

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING

Monday 1 July 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

CONFIRMATION OF MINUTES

Time: 5.33pm

"The minutes of the Board of Trustees meeting on 20th May 2019 be accepted as a true and accurate record."

Sophie / Ian / Agreed

"The minutes of the Board of Trustees meeting on 17th June 2019 be accepted as a true and accurate record."

Kelly / Abbey / Agreed

Grant Application

The grant application to Lions Foundation for uniforms was unanimously agreed via email from the BOT on June 20th.

ACTION ITEMS

Action Item	Update
Lion Foundation grant for netball hoops & related equipment	Unanimously agreed via email on 20 June
Policy review dates	These have been amended and copies distributed to BOT members for their policy manuals. All policies have been reprinted with new review dates.
"Who, What, How"	Kelly to email document to Board
BOT Work Plan	Stephen working on - ongoing, Board will address at future meeting
CCTV Signs	Kelly has spoken to caretaker who will look into
"Others in Workplace" policy	Stephen to sign

CHAIR-PERSON DUTIES

Stephen will be out of the country from 16-25 July and he recommended chairperson duties be delegated. Amy volunteered to do this.

"The Hampton Hill School Board of Trustees agreed to delegate responsibilities of the Chair to Amy Renata while Stephen is away"

Kelly / Ian / Agreed

There was discussion about meeting days and times. Mondays at 5.30pm was agreed with next meeting 5th August. Stephen to check dates for future.

SHARING OF STORIES

Amy shared her story. Sophie and Ian to share their stories next meeting.

DATA

Time: 5.53pm

Kelly talked about the All Blacks and how everyone had an important part to play in helping the All Blacks with their game. Even down to the person who lays out the All Black jerseys for the team. Comparison made to our roles as BOT.

The Board then spent considerable time discussing the mid-year data as presented by Kelly and Abbey. Overall, the Board are very pleased with these half year results. It is further evidence that the strategies employed by the staff team are working and are making a positive impact.

MATHS & WRITING

Key focus for the year. Maths figures given to BOT as percentages but actual numbers were available if needed. Clarification of numbers on right column discussed:

Classes 2 – 5/6 year

Classes 2 – 4/5 year

Classes 1 – 3 year

Classes 1 – 2/3 year

Classes 1 – 2 year

Classes 1 – 1 / 2 year

Classes 1 – new entrant

MĀORI/PASIFIKA

The Board were very pleased with the data which showed that Māori students are achieving almost on par with NZ European students. In fact in many categories they are achieving above the average. Discussion had about Māori /Pasifika and how focus had been on them. Kelly and Sophie described the work being done on connecting with families. Has shown that connecting makes a difference. UDL was explained and how this is used at school was discussed.

Key Question - How does the BOT support the teachers with this? A lot of sharing by the teachers about children - what barriers are there to learning and how to remove them. Taken out some PD so more time for teachers to share/discuss issues. Leadership team aware of problems that teachers may or may not have and how to help. Small workshops are being held as opposed to big team meetings. Leadership team being responsive to needs.

TARGET STUDENTS

Strong shifts noted in Year 3 students. Some students moved from below average to average. Again the Board expressed their excitement for the results.

There was concern raised as to why results have not been so positive for Pasifika students. Key question - Why are they not moving? Māori have strong programmes and parents involved in these. Families are engaged. Pasifika families not quite there yet with engagement but are getting there. Connection to culture is so important to everyone. Key question - European boys struggling as well – how do we connect these boys? Connection with families is again very important. Key question - How do we get parents to engage with school?

Stephen commended Abbey and Kelly on their great work with regards to the presentation of the data. Stephen to email staff about the great results.

PRINCIPAL'S REPORT

Time: 6.48pm

Health and safety regarding the trees was discussed. Some of the trees that students were climbing were really high with flimsy branches. The trees will be trimmed. Trees would also be marked indicating the height students could climb to.

"The Hampton Hill School Board of Trustees adopted the Principal's report."

Stephen / Agreed

BOT ROLES

Time: 6.49pm

Stephen explained what the roles were – Finance, Property, Health & Safety, Community engagement, Chairperson. Sophie explained the community engagement role. Kelly explained the Hautu – Maori cultural responsiveness self-review tool. The Board agreed that fundraising and community engagement should be closely linked. Sophie was keen to keep leading the development of the Pasifika/Māori reference groups. The Board also discussed the lack of qualified finance skills on the Board and talked about the possibility of bringing in some help. Roles appointed as follows:

Community engagement/fundraising liaison/Hautu – Amy/Sophie

Property – Ian

Health, Safety and Wellbeing – Noha

Finance – to be confirmed

PROPERTY UPDATE

Ian shared an update of progress on the bottom block refurbishment. Stephen, Kelly, Abbey and Ian had met earlier the week prior with Mark Scrimshaw and Lee Ashby from Ashby's Property Management. At the meeting, Ian expressed our concerns with the way Ashby's had managed the project thus far and the frustrations of having no work started after more than three years. It was a good discussion and Ashbys were requested to consider whether they are able to confidently support the school in completing this project.

Ashbys submitted a letter to the school last Friday, but Ian shared his concerns that the letter did not address the issues the school had raised. The decision for the Board was to continue with Ashbys but set some new expectations, pursue options with another property management company, or contract an architect to run the project. The Board remains concerned with the ability of Ashbys to carry the project through.

The Board agreed that the next steps would be;

1. Write back to Ashbys with our concerns and ask them to address them
2. Speak to our Ministry Advisor on our options for finding another property manager, and/or going outside this process and contracting an architect to run the job for us
3. Kelly would seek feedback from other schools to find out if anyone recommends a different property management company

Boiler room repairs – MoE don't want to pay up front. They will reimburse us for the costs. Kelly was disputing this process with them.

POLICIES

Time: 7.45pm

Credit card policy – it was agreed that the school would have a credit card. It would be a split credit card – Sue (Office Manager) to use for booking travel, Kelly to also have a credit card. The Board also agreed

to enact the "one-up" policy of expense approval. Office Manager to get Principal to authorise before spending and Principal to get the Chair to authorise before spending.

"The Hampton Hill School Board of Trustees moved to accept the Credit Card policy with amendment."
Ian / Amy / Agreed

Schedule of delegations policy – previous policy expired in December last year. Discussion had about limit for Principal to spend before Board approval is needed. It was agreed the proposed amount of \$3,000 was too low and it should be \$7,500. Capital items can only be ordered if approved by BOT (this is done at budget process). Stephen to align the policies to the schedule of delegations.

"The Hampton Hill School Board of Trustees moved to accept the schedule of delegations policy with amendments."
Stephen / Agreed

FINANCE

Time: 8.00pm

There was a large surplus at the moment (\$168,000+). Stephen emailed Lynette for clarification on this. Stephen thinks it could be because of the Science prize money. How much money do we have to put into the refurbishment – question for Lynette.

Time: 6.45pm

"The Hampton Hill School Board of Trustees moved that payments of \$52,795.26 for May be ratified."
Abbey / Sophie / Agreed

"The Hampton Hill School Board of Trustees moved to accept the May finance report."

Amy / Ian / Agreed

Deloitte Audit Report – Stephen to authorise Kelly's expenses. Stephen will take report and discuss with Kelly what processes are in place or what needs to happen. Once we have a document of how we are addressing these concerns, we will send it to the auditors.

STOLEN TREES

Three fejoa trees, two pear trees and one apple tree have been stolen from the garden. Kelly has spoken to a few people about security. Cameras will cost \$2000. No more trees will be planted until a security solution is sorted. Expert came on sight to advise how to secure trees. Kelly sent a letter to Malcolm Sparrow and it was published in the Tawa community newsletter. The Tawa Community Patrol have also been advised. Have had two donations of trees so far but can't plant these until things are sorted.

Public Excluded Business

Time: 8.22pm

"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. 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**

Time: 8.40pm


ACTION ITEMS

Action Item	Responsible
Current policies signed Policies aligned to the schedule of delegations Others in the workplace policy Credit card policy Schedule of delegations policy	Stephen
What is our why, how, what?	Kelly to email document
BOT work plan	Stephen - BOT to look at in future meeting
Email to staff regarding data and reports	Stephen
Trees trimmed / marked for climbing	Kelly to organise
Property <ol style="list-style-type: none">1. Write to Ashbys2. Speak to Ministry Advisor about other options3. Investigate what other schools advise	Ian Ian Kelly
Deloitte auditor's report - address concerns	Stephen/Kelly
Stolen trees - security	Kelly to create a viable plan
Meeting Dates	Stephen to finalise
Align policies with new Schedule of Delegations	Stephen
Tawa Governance Essentials Course - 4 September 6-9pm - introduction to NZSTA and Governance for schools	All places booked
Finance course with Lynette Dickson	Will be sometime in Term 3 – highly recommend that BOT attend

NEXT MEETING

Monday 5th August at 5.30pm.

Meeting closed 8.41pm.

 5/8/19