

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Monday 17 February 2020 at 5.30pm

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

Present: Stephen Opie (Chair), Sophie Robbers, Abbey Corich, Noha Ibrahim, Matthew Bulford, Ian Conning

Apologies: -

Minute Secretary: Lisa Murdoch

Conflicts of interest: Sophie Robbers

CONFIRMATION OF MINUTES

Time: 5.35pm

“The minutes of the Board of Trustees meeting on 9th December 2020 be accepted as a true and accurate record.”

Abbey / Ian / Agreed

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

ACTION ITEMS

| Action Item | Update |
|---|--|
| November Finance Report – school trips up 1000% check coding or typing error | Abbey/Sue – carried forward to next meeting |
| B Block refurbishment budget and expenditure to be listed separately in Finance Reports so we can track spending | Finance team – Matthew to follow up with Lynette |
| Principal’s conference | Abbey book flights – done Sue invoice Gracefield for Kelly’s flights & conference registration fee - done |
| Principal appointment – Iwi feedback | Search Committee – Sophie to follow up with Ngati Toa re Iwi input |
| School building work – how to spend the extra money? Engage quantity surveyor, architect, Ashbys for quotes on work to estimate cost of completing classrooms 8 and 9 | Ian to discuss with Mark from Ashbys |
| Data analysis – answers to questions | Abbey - done |
| NZSTA – finding a staff rep to replace Abbey on BOT | Stephen - done |

Noha arrived at meeting

Time: 5.41pm

Random check of bulk payments – Matthew to take these home and check

BOT and Staff hosted BBQ

Time: 5.44pm

Usually done this time of year. Everyone asked to attend. Abbey to email BOT if cancelled.

Principal Appointment

Time: 5.45pm

“The Hampton Hill School Board of Trustees moved to appoint a consultant to assist with Principal appointment process.”

Motion carried by email 17 December

2019 / Agreed

BOARD VACANCIES

Time: 5.47pm

Stephen reported that the BOT needed to appoint a new staff rep for remainder of BOT term. Need to go through a complete by-election process.

"The Hampton Hill School Board of Trustees moved to appoint Sue Kelly as returning officer."

Stephen / Agreed

Stephen will email staff to update them on the process.

Amy Renata's resignation has left a casual vacancy and the BOT will need to replace her. Option 1 is to hold a by-election. The two options available are to hold a by-election, or to select a member. The Board agreed to consult with the community as to whether they can select a member to fill the vacancy.

ELECTION OF CHAIR FOR 2020

Time: 5.58pm

A new chair will take effect at the next meeting for a term of one year. Stephen was nominated and accepted the nomination, but stated that he will step down as Chair at the next Chair election (February 2021).

"The Hampton Hill School Board of Trustees moved to appoint Stephen Opie as chair."

Sophie / Ian / Agreed

Stephen thanked the Board for their support of him in this role.

PRINCIPAL'S REPORT

Time: 6.03pm

Roll is really strong - as at today roll is 222. MOE target of 238 by July and we are on target to hit this.

Personnel

Keriana Mulligan is in room 4, Te Rehia Matthews is Te Reo/Kapa Haka tutor. Kenny Benfell is the new caretaker and already good feedback on the condition of the grounds has been received.

Finance

The BOT has only received the November report. Lynette said the December and January reports will be combined and sent in time for the March BOT meeting. Matthew said the extraordinary large payment for ratification in November was due to \$150,000 transfer to term deposit.

"The Hampton Hill School Board of Trustees moved that payments of \$263,667.97 for November be ratified."

Matthew/Sophie/Agreed

Abbey has implemented the new purchase order system and said it is working well so far. 19 staff have first aid certificates. Vanessa Evetts has joined the school up to "Do Some Good" who can provide breakfast and toasted sandwiches for our children. All food and appliances provided by Do Some Good. The school will promote this regularly through the newsletter.

Abbey reported on the condition of the boy who fell from the tree last week. He is doing well, and his parents were impressed with the way the school handled the situation. The parents expressed concern that due to this incident, kids won't be able to climb trees. This is not the case and staff have had a discussion about this. Abbey to talk to MOE advisor to check if anything else is required by the school (ACC/MOE).

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

Abbey/Sophie/Agreed

2020 ACTIONS & AIMS

Time: 6.20pm

Seven Pasifika kids in below statistics have now left the school. A list of numbers of students to be targeted in 2020 was shown to the BOT. These targets are for maths and writing. These stats exclude ORS funded children and children that are in behaviour programmes. Abbey presented the school wide achievement targets for 2020 for writing, maths and reading. Staff are confident they will be able to achieve these targets.

Abbey shared the actions for 2020. The BOT asked how will these results be measured? Discussion on how staff will do this. 2020 will see a particular focus on Pasifika students as a result of the 2019 end of year data. The BOT asked how well staff know Kahikatea and Tapasa? Abbey said that part of the lead teacher for the Maori/Pasifika role will be to help staff understand this. We can apply to MoE for PD for staff on implementing Tapasa.

ACTION: Sophie to bring a plan for how the BOT will engage with Hautu and Tapasa to next BOT meeting.

ACTION: Abbey to find hard copies of Tapasa or to send link to BOT.

The BOT expressed their support for the lead teachers in this area as much as possible and asked Abbey to encourage them to ask the BOT for help and resources if they need them. The BOT expressed their affirmation of the 2020 focus on Pasifika students. It was decided that at each Board meeting in 2020, the Principal will include a progress report specifically around Pasifika students.

"The Hampton Hill School Board of Trustees moved to adopt these targets for 2020."

Ian / Matthew / Agreed

PRINCIPAL APPOINTMENT

Time: 6.53pm

Job advert has been placed in Education Gazette. Interviews to be held on Saturday 4th April 2020. The Principal from Kahurangi school has agreed to be our advisor at the interviews. Still looking at Term 3, week 1 for start date or earlier if possible. Helena will come in and brief the BOT before hand. She will do the same with a selected staff panel too.

POLICIES

Time: 7.10pm

Three policies were reviewed:

1. Trustee Remuneration and Expenses - no changes to policy.
2. Conflict of Interest – no changes.
3. Role of the Chair – no changes.

"The Hampton Hill School Board of Trustees moved to confirm and renew all three policies without change until February 2022."

Stephen/Agreed

PROPERTY

Sophie declared she had a perceived conflict of interest. However this was discussed and it was decided that it was inconsequential to the independent procurement process.

Stephen and Ian met with Abbey and Rebecca to discuss the impact on staff and requirements of the migration of the students. This same group will also meet with Ashbys and the preferred contractor next week to work out a schedule for the construction work. Ian reported that the project is under budget, even after some amendments were made to tenders around the window type. There is a contingency amount of \$75,000 listed in the budget and Ian explained what this is for.

"The Board of Trustees moved to accept Ashby Property Management's tender recommendation (dated 20 December 2019) of engaging Peryer Construction Wellington to complete the refurbishment work and the special needs modifications - a total of \$691,062 (excl GST)."

Ian / Stephen / Agreed

Ian will scan and send documents tomorrow. Ian to cross out February start date. Ian will also follow up about the yellow sticker on the hall and will talk to Mark about this being removed. Stephen thanked Ian for his hard work getting us to this point with the construction project.

FINANCE

Time: 7.47pm

There was an error in allocating the 2020 management units in December 2019 – we have over-allocated. Kelly apologised via email for this error. The estimated cost will be up to \$8,000. Abbey suggested a change in the budget to accommodate most of this. Around \$2,000 may need to be funded by the Board.

“The Board of Trustees moved to use bank reserves to cover the over-allocation of management units.”

Stephen / Agreed

KAPA HAKA TUTOR

Abbey reported that we need to increase the budget for Kapa Haka to cover all the anticipated costs for 2020. This top up will come from curriculum expenses.

TEACHER AIDE SUPPORT

ACTION: Abbey to look at 2019 teacher aide underspend in November report.

After discussion around more Teacher Aide support required for two classrooms, the BOT agreed to fund up to two hours a day, five days a week to help. Abbey presented an option to fund up to \$6,000 of this from other budget areas including the allocated money for sending BOT to the NZSTA Conference (at Stephen’s suggestion), and the BOT agreed. Abbey will ask Lynette for a total cost, and the BOT agreed to fund up to \$10,000 from reserves to cover the remaining amount needed to appoint a Teacher Aide for 10 hours per week for this situation.

Public Excluded Business

Time: 8.14pm

“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 various staff and student matters. 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: 9.33pm

Stephen read a letter of thanks from Kelly to the BOT.

Meeting closed at 9.40pm

Next meeting: Monday 23 March 2020 at 5.30pm

ACTION ITEMS

| Action Item | Responsible |
|--|--|
| November Finance Report – school trips up 1000% check coding or typing error | Abbey/Sue/Lynette |
| B Block refurbishment budget and expenditure to be listed separately in Finance Reports so we can track spending | Finance team – Matthew to follow up with Lynette |
| November Finance Report - Abbey to look at teacher aide underspend | Abbey/Sue/Lynette |
| Principal appointment – lwi feedback | Search Committee – Sophie to follow up with Ngati Toa re lwi input |
| Board staff rep vacancy - email staff | Stephen |

| | |
|--|----------------|
| Child fall from tree - check with MOE that we have complied with all procedures and nothing further needs to be done to ensure the family get the support they need. | Abbey |
| Hautu & Tapasa - Sophie to bring a plan for Hautu and Tapasa or Pasifika equivalent to next BOT meeting. Abbey to find hard copies of Tapasa or to send link to BOT. Include update on Pasifika students in Principal's report each meeting. | Sophie/Abbey |
| Principal appointment | Helena/Stephen |
| B Block - send documents to contractors | Ian |



6/15/20

