



MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING

Monday 15 June 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, Mel Zimmerman (staff rep)

In attendance: Stefan Knap (Principal designate) – no speaking rights

Apologies: none

Minute Secretary: Lisa Murdoch

Conflicts of interest: none

Stephen reminded the BOT about filling out the time register.

CONFIRMATION OF MINUTES

Time: 5.33pm

“The minutes of the Board of Trustees meeting on 4th May 2020 be accepted as a true and accurate record.”

Sophie/Ian/Agreed

“The Hampton Hill School Board of Trustees accepts the correspondence list.”

Stephen/Agreed

ACTION ITEMS

Action Item	Responsible
B Block refurbishment budget and expenditure to be listed separately in finance reports to track spending	Lynette had completed, should be in finance report each month
Tapasa - research resources link	Mel had sent to BOT. Mel to send Pasifika review questions - done.
Depreciation rates amended	Matt/Lynette - done
Disposal of 2012 financial records – minuted 4 May	Sue – done
BOT Vacancy update	Stephen had actioned. Noticed that Matt listed as elected member in accounts not co-opted – Stephen to look into this.
Mid-year data reporting to BOT – confirm with leadership team	BOT data meeting 29 June - cancelled

Kelly Club incident – report back to parent	Stephen - done
Accounts - February/March/April/May - bulk payment checks	Matt - done
Health & Safety Review procedures Review policies	Noha – wellbeing policy draft – Noha to share with Stephen and Abbey Abbey/Noha/Stefan – term 3
Budget: ORRS/HH funding/Principal consultancy fees - add at June review Science grant - track spending Relievers tracking - check June review Extra admin hours - add June review Project Section - add to budget	Abbey/Sue/Lynette - done Abbey/Sue - done Abbey/Sue/Lynette - done Abbey/Sue/Lynette -done 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 - done Abbey/Kenny - done Ian/Sue - done

BOT VACANCY

Time: 5.45pm

Motions made by email, both unanimous.

14 May, "The Hampton Hill School Board of Trustees accepts Matt Bulford's resignation as co-opted member.

24 May, "BOT agrees to select Matt as a BOT member."

HEALTH & SAFETY

Time: 5.47pm

Abbey met with Kelly Club's new managing director Paul Jamieson and a representative from Auckland head office. Abbey shared our health and safety policies and expectations with Paul. The Board were satisfied with this outcome and are happy to move forward with Kelly Club. Complainant has been kept up to date with what is happening as a result of the incident earlier in the year. **Action: Abbey to communicate evacuation plan and pick up at field gate to Kelly Club. Kelly Club to communicate to parents.**

PRINCIPAL'S REPORT

Time: 5.54pm

Currently 236 students, 4 more possible enrolments for term 3. A discussion about camp followed, as Abbey mentioned that she had already received emails about it. Kaitoke is the main option being considered instead of South Island. Kaitoke costs \$260 per child. Normally camp is paid by parents and fundraising. Camp is held in term 4 and Abbey feels it is an essential part of school life. Discussion had about asking parents for this money. We should be able to do two more market days (\$2,000) but usually there is a lot more fundraising during the year. Grants available for individual families and need to advise families that this is available if unable to meet cost. Need to make sure we don't ask parents for too much money but ensure they know about the grant. If they apply and are denied then we could use BOT funds. Kaitoke is for 3 days rather than 1 week as in previous camps. Letter needs to go to parents as soon as possible. BOT happy to ask for \$260 and meet any costs that are not met. **Action: Abbey to check previous minutes if discussion had about using donation money (\$10,000) towards camp if parents unable to pay**

Priority Learners

Mel and Rebecca prepared report and Abbey shared – over 5 weeks before lockdown then 5 weeks home learning. Next lot of data will be more accurate due to being away from school. First two weeks back was "honeymoon" period. Now starting to see effects of the lockdown – children not wanting to be in class. Little things coming out, getting used to being at home and not in touch with others, then back at school. Abbey reported that the staff are all exhausted. No break, then having to move (due to bottom block renovations) so a lot to deal with.

Reports

Reports normally go out mid June. Sending out in July a simplified version with full reports out on 2 August.

Chris Clare

Chris had resigned which the BOT agreed was very sad news. BOT happy for Stefan to be involved in the recruitment process for Chris's replacement. Hopefully we can employ someone to start 20 July. Parents to be informed about Chris leaving tomorrow.

Health & Safety

Abbey reported that the earthquake drill on 9 June went well. Boiler inspection was completed on 29 April 2020. Playground section was completed on 24 May 2020. **Action: Abbey to find copy of boiler report**

"The Hampton Hill School Board of Trustees accepts the Principal's report." Abbey/Noha/Agreed

FINANCE

Time: 6.22pm

May – overspend on TAs 51% - is this to do with BOT funding or funding not received? BOT funded hours came in March. **Action: Abbey to look into.**

Audit reports – document not sent to BOT that had Deloitte's recommendations on it. Abbey sent out during the meeting. Stephen outlined the recommendations to the Board:

1. Publish annual report online and on website. **Action: Abbey to follow up with Sue – go back 3 years (note: Sue actioned 31 May 2020 - annual report uploaded to MOE online and on HHS website – includes 3 years)**
2. Segregation of duties. Stephen read out this section and the risks. Regular check of bulk payments. Matt should be having regular meetings with the principal about finance. Only two authorisations to put payment through. Principal doesn't approve her own payments. The Board agreed to randomise checking of bulk payments. New credit card to be ordered for Stefan – this won't happen until he starts. The Board agreed to a change to the payment authorisation process - DP and Principal to authorise payments. Sue uploads payments only. Two different people to authorise. **Action: Abbey to advise who is authorised as a signatory on our bank accounts.**
3. We did not do an update on 10 year property plan. Should review and update every 3 years. Does this sit with Ashbys? Stephen has asked Ashbys to do this but needs some more information from Abbey.

Action: Abbey to find the information needed to do this and give to Ian. Ian may consider doing this report himself.

Approval of koha for principal appointment panel member

"The Hampton Hill School Board of Trustees moved to give a koha of \$500 to be paid to Kyran Smith as a thank you for assisting up in the principal appointment process. This will be done via bank transfer."

Action: Stephen to get bank account details and organise koha payment.

"The Hampton Hill School Board of Trustees moved to adopt the April finance report and payments of \$177,019.30 for April be ratified (including \$150,000 bank transfer to term deposit)."

Abbey/Matt/Agreed

"The Hampton Hill School Board of Trustees moved to adopt the May finance report and payments of \$77,232.85 for May be ratified."

Matt/Sophie/Agreed

CHANGES TO DRAFT BUDGET

Time: 6.44pm

Finance team met on 2 June to discuss changes. ORS funding up. MOE backpay collective for Teacher Aides - money to be paid for backpay by MoE, but Matt noted that we are unsure if funding to come in next year for TAs increase. Extra hours for admin were added. Koha to be added for principal on principal appointment panel. More TAs funding - 20 hours for moving/transition.

"The Hampton Hill School Board of Trustees moved to approve an additional 20 hours per week for transition post Covid and renovations."

Sophie/Abbey/Agreed

Health and safety increase: \$500 to get safety equipment for caretaker. Staff PD reduced due to Covid19. 13K deficit predicted. Matt noted that we need to start spending science grant. Unlikely to spend all of curriculum allocation due to Covid-19. **Action: will adopt budget via email. Abbey to send out final budget. Grants - Abbey to check if Bronwyn is still doing the grant applications.**

PROPERTY

Time: 7.02pm

Bottom block programme received today - 26 weeks way too long with a big gap in the middle. Ian investigating why the extra time is needed. Will talk to Anna tomorrow as there is not enough detail in this. Work commences on Monday 22 June. Abbey to collect up keys and handover. Not happy that there is no formal handover on Monday. Ian to talk to Anna. Site establishment for Monday-Wednesday and "rip" into classes on Thursday. . **Action: Ian to catch up with Kaitlyn.**

POLICIES

Time: 7.14pm

Principal performance management policy. We employed a person last year for this but both Kelly and Stephen felt the process did not go well. The year before had gone well. Stephen has since discovered that it is not a MoE requirement that we contract someone to do this every year - we can undertake a performance review ourselves. NZSTA says most schools pay someone every second year. Stephen and Stefan to discuss this when Stefan starts.

"The Hampton Hill School Board of Trustees moved to adopt the Principal performance management policy."

Mel/Sophie/Agreed

Reporting to the Board Policy

"The Hampton Hill School Board of Trustees accepted the Relationship between the Chair and the Principal policy to be reviewed in two years."

Stephen/Sophie/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

“The Board of Trustees moved to close the discussion of Public Excluded Business.” Stephen / Agreed
Time: 7:48pm

Stephen acknowledged Abbey for all her hard work during her time as staff rep and also as acting principal. It had been great having her on the BOT and they appreciated all the work she had done. Thank you Abbey.

Meeting closed at **7:52pm**

Next meeting: Monday 3 August 2020 at 5.30pm. Mel will provide food.

ACTION ITEMS

Action Item	Responsible
BOT member	Matt listed as elected member in accounts not co-opted – Stephen to look into this.
Health & Safety - Review procedures Review policies Kelly Club	Noha to share wellbeing policy draft with Stephen and Abbey Abbey/Noha/Stefan – term 3 Abbey to communicate evacuation plan and pick up at field gate to Kelly Club. Kelly Club to communicate to parents.
Camp	Abbey to check previous minutes if discussion had about using donation money towards camp.
Boiler inspection	Abbey to find copy of boiler report
May finance report – overspend on TAs 51% - is this to do with BOT funding or funding not received? BOT funded hours came in March.	Abbey to look into
Finance - annual report Bank authorisation 10 year property plan	Abbey to follow up with Sue. Sue actioned 31 May 2020 - annual report uploaded online to MOE and on HHS website – includes 3 years) Abbey to advise who is authorised

	Abbey to find information needed and give to Ian for him to consider if he can do the update.
Koha for principal on principal appointment panel	Stephen to get bank account details and organise koha payment
Final budget 2020	Abbey to send out final budget & BOT will adopt via email
Grants	Abbey to check if Bronwyn is still doing grant applications
Property	Ian to catch up with Kaitlyn re. project time



3/8/2020