Hawkins Property (caretaking and cleaning) are being reviewed with fortnightly conversations to confirm whether they are meeting their obligations and contracts as there are tight time frames and expectations. Better communication is needed from them and they are aware of this. Their performance will be assessed after the end of term.

*"The Board of Trustees moved that payments of \$34,462.83 for March be ratified."* Kelly / Craig / Agreed

*"The Board of Trustees moved that payments of \$200,864.68 for April be ratified."* Kelly / Craig / Agreed

*"The Board of Trustees moved adoption of the Principal's Report."* Kelly / Craig / Agreed

#### **ROLL**

**Time: 6.35pm**

Numbers were higher than stated on the report. The roll was currently 222 and more were coming. Lots of people moving into the area. Cut off point is 240.

#### **PRINCIPAL REVIEW**

**Time: 6.37pm**

Zita Smith doing this review – Kelly and Stephen have met with her during the period of end of Term 1 to beginning of Term 2. Zita has given Stephen a copy of what will happen. Goals are still to come. 7<sup>th</sup> June is the next meeting so will have goals by then. Stephen shared some background about Zita and some of the procedures of the process.

#### **PROPERTY**

**Time: 6.42pm**

##### **B Block Project**

Stephen has sent a letter to Ashby's, with a slight alteration to the original draft that everyone saw. The short form agreement to contract Ashby's for the work has not been signed. This will be a decision for the new Board. Architect quotes received from Ashbys and have also got another quote. New board to decide who to go with.

##### **Boiler Room**

**Time: 6.48pm**

CoveKinloch initial report of assessment has been done which Kelly is waiting for. MOE will fund this repair work as it's outside of our 5 year plan. Cost should be roughly \$6000 for fixing wall and the remaining water damage.

##### **Retaining Wall**

**Time: 6.50pm**

Kelly advised that they hadn't got anyone to do this yet as an engineer was needed. New board to look at this. Our 5 year plan doesn't cover this so will need to save for this. Hawkins do regular check of playgrounds and bike track.

##### **Storage Container**

**Time: 6.53pm**

Kelly has a key for the container. Container is currently in Avalon. Container will go down by the other one next to the bike track. Looking at upgrading furniture for bottom block and refurbish top block furniture. All the excess furniture and equipment in this container will allow more storage space, as school was lacking in storage. Suzanne advised to check with insurance if covered for things in container. Cost was \$1200, \$200 for it to be delivered.

##### **Furniture and Blinds**

**Time: 6.59pm**

Upgrade of furniture in staffroom and admin area. Estimated cost was \$6000 admin area/staffroom furniture and admin computers, \$14,000 for bottom block classroom furniture/upgraded TVs. This could be funded from depreciation. Blinds \$13K for the whole school. Discussion had around doing furniture now rather than when bottom block renovations done. Refurbishment of furniture in staffroom will lift moral of staff. Blinds need to be done as soon as possible for safety reasons. Upgrade of bottom block furniture may be at detriment to refurbishment of bottom block.

*"The Hampton Hill School Board of Trustees moved to allocate \$13,000 for purchase of blinds throughout the school"* Craig / Sophie / Agreed

*"The Hampton Hill School Board of Trustees moved to allocate \$6,000 of depreciation budget to upgrade furniture for staffroom/admin area"* Stephen / Craig / Agreed

**FINANCE AND GRANTS**

**Time: 7.22pm**

Discussion had about income from Kelly Club for hall hire. \$6700 received last year. Look into whether Kelly Club have been invoiced for Term 2. Bike track spending already at 80%. Web hosting was quite high. March accounts – MOE owed \$17,899 for roof. April accounts – B block spent \$17,899. Amount exactly the same - Kelly to check with Lynette about these figures.

*"The Board of Trustees moved adoption of March and April Finance Reports."* Kelly / Sophie / Agreed

**CREDIT CARDS**

**Time: 7.28pm**

ASB met with Kelly to discuss credit cards. Kelly is keen to have a school credit card to use for flights, hotels, books as Abbey and Sue already use their own cards. It would be locked in the safe and no one would carry it. It would be under Kelly's name with a \$5000 credit limit. Policy and procedure will need to be put in place first to get the credit card. Discussion had about what name it goes under. Kelly to email Stephen with policy.

**SCIENCE PRIZE**

**Time: 7.34pm**

Kahui Ako and Carol very excited with plan for science prize money. Kelly discussed the plan with board.

**GRANTS**

Lee-Ann has emailed the board with this update and acknowledged her hard work with the grants. New board to find someone else to take over. Lee-Ann is possibly looking into finding someone new to do this.

*"The Board of Trustees moved adoption of the Grants report."* Sophie / Kelly / Agreed

**FUNDRAISING COMMITTEE**

**Time: 7.37pm**

Kelly had heard from three people after invitation was sent out to join but they were only keen to do small bits. Another call will be put out this week. Maybe more of an events committee rather than fundraising with each person responsible for their own event and to call people in to help them, rather than one person doing everything and burning out. Board asked what they could do - maybe provide some leadership/guidance/purpose. Discussion around whether a board member should be part of this. Kelly to ask the committee what they need from the board.

**ANY OTHER BUSINESS**

**Time: 7.46pm**

Guests were farewelled.

**Public Excluded Business**

**Time: 7.47pm**

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

Stephen / Agreed

**THANK YOU**

**Time: 8.06pm**

Stephen acknowledged Craig's eight year service to the board and thanked him for his huge contribution, presenting him with a certificate of long service.


**Time: 8.14pm**

**NEXT MEETING**

Monday 17<sup>th</sup> June 2019 at 5.30pm.

Meeting closed 8.16pm.

1/7/19  
Stephen Opie  
Board Chair



Chairperson

Date

Action Item	Responsible	Due Date
BOT Elections voting – encourage voting	Everyone	7 June 2019
BOT work plan	BOT	ongoing
Boiler room – engineering report undertaken	CoveKinloch	asap
Playground retaining wall – engineer required	New BOT	asap
Property – B Block architect to be appointed	New BOT	asap
Accounts March/April – MOE/B block figures same – check Lynette	Kelly / Lynette	asap
Classroom blinds – order / take from health & safety budget – check Lynette	Kelly / Lynette	asap
School credit card – to consider getting	Stephen	asap
Security camera signs - enlarge	Kelly / Lockie	asap
Classroom TVs – apply for grant	Lee-Ann	to be confirmed
Policy “Others in Workplace” to be signed	Stephen	next meeting
Charter Review and annual targets - measures & indicators for key drivers	Kelly / Lead teachers	end of Term 2
Hawkins Property - review	Kelly	end of Term 2
Grants (write story to grant giving trusts on how money is spent)	Kelly to check with Lee-Ann	asap
Fundraising Committee – what do they need from the BOT	Kelly / New BOT	asap
Communications Action Plan	New BOT	Term 3
Hautu (self review for Māori achievement) – update document	New BOT	Term 3