

**MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING**  
**Monday 4th May 2020 at 6.00pm (via ZOOM)**

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

**Present:** Stephen Opie (Chair), Sophie Robbers, Abbey Corich, Noha Ibrahim, Matthew Bulford, Ian Conning, Mel Zimmerman (staff rep)

**In attendance:** Stefan Knap (Principal designate)

**Apologies:** none

**Minute Secretary:** Sue Kelly

**Conflicts of interest:** none

**WELCOME/KARAKIA**

Sophie explained the Karakia to start the hui. Stephen welcomed Stefan who was excited to start as Principal on 20 July. He thanked the BOT and Abbey for all her work as acting principal. Stefan had no speaking rights. Stephen reminded the BOT about the time register to log their hours.

**CONFIRMATION OF MINUTES**

**Time: 6.10pm**

*“The minutes of the Board of Trustees meeting on 24<sup>th</sup> March 2020 be accepted as a true and accurate record.”*

Sophie/Ian/Agreed

*“The minutes of the Board of Trustees meeting on 23rd April 2020 be accepted as a true and accurate record.”*

Mel/Noha/Agreed

There were no items on the correspondence list.

**ACTION ITEMS**

Action Item	Responsible
B Block refurbishment budget and expenditure to be listed separately in Finance Reports to track spending	Matthew to follow up with Lynette and email BOT
Tapasa - research resources link	Mel had sent to BOT and would also share a Maori/Pasifika competency doc.
iPads -purchase from NORRCOM	Abbey had purchased and received - being used by bubble kids who had returned to school under level 3.
Depreciation rates	Matt had actioned - see below for BOT approval
Thank you letter to Vanessa Evetts	Stephen had actioned
Covid-19 policy	Stephen had actioned
Disposal of 2012 financial records - to be minuted	See below for BOT approval

BOT Vacancy update	Stephen to follow up on rules for appointing a selected member. Matt would resign as co-opted member then be reappointed as a selected member.
Accounts - February/March/April bulk payment checks	Matt to do checks once files back at school
Health & Safety	Abbey reported in Principal's report. Review of H&S policies with Noha/Stephen/Stefan in Term 3. Noha currently reviewing H&S procedures.

### **DEPRECIATION RATES**

Matt recommended new rates to BOT for approval. Classroom equipment change to 10% - 10 years. Staff room/office equipment change to 10% - 10 years. Grounds/bike track change to 7.5% - 15 years. This would bring the total depreciation down to \$35K, more in line with the advice the Board has received. Matt confirmed he got rates from IRD recommended rates which provided a likely lifespan of assets. Our playground equipment had already been depreciated and we would need to fundraise to replace. Ian reported there was \$17K in budget for new classroom equipment.

*"The Hampton Hill School Board of Trustees accepted the new recommended depreciation rates."*

**Stephen/Agreed**

**Action - Matt to send minutes confirming new rates to Lynette**

### **FINANCE RECORDS TO BE DESTROYED**

Matt confirmed finance records were kept for 7 years then destroyed, so 2012 records could now be destroyed. Not necessary to scan documents - all transactions stored electronically on Cash Manager.

*"The Hampton Hill School Board of Trustees moved to destroy 2012 finance records."*

**Matt/Ian/Agreed**

### **PRINCIPAL'S REPORT**

**Time: 6.40pm**

Currently 231 students, 2 starting after lockdown = 233. Our current funding is based on 238 students. Should reach 238 by end of term 2 which would allow us to apply for more funding. Pasifika training to be done via Zoom - Seini working on Pasifika lens questions. Tapasa - Seini/Mel/Ruth-anne leading.

### **Planning & Reporting**

Abbey reported that it was an unrealistic expectation for data to be ready on time for the Board's data meeting. Normally staff would share their end of Term 1 data at this meeting but because of abrupt finish to Term 1 (start of week 8) the majority of data was not collected. With so much time out of school it was not possible for teachers to meet the current deadline. She didn't want to put too much pressure on teachers who were busy with online learning. Plan was the last week of term for data, reports during the holidays then report data in Term 3. Matt suggested a progress report. Sophie suggested a post-Covid review as regular data would be skewed - a soft data review on engagement/resilience/well-being and report on academic learning.

Mel suggested reporting on kid's goals that were set in Term 1 - could review achievement of those goals. She confirmed that MOE doesn't collect mid year progress data, it only collects achievement data end of year. **Action: Abbey to confirm reporting plan with leadership team and share with BOT.** Stephen asked about long term effects of resettling back into school. Abbey reported that some kids had not had a great experience in lockdown and anxiety/physical distancing will be issues. Teachers may also be anxious. The restart will be like starting Term 1 again.

### **Health & Safety**

Abbey reported that she was proud of her team and what was achieved with Covid-19 planning. The Kelly Club incident report had been circulated - the report showed that the key mistake was that Kelly Club did not call the police during the incident. Stephen said our task now is for Abbey to meet with Kelly Club and make sure we are happy with their policies and their understanding of our health and safety expectations. **Action - Abey/Noha/ Kelly Club supervisor - meeting to be minuted.** Sophie noted it was not the first time this had happened. Abbey had discussed with the Tawa Police Community Constable. This was the second incident and the first one had been reported. On

Sunday evening a group of teenagers had tried to break into the PE shed and police had been called - which must happen. **Action - Stephen will report back to the parent who raised the initial concern with the Board.**

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

**Abbey/Stephen/Agreed**

## **FINANCE**

**Time: 7.10pm**

Matt noted the March report now included a summary which gives an outline of Curricular/Maintenance/Admin/Depreciation expense tracking. BOT to focus on governance (spending tracking) and Abbey to manage the spending within those areas. Stephen queried high cost of bike service. Abbey noted this was an annual cost to service bikes throughout the year which included training kids on bike maintenance. Regularly servicing equipment added to bike life span.

The 2020 ORRS/HH funding was not in budget and would be added in at mid year budget review, also Principal recruitment consultancy fees. **Action - to add these items in the mid-year budget review.** Kapa Haka had been recoded and moved to the correct place in report. Matt thought the report looked fine although dividing the total budget by 12 months was not actually how a school worked - with holiday periods there were peaks and troughs in spending. The cleaning budget post-Covid-19 was queried, particularly around extra costs related to new cleaning regimes. Abbey reported cleaners using Germ Spray every 30 days and doing an ongoing deep cleaning process. Not currently cleaning bottom block as not in use so should balance out.

*"The Hampton Hill School Board of Trustees moved to adopt the March finance report and payments of \$52,768.80 for March be ratified."*

**Matt/Stephen/Agreed**

## **BUDGET**

Stephen queried why funding had to be added later and didn't include all funding. Matt queried the 10K deficit. The Science grant was to be spent over 3 years (33K per year on Science equipment) - spending to be tracked.

*"The Hampton Hill School Board of Trustees moved to give Stefan Knap speaking rights on this topic."*

**Mel/Ian/Agreed**

Stefan queried the anticipated spend on relievers - 12K 2018, \$20K 2019, \$30K 2020. Abbey confirmed we were well over budget last year with a lot of teacher sickness and could be worse this year with Covid-19 - if sick must stay home. She would track spending at June mid-year budget review. The budget did not include the extra admin hours that had been agreed at the previous meeting - this is to be added at budget review. Ian noted that he hadn't seen money from MOE for building project yet. Release of money should be put in the 2020 budget under a separate Project Section allowing us to track spending for the project. **Action - Abbey to confirm at June budget review relievers/admin hours. Matt to confirm Project Section with Lynette (cc Stephen in email)**

*"The Hampton Hill School Board of Trustees accepted the draft 2020 budget."*

**Stephen/Agreed**

## **PROPERTY**

**Time: 7.20pm**

Ian had spoken to Mark/Anna from Ashbys but had not discussed pushing the start date out by two weeks to the holidays. We need to start making plans but needed to wait until we were in Level 2 next week - guidance was to come from MOE on Thursday. Kenny (caretaker) was still working - he needed to maintain back section of admin block - check storm water channel/gutter/man hole cover were all clear. **Action - Abbey to talk to Kenny to ensure these tasks are done.** Abbey reported that the boiler room had no water leaking after heavy rain. Abbey also requested Ian talk to staff as she expected there could be a lot of anxiety with building work.

**Action - Ian to request date change, confirm re-phasing of project and talk to staff with Stephen.** Ian confirmed that it was important to understand what Level 2 meant and the impacts of the project on school. We were not under any pressure to get Admin Block work done but the maintenance needed to be continued. Mark from Ashbys has completed the paperwork for release of MOE funding. Matt would confirm when money received and progress payments made - there would be a schedule of payments to track spending - certificate of payment to be actioned 20th monthly. **Action - Ian + group to review and approve invoices for payment each month.**

## **POLICIES**

**Time: 7.35pm**

Two policies up for review: Staff Trustee Role Description - no changes, Relationship between Chair and Principal - no changes.

***“The Hampton Hill School Board of Trustees accepted the Staff Trustee Role Description policy to be reviewed in two years.”*** Abbey/Sophie/Agreed

***“The Hampton Hill School Board of Trustees accepted the Relationship between the Chair and the Principal policy to be reviewed in two years.”*** Sophie/Matt/Agreed

**PUBLIC EXCLUDED BUSINESS**

**Time: 7.40pm**

*“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: 7:43pm**

Meeting closed at **Time: 7:55pm**

Next meeting: Monday 15 June 2020 at 5.30pm

**ACTION ITEMS**

Action Item	Responsible
B Block refurbishment budget and expenditure to be listed separately in Finance Reports to track spending	Matt to confirm with Lynette
Depreciation rates - BOT minutes confirming these sent to Lynette	Matt
Account payment checks - February/March/April	Matt
2012 finance records - to destroy	Sue
Tapasa resource link	Mel to share with BOT
BOT vacancy - check rules for selecting member	Stephen
Mid-year data reporting to BOT - confirm with leadership team	Abbey to share with BOT
Kelly Club meeting - meeting with new supervisor to be minuted	Abbey/Noha/Kelly Club supervisor
Kelly Club incident - report back to parent	Stephen
Budget: ORRS/HH funding/Principal consultancy fees - add at June review Science grant - track spending Relievers tracking - check June review	Abbey/Sue/Lynette Abbey/Sue Abbey/Sue/Lynette

Extra admin hours - add June review Project Section - add to budget	Abbey/Sue/Lynette Matt/Lynette (cc Stephen in email)
Property: Building project date change/re-phasing/talk to staff Admin block maintenance Invoice payments - approve/pay by 20th month	Ian Abbey/Kenny Ian/Sue
Health & Safety: Review procedures Review policies	Noha Abbey/Noha/Stefan - term 3



15/6/20