

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Monday 21 October 2019 at 5.30pm

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

Present: Stephen Opie (chair), Kelly Barker, Sophie Robbers, Abbey Corich, Noha Ibrahim, Matthew Bulford

Apologies: Amy Renata, Ian Conning

Minute Secretary: Lisa Murdoch

Conflicts of interest: none

Stephen welcomed Matthew to the Board. He reminded members to complete the BOT Time Register.

CONFIRMATION OF MINUTES

Time: 5.40pm

"The minutes of the Board of Trustees meeting on 16th September 2019 be accepted as a true and accurate record." Sophie / Abbey / Agreed

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

ACTION ITEMS

Action Item	Update
2020 dates – Bo has aligned with Tawa Schools	BOT to sign off – will discuss
Abbey to email out UDL video	Video used in Principal's Report today
Kelly to email cost/benefit analysis of tablet for junior school	Kelly to complete for next meeting
Develop procedures around water only	Kelly/Abbey to do for first meeting of 2020
Fencing/tree trimming - assessment	Ian to do for first meeting of 2020
Purchase orders – new procedures	Kelly/Abbey – discuss at finance meeting - done
Traffic issues – report back on options	Noha/Kelly to do for first meeting of 2020

Strategy Review Training

Time: 5.43pm

Amy attended this last Thursday which was run by NZSTA.

2020 DATES

Time: 5.44pm

Term 3 week 5 – only date not aligned with Intermediate.

"The Hampton Hill School Board of Trustees approves the 2020 term dates." Abbey / Sophie / Agreed

BOT MEETING DATES

Time: 5.47pm

There will be two extra meetings in 2020 – one in the middle of the year for data analysis. The second will be in week 7 of term 4 for evaluation and goal setting. We will need to factor in extra BOT meetings into budget.

“The Hampton Hill School Board of Trustees approves the 2020 BOT meeting dates.” Stephen / Agreed

NSTA SCENARIO CARDS

Time: 5.52pm

Two cards were chosen and the scenarios discussed.

PRINCIPAL’S REPORT

Time: 6.00pm

UDL Presentation

STEAM is one of the key drivers for our curriculum. UDL is a design process that considers the needs of individuals and ensures that all learners are able to access learning, not just some. Kelly shared a video explaining what UDL is. This is our third year of using UDL. We apply annually to ministry for funding for this PD. Abbey gave an example of how UDL can be used with reading. *Question: what happens if a child only chooses one way of displaying/showing their learning. How can you continue to help this child to grow? (This question was in relation to the Action and Expression Principle for UDL. Children are exposed to different ways of expressing their learning, UDL provides a strength based approach, however, it also helps students identify areas of weakness and the need to strengthen these.*

The children know what is required of them, they choose how they get there. Teachers/children recognise what barriers and how to overcome these. *Question: What happens if we use UDL and children get used to that, but then move on in their schooling to places that don’t use UDL? One of the key purposes of Kahui Ako is to create consistent opportunities and pathways from ECE through primary school to college. UDL maybe one of these opportunities.*

Heutagogy is all about student centred, self motivated and self driven learning as well as learning with and from people and experiences shared. Students not only seek to problem solve but are creative and innovative, this is a space they learn how to learn (kids teaching themselves), rather than pedagogy which is about how teachers will teach students how to learn. The key is the children knowing/recognising their strengths and weaknesses and how to convey this with their learning and their changing schools/teachers and into the wider world.

Designing STEAM through UDL – steam (science, technology, engineering, art, mathematics) these are all interconnected. Kelly and Abbey shared a game using Botley coding and Te Reo and sharing a place that you connect with. Discussion had about other ways that could have helped others that may not have been able to connect with this learning.

Question: how will we know if this is a success? Kelly said, “ we will set indicators and measures that we would expect to see annually as well as what we would like to see over the course of a three year period”.

Kelly will share the presentation and links with the BOT.

Reunification Drill

Tomorrow there is the reunification drill. This is just a trial to see that all communication methods and processes are working. Abbey will report back to BOT the outcome of the drill.

“The Hampton Hill School Board of Trustees moved that payments of \$53,255.16 for September be ratified.” Matthew / Stephen / Agreed

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

WASTE AUDIT

Time: 7.15pm

Needs to be communicated to the community. Need photos from Scott first. Sophie to follow up on this.

PROPERTY BOTTOM BLOCK

Time: 7.19pm

Stephen reported that we had received an exemption not to have to go out to tender again. Can go back to original tenders (four of them). All four will put in a tender. Tender docs go out on 1st November and will have two weeks to get back. The asbestos report has been completed.

So far, the project plans are all on track. Once a contractor is found and documents signed, the BOT will have an information night with the community to share the plans.

BOILER ROOM – ADMIN BLOCK

Report has come back from the Ministry and it says that the admin block is a leaky building. Funding estimate to re-clad entire admin block is \$500,000 - \$1m. Stephen reported that the Katelyn Hawinkels has applied for funding for this and it has been approved by the MoE. BOT to manage this project. Quantity surveyor to come in and estimate cost to fix first before moving on to next step.

GARDEN SECURITY

The Trust application for cameras was approved, so we now have the funding for the security cameras. These have been ordered. Will go over budget for property maintenance due to lighting being done at the same time as the cameras. Matthew suggested that the new lighting can be capitalised.

POLICIES

Time: 7.35pm

Trustee Code of Behaviour Policy

The Board reviewed this policy. Everyone ok – no changes.

Board Induction

The BOT discussed the 'walk around' as outlined in the policy and noted that this did not happen for new members. Kelly to do a walk around for new members at 5pm before next meeting. One change to policy requested - change wording on Policy and BOT manual section (use "documents" instead of "folder").

"The Hampton Hill School Board of Trustees moved to adopt the Trustee Code of Behaviour Policy and Board Induction Policy with amended. New review date to be October 2021."

Kelly / Abbey / Agreed

Stephen reminded the Board that the Bullying Procedure previously presented to the Board was not a policy, and therefore the concern of management.

FINANCE

Time: 7.44pm

September Finance Report

Given the overspend in relievers this year due to staff sickness, it was agreed we need to allocate more for this in 2020. For the remainder of this year we will take money out of PD to cover the overspend.

Discussion had about making the financial reports easier to read. Matthew to follow up with Lynette on this.

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

Kelly / Sophie / Agreed

School Donation Scheme

Time: 7.53pm

The school currently receives \$10,000 in donations. The MoE needs to know whether we will opt in by 14th November. After discussion around the impact on income if we do opt in, it was decided that the \$150 per student benefit would see more income than relying on donations. A suggestion was made to opt in for one year as a trial.

"The Hampton Hill School Board of Trustees moved to opt into the school donation scheme for one year."

Stephen / Agreed

Matthew would complete the random check of bank account numbers and bulk payments.

Grants Report

There was no Grants Report for this meeting.

Public Excluded Business

Time: 8.12pm

"I move that the public be excluded from the following part of the meeting, namely the review of previous Public Excluded Business minutes and the discussion of a personnel matter. 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: 8.35pm

BOT NEWSLETTER


Sophie will do the next newsletter and send draft to the Board.

ACTION ITEMS

Action Item	Responsible
UDL presentation – share with BOT	Kelly
Waste audit – communicate to community / photos	Scott – photos / Sophie follow-up
Policies - update	Sue
Staffing – reliever budget	Kelly/Lynette
Finance reports – easier to read	Matthew
Funds transfer from cheque account to term deposit / savings	Matthew / Sue
BOT newsletter	Sophie

NEXT MEETING

Monday 25th November at 5.30pm. Abbey to provide food.
Meeting closed 8.38pm.

 9/12/19