

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Monday 5 August 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: 5.40pm

"The minutes of the Board of Trustees meeting on 1st July 2019 be accepted as a true and accurate record."

Abbey / Sophie / Agreed

"The Hampton Hill School Board of Trustees accepts the correspondence list." Abbey / Sophie / Agreed

ACTION ITEMS

Action Item	Update
Current policies signed - Others in the workplace policy - Credit card policy - Schedule of delegations policy	Stephen - completed
What is our why, how, what?	Kelly to email document
BOT work plan	ongoing
Trees trimmed / marked for climbing	Bottom block completed apart from two more still to be done and a couple on bank
Property 1. Write to Ashbys 2. Speak to Ministry Advisor about other options 3. Investigate what other schools advise	Completed. To discuss later in meeting
Deloitte auditor's report – address concerns	to discuss later in meeting
Stolen trees - security plan	to discuss later in meeting
Meeting dates	completed
Align policies with new Schedule of Delegations	Stephen to check

NZSTA SCENARIO CARDS

Stephen explained how these worked and read out two cards to discuss.

SHARING OF STORIES

Ian and Sophie shared their personal stories. Abbey and Stephen to share their stories next meeting.

PRINCIPAL'S REPORT

Time: 6.10pm

Actual school capacity is 250, previous BOT set the roll cap at 240 – 24 children per classroom across the school. Current roll 236, 224 this time last year. Lots of families moving into Tawa. Once the roll has hit 243 we can apply for more money from MoE.

NAG 1 Teaching & Learning

Social Practices Support Programme – SEG Grant

The SEG fund is currently used to run support programmes for students below their currently curriculum levels. During this time we have been teaching an in school Resilience programme run by a TA. We would now like to reallocate this time to be used for developing positive relationships and social and emotional regulation skills for students who struggle with this. This means that teachers will create time within their classroom context to support and accelerate student learning. This programme will start in week 5 term 3.

Well-being Survey

Staff and students completed a well-being survey (Year 4-6 students) last term as part of Kahui Ako. Discussion was had around areas that need to be addressed, what we were going to do and who is responsible. BOT asked how they could support. Kelly feels they have everything they need. BOT will see data when Kelly has analysed it.

NAG 3 Personnel

We will be looking for new caretaker options. However, it is hoped we can keep the cleaning contract with Hawkins as the cleaning standard has been high. Kelly said there is a shortage of cleaners around local schools. Kelly will advise BOT of the outcome.

“The Hampton Hill School Board of Trustees moved that payments of \$39,684.52 for June be ratified.”

Ian / Abbey / Agreed

“The Hampton Hill School Board of Trustees adopted the Principal’s report.” **Stephen / Agreed**

BOARD ROLES

Sophie and Amy discussed how they would structure their Board roles. They will work together, but each take responsibility for the following:

1. Community engagement, fundraising and events - Sophie
2. Maori and Pasifika success - Amy

Amy and Sophie looked at tonight and both were really excited about Hautu. Will discuss with Stephen how to progress and how to bring into BOT meetings. **ACTION - Abbey to get Kahikitia copies to BOT. Breakfast club - discuss at the next meeting.**

HEALTH & SAFETY

Time: 6.50pm

Blinds

All installed and operating fine.

BOT Induction Process

Noha was arranging a meeting with Julia (previous Board member) and she had a list of questions for Julia and Kelly. Noha will put together a list of these questions and answers and share with the Board.

Water only and crinkly packet free school

The BOT discussed becoming a water only school. Discussion around the possibility of becoming a ‘crinkly packet free school’ also, but it was felt more thought and planning is needed first. The BOT agreed to develop a long-term strategy around encouraging healthy eating and minimising food packaging waste. As we are an enviro school and can’t recycle, we need to work out how to minimise

plastic and packaging waste. The BOT suggested we educate children and community first and become a water only school in Term 4 as a first step. Kelly and teachers to discuss how they would enforce this.
ACTION – waste audit – Sophie will look into organising this and would talk to Mel Zimmerman

“The Hampton Hill School Board of Trustees agrees that HHS will become a water only school on first day of Term 4 2019”

Noha / Kelly / Agreed

PROPERTY UPDATE

Time: 7.15pm

Bottom Block Refurbishment

The BOT had sent a firm but fair letter to Ashbys about our expectations. Mark and Ian have been talking as well as Katelyn (MOE account manager). Ian has made notes of all these discussions and has recommended an architect firm - Vorstermans. He had a meeting on Wednesday with Vorstermans. We may only have the money to do two classrooms to full.

“The Hampton Hill School Board of Trustees agrees to engage Vorstermans as architects for the Bottom Block and Modifications work with an expected cost of \$37,492.”

Ian / Amy / Agreed

Boiler Room Repairs

Ian had a meeting with Katelyn about the boiler room and admin block. She knows about the boiler room and is looking to get Maynard Marks building surveyors to look at. Katelyn has secured funding to get this company in to do an invasive investigation on walls and will do a moisture test around windows. Funding for the possible work will be dependent on the scope and scale of the work.

In the meantime, we will make an effort to keep the drains clear. We will also have spreaders added to the downpipes. Kelly acknowledged Ian’s contribution to the property portfolio so far.

Garden Security

Kelly presented a proposed plan for security of the garden. There had been a lot of trees stolen. Everyone in agreement with the plan. Application for a grant for the cameras will be submitted. Lighting, flood lights, trench to be dug for cables, night vision cameras (activated by motion), signage. Cameras will be up high and camouflaged.

“The Hampton Hill School Board of Trustees moved to adopt the proposed garden security action plan.”

Ian / Amy / Agreed

POLICIES

Time: 7.47pm

Conflict of Interest

Discussion had about a standard conflict of interest form to complete.

ACTION – Ian will email this form to Stephen to look at.

“The Hampton Hill School Board of Trustees moved that Conflict of Interest policy be adopted with a new review date of August 2021”

Stephen / Agreed

Bullying

There is no policy on bullying but there is a procedure.

FINANCE

Time: 7.55pm

June Finance Report

Kelly, Abbey, Sue and Stephen met with Lynette the previous week and can confirm her opinion that the school was in a healthy financial position. At this stage, we are projecting a \$30,000 surplus thanks to good staff and ops grant management by Kelly. It was established that we will have \$258,000 to spend on bottom block, assuming the surplus is realised. If we spend \$260,000 we would have to ask for permission from MoE to spend the extra \$35,000.

Hutt Mana Charitable Trust

Bronwyn has taken over grant applications. Stephen read out Bronwyn's bio to the BOT. It was resolved that a request be made to the Hutt Mana Charitable Trust for security cameras, to the amount of \$1390 (exclusive of GST). Resolution signed by Stephen.

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

Sophie / Abbey / Agreed

PHOTOCOPIER PROPOSAL

Current photocopier lease has expired and we need to replace the copier. Three companies had put in quotes and Canon is the cheapest. Lynette has done a breakdown comparing rent options to buying outright. Canon rental for 5 years is \$9,100 and buying outright is \$7,500. Discussion had about servicing and consumables – what is included and what is not. Lynette recommends purchasing outright. Question asked about warranty.

"The Hampton Hill School Board of Trustees moved to accept the quote from Canon to purchase the photocopier outright pending further information about warranty and service. Purchase amount agreed at \$7569"

Sophie / Abbey / Agreed

ACTION – Sue to send service agreement to Stephen, Ian and Kelly. If Ian, Kelly, Stephen ok then go ahead with purchase.

SCHOOL DONATION SCHEME

Time: 8.08pm

Stephen explained what this scheme was and what we can/can't ask for (donations) if we are in the scheme. Stephen handed out a sheet explaining the current donation guidelines. We currently receive \$10,000 in school donations. If we opt into scheme we will receive \$35,000 but may not be able to ask for camp fees or anything else relating to the curriculum. Need to look at pros/cons for this scheme, which can't be done until more information is provided by the Ministry. Decision to be made by November 2019.

DELOITTES AUDIT REPORT

Time: 8.16pm

In response to the Deloitte's audit report, Stephen and Kelly have prepared an action document. This has been shared with the BOT. Actions to be taken in response to Deloitte's areas of concern:

1. Kelly will print out monthly credit card statement and will be on the table at BOT meeting for everyone to look at.
2. Bulk Payments will be checked by a member of the BOT.

ACTION - Stephen will send link to Deloitte's report. We still don't have anyone on the BOT with finance expertise. Suggestion made to advertise this in the newsletter.

NEWSLETTER TO COMMUNITY

Sophie will do this and send to everyone for proofing. Will include photo as well as names of BOT. Will be sent next Tuesday with newsletter.

Public Excluded Business

Time: 8.27pm

"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: 8.31pm

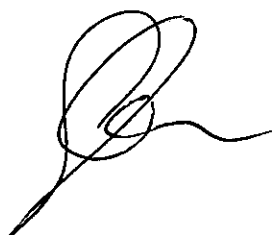
ACTION ITEMS

Action Item	Responsible
Tree trimming / marking – to complete	Kelly
What is our why, how, what?	Kelly
Abbey to get Kahikatia copies to BOT. Breakfast club - discuss at next meeting	Abbey/BOT
School waste audit – Sophie will organise and talk to Mel Zimmerman	Sophie
Conflict of interest - Ian will email form to Stephen to look at	Ian
Photocopier service agreement - Sue to send service agreement to BOT. If Ian, Kelly, Stephen ok then go ahead with purchase.	Sue/Stephen/Ian/Kelly
Deloitte's Report - Stephen will send link to BOT	Stephen
BOT PD - Finance Course with Lynette	August 28, Hotel InterContinental
BOT PD - NZSTA Governance Essentials	September 4, Tawa College

NEXT MEETING

Monday 16th September at 5.30pm.

Meeting closed 8.38pm.



16-9-19