

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Monday 16 September 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

Stephen spoke about hours spent doing BOT items and reminded members to log their time as Sue needed to give these records to the Ministry. Stephen had shared a spreadsheet for members to complete each week.

Matthew Bulford arrived to observe meeting and everyone introduced themselves. Stephen explained speaking rights.

CONFIRMATION OF MINUTES

Time: 5.40pm

"The minutes of the Board of Trustees meeting on 5th August 2019 be accepted as a true and accurate record."

Ian / Sophie / Agreed

Christian education to be discussed at the next meeting.

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

ACTION ITEMS

Action Item	Update
Abbey to get Kahikitia copies to BOT	Abbey - done
School waste audit – Sophie will organise and talk to Mel Zimmerman	Sophie - done
Conflict of interest – Ian will email form to Stephen to look at	Ian - done
Photocopier service agreement – Sue to send service agreement to BOT. If Ian, Kelly, Stephen OK then go ahead with purchase.	Sue/Stephen/Ian/Kelly - done
Deloittes Report	Stephen will send link to BOT - done
BOT PD – Finance Course with Lynette 28 August at Hotel InterContinental	Five Board members attended
BOT PD – NZSTA Governance Essentials 4 September at Tawa College	Six members attended

BOT PD

Time: 5.43pm

BOT attended Governance Essentials Course and Finance Seminar with Lynette. Discussion had about Strategic Review Course 17 October. Stephen encouraged everyone to attend this course. Kahui Ako Board meeting first week back – Tuesday night to be confirmed. Kelly spoke about Kahui Ako and what it does. Meeting is for all BOT from all Tawa Schools. Everyone was encouraged to attend.

2020 DATES

Time: 5.48pm

HHS was trying to align dates with all schools in Tawa so just waiting on other schools to get back - will know more by next BOT meeting.

SHARING STORIES

Time: 5.50pm

Abbey and Stephen shared their stories.

NSTA SCENARIO CARDS

Time: 5.55pm

BOT discussed two scenario cards from the scenario card series.

PRINCIPAL'S REPORT

Time: 6.00pm

Priority for Progress

The BOT discussed tracking data for some key students who are struggling. Overall, there is some shift with Māori, but not much movement for Pasifika students. Juniors had made shifts not so much seniors. BOT discussed issues with regards to Pasifika student achievement. Big goal to look at Tapa Sa Pasifika and to implement this. BOT asked if there was PD available to help teachers with this but there was nothing much out there. Stephen asked Kelly and Abbey what they believe they will see for Pasifika student achievement over the next twelve months. Kelly and Abbey expect shifts for all students. Abbey feeling happy where things are at and in a much better place than last year.

Personnel

Kelly has given notice to the caretaker, whose contract would now end 31 December 2019.

Staffing

Banked staffing at -1.55. It is in negative because there has been lots of sickness this year. Discussion was had around what this means in terms of finance and the implications of this for non-teaching staff. Kelly was confident that we will be able to get closer to zero by the end of the year. The BOT discussed whether having Kelly and Abbey back in the classroom to alleviate the Banked staffing was worth it or whether we should absorb the predicted costs. Kelly agreed we had not put enough in the budget for relievers this year, and we should take this into consideration for next year's budget.

PB4L

A lot of incidences in term 3 – all occurred at lunchtime and mostly boys. Staff are getting better at recording, which is one of the reasons for the increases, but overall term three has been a difficult one. These are normal trends for this time of year. The colder winter season is also a factor. Kelly and Abbey are aware of incidents and specific groups of children causing problems. Either have support for these children – lots of wrap around and lots of activities at lunchtime – eg. flip club. They have reached out to the community for someone to run quiet-time activities at lunch time but no one has come forward yet. Time to Talk programme is also helping with these behaviours.

Health & Safety

Worksafe will come in and do an audit of work spaces. The BOT thanked Noha who had forwarded information about this. Will do audit and see what comes out from this.

Compliance

Kelly shared that we had received notification of our 2020 Ops grant - it showed we would have .2 less staffing than 2019. This doesn't make sense given the roll growth, so Kelly is waiting to hear back from MoE regarding this. Kelly will advise once she hears back.

iPads

We currently have 48 iPads used by the junior school. 30 of these need urgent replacing. This will cost \$16,000, the entire remaining allocation for depreciation. The BOT questioned whether iPads were required, or whether equivalent Android devices would suffice. Kelly will investigate this option. Scott/Mel to put together a cost/benefit analysis of changing devices and Kelly will send to the Board.

"The Hampton Hill School Board of Trustees moved that payments of \$42,002.42 for August be ratified."
Abbey / Ian / Agreed

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

WASTE AUDIT

Time: 6.53

Sophie reported that she led a waste audit, but estimates that it uncovered about a third of the school's waste. In all, they collected 3.5 green recycling bags with mostly crinkle wrappers, chippie packets, etc. Coincidentally, there had been a discussion on the parents' facebook page - some had noticed an increase in litter at school. Sophie suggested we work towards a take-home rubbish policy. Kelly spoke about the potential of students driving the change, with groups like the Waste Warriors. It was suggested that the Board could fund vests and other equipment for such a student led group. Moving forward – first meeting of the New Year to discuss becoming a take home rubbish school and we will communicate the results of the waste audit to community in term 4 Board newsletter. Kelly and Abbey to develop procedures around water only and take home waste.

FENCING/TREES

Time: 7.10pm

Kelly has recently completed a check of fencing and trees – serious work to be done on boundary with tree trimming. May need to have a conversation with neighbours about replacing some fence sections. Ian to do walk around and do assessment.

BOILER ROOM

Time: 7.12pm

Ian spoke to Caitlyn about boiler room. Report has been done on the weather tightness of the Admin Block, but no report has been received by the school yet. Depending on the costs, MOE may wish to combine the boiler room job and any Admin Block repairs. Ian to advise the BOT when the report is received.

PROPERTY UPDATE

Time: 7.15pm

Bottom Block Refurbishment

The next design meeting is on Wednesday (18th). It is hoped that the Quantity Surveyor will have cost estimates by then. Ian spoke about the possibility of getting an exemption so we do not have to go back to market for tender, and just use Peryer Construction who originally quoted for the refurbishment job (cheapest price). If we receive an exemption, the quoting process will be an open book process, and all tendered costs will be checked by the Quantity Surveyor. The risk of going to market is that it will delay the project by a number of weeks.

GARDEN SECURITY

Time: 7.18pm

Kelly is just waiting on news of funding for security cameras (grant application pending). Got quote for lighting for whole school and garden. There have been no further issues.

POLICIES

Time: 7.20pm

Board Roles & Responsibilities Policy

The BOT discussed this policy and its implications. Stephen suggested a change to the Treaty of Waitangi wording. No other changes needed.

"The Hampton Hill School Board of Trustees moved to adopt the Board Roles and Responsibilities Policy with the amendment as discussed referring to the Treaty of Waitangi section. New review date is September 2021."
Stephen / Agreed

FINANCE

Time: 7.33pm

July & August Finance Reports

Banked staffing had already been discussed. The final 2019 budget will fix any major over-runs we currently have. Kelly noted that the new school Credit Cards had not yet arrived. Sophie was delegated to make random checks on the bulk payments for this meeting.

"The Hampton Hill School Board of Trustees moved to accept the July and August finance reports."

Amy / Kelly / Agreed

2019 Budget

Time: 7.40pm

"The Hampton Hill School Board of Trustees moved to approve the 2019 budget."

Kelly / Abbey / Agreed

Purchase Order System

This has been done, but not shared with staff yet. Kelly / Abbey to discuss new procedures for purchase orders.

School Donation Scheme

We have not yet received final confirmation of how this new policy will work. Can take camp out of assessment as to whether to opt in/out. Kelly to advise.

Grants Report

Time: 7.43pm

Brownyn's Grants Report was circulated to BOT. Applications pending for security cameras. Netball hoop funding received.

Matthew left the meeting.

Time: 7.44pm

Public Excluded Business

Time: 7.45pm

"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: 8.01pm

TRAFFIC ISSUES

Kelly and Noha to discuss some options and report back regarding the ongoing issues around the school. They will report back to the BOT on some solutions.

ACTION ITEMS

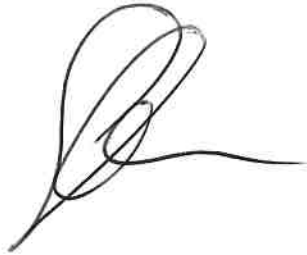
Action Item	Responsible
2020 dates – Bo has aligned with Tawa schools	BOT to sign off
Abbey to email out UDL video	Abbey
Kelly to email cost/benefit analysis of tablet for junior school	Kelly
Develop procedures around water only	Kelly/Abbey
Fencing/tree trimming - assessment	Ian
Boiler room repairs - recommendations	Ian

Purchase Orders – new procedures	Kelly/Abbey
Traffic issues – report back on options	Noha/Kelly

NEXT MEETING

Monday 21st October at 5.30pm. Amy to provide food.

Meeting closed 8.08pm.

A handwritten signature in black ink, consisting of a large, stylized loop followed by a horizontal line extending to the right.

21/10/19