

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Monday 3 August 2020 at 5.30pm

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

Present: Stephen Opie (Chair), Stefan Knap, Sophie Robbers, Noha Ibrahim, Matthew Bulford, Ian Conning, Mel Zimmerman

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 15th June 2020 be accepted as a true and accurate record.”

Sophie/Noha/Agreed

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

Mel/Sophie/Agreed

ACTION ITEMS

Action Item	Responsible
BOT member	Matt listed as elected member in accounts not co-opted – Stephen contacted Deloittes and they said don’t worry about it
Health & Safety - Review procedures Review policies Kelly Club	The health and safety review will take place once Stefan has settled into the role. Abbey to communicate evacuation plan and pick up at field gate to Kelly Club, Kelly Club to communicate to parents - done. Kelly Club number also given to builders.
Camp	Abbey checked previous minutes if discussion had about using donation money towards camp - checked and found no discussion in previous minutes.
Boiler inspection	Abbey to find copy of boiler report – last one done 2018. Kenny has booked inspection. Need to ensure annual inspection done.
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 checked – slight overspend, but now tracking at 32%. Budget hadn’t been updated but has been corrected.
Finance - annual report	Abbey checked - Sue actioned 31 May 2020 - annual report uploaded online to MOE and HHS website (includes 3 years)

Bank authorisation	Abbey checked – Sue, Stefan, Abbey, Bo, Sophie are bank signatories
10 year property plan	Sue & Abbey checked with Lynette – MOE says only need to do every 5 years, Deloitte's say every 3 years. Stefan to check with Caitlyn tomorrow on how often to update 5 and 10 year plans.
Koha for principal on principal appointment panel	Completed
Final budget 2020	Completed
Grants	Yes, Bronwyn is currently exploring grant options for playground matting replacement
Property	Ian to catch up with Kaitlyn re. refurbishment project timeline

BUDGET

Time: 5.45pm

"The Hampton Hill School Board of Trustees moved to accept the 2020 Budget".

Matt/Stephen/Agreed

Stephen will undertake a random check of bulk payments.

BOT RESIGNATION

Time: 6.00pm

Sophie has handed in her notice to Stephen today. She will stay on the Board until the end of term 3. Stephen thanked Sophie for her contribution during her time on the BOT. **Action: may need to elect (by-election) another BOT member as opposed to selecting. Stephen to look into this.**

"The Hampton Hill School Board of Trustees moved to accept Sophie Robbers' resignation from the Board".

Matt/Stephen/Agreed

PRINCIPAL'S REPORT

Time: 6.05pm

Currently 243 students. Camp - we were sending two teachers to camp but now sending three as Carol has to go as well. Stefan will go and spend one night as well. Have started a police vetting process for six parent helpers going to camp. **Action: BOT to sign RAMS forms.** Reports sent home today. Copy of curriculum levels sent with these. Health and safety – a walk around once a term to discuss/look at safety concerns. Fire drill on Thursday 30 July – no bell on hall and those in the hall didn't hear it. **Action: Kenny to get a quote for bell to be put on hall. Stefan to follow up with this.**

Stefan is continuing to be tough on children that have shown continued disobedience. He has so far stood down two students for this. One has returned today and had a very successful day. The parents have been very supportive.

The Board discussed the mid-year data and in particular, Pasifika boys who are struggling in many areas. There was discussion around the curriculum bands, and how they may be too wide to show meaningful data. Stefan will take a closer look at these in due course.

HR AND POLICIES

Principal appraisal 2020 – Stephen talked through the process. Could appraise Stefan for 12 months. Discussion had about this. Ian to be involved in this process as well. BOT happy for Ian and Stephen to do this and report back to the BOT throughout the year.

"The Hampton Hill School Board of Trustees moved to approve Ian Conning and Stephen Opie undertaking the Principal appraisal."

Sophie/Matt/Agreed

Policy Reviews

Action: defer to next meeting.

FINANCE

Time: 6.22pm

School donation scheme for 2021 has been approved via email and opted in 3 July. Teacher Aide Government Agreement – MOE will be providing funds for 2020 for increase in pay.

June Finance Report

Matt noted that the Curriculum expenditure a bit low – this could be because of Covid. BOT sundry expenses are running high. Principal recruitment also coded to BOT expenses. Stefan to check what is being coded to these two codes. Discussion had around assets – how many we have and depreciation.

Credit Card

Time: 7.06pm

"The Hampton Hill School Board of Trustees moved to approve a credit card in Stefan Knap's name with a limit of \$5000."
Ian/Matt/Agreed

The Board asked that, In future, Stefan lists any major payment items in Stefan's report Action: Transaction list is not to be included in BOT documents – this should only go to Principal. Only go to page 6 (end of balance sheet to go to BOT). Matt should still see the whole document and review the transaction list.

"The Hampton Hill School Board of Trustees moved to adopt the June finance report and payments of \$48,337.29 for June be ratified."
Mel/Sophie/Agreed

"The Hampton Hill School Board of Trustees moved to adopt the Principal's report."
Mel/Sophie/Agreed

PROPERTY

Time: 7.15pm

Ian said we had received the first payment certificate for July for the refurbishment project (payments claim). Total amount for July \$90,828.14 plus \$13,624.22 for GST. Ian noted that we only spent \$5,500 for contingency for this month. Total contingency in the budget is \$70,000.

"The Hampton Hill School Board of Trustees moved to approve approximately \$104,452.36 payment to be paid by 20th August."
Matt/Stefan/Agreed

Stephen, Stefan and Ian had previously discussed and agreed that classes 8 and 9 to be done to same standard as 6 and 7. This work is now underway.

Shed Roof Repair

This is an urgent job due to health and safety issues – there is a lot of black mould growing on trusses due to leaking water. The roof was never installed correctly. Action: need to get some repair quotes – BOT happy for Ian to do this.

Playground Matting

The matting underneath the spinning rocket on the bottom playground has failed a health and safety test. Currently bottom block out of bounds, but children play on it after school. The matting is failing because the retaining wall needs fixing. The Board agreed that we can't fix the playground matting until the wall is fixed. Stefan will fence off the rocket and put a sign on it for now.

PUBLIC EXCLUDED BUSINESS

Time: 7.48pm

"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 or individuals. 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: 8.05pm

Meeting closed at **8.05pm**

Next meeting: Monday 7 September 2020 at 5.30pm. Sophie will provide food.

ACTION ITEMS

Action Item	Responsible
BOT member	Stephen to look into best options for replacing Sophie's vacancy on the Board
Health & Safety - review procedures / review policies	Stefan, Noha and Stephen to review
Boiler inspection	Kenny has booked inspection – need to ensure annual inspection done.
10 year property plan	Stefan to check with MoE on how often to update 5 and 10 year plans
Camp	Police vetting parent helpers in progress - Sue. BOT to sign RAMS forms.
Bell in hall	Kenny to get quote, Stefan to follow up
Policy reviews - Curriculum Delivery and Personnel policies	To be reviewed next meeting. Sue to send out policies with BOT docs for each meeting.
Finance – BOT expenses, Finance Report Transaction List	Stefan to check what is being coded to two BOT expense codes. Sue not to send out Finance Report Transaction List to BOT.
Property – PE shed roof, playground matting	Ian to get quotes for PE shed roof repair. Stefan to talk to Caitlin and Kenny about matting.

 7/9/2020