

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Monday 7 September 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 (arrived 5:45pm), Mel Zimmerman

Apologies: none

Minute Secretary: Lisa Murdoch

IN ATTENDANCE: Jillian Grant

Conflicts of interest: none

Stephen welcomed Jillian and granted her speaking rights. Stephen reminded the BOT about filling out the time register.

Jillian did a presentation on parking issues on Rimu Street. WCC roading team visited the site and have come up with a proposal to try and make traffic only come up Rimu Street so far, then do a 3 point turn at the wider part before the street narrows. This means no drop off past the field gate. Parking wardens will increase their monitoring.

Discussion had around no parking areas and areas where staff currently park, painting yellow lines and policing the area. As part of the process, the Council will consult with neighbours. BOT all in favour of changes to parking on Rimu Street. Victory Crescent has own issues with parking and the council said they are trying to get people to park there. Jillian to advise council of these issues and will organise a survey with children so they feel involved. Gate monitors mentioned (older children to collect from parents). Jillian to advise council that BOT on board with changes and will liaise with Stefan. The BOT thanked Jillian for the presentation.

Jillian left at 5.58pm

CONFIRMATION OF MINUTES

Time: 5.59pm

“The minutes of the Board of Trustees meeting on 3rd August 2020 be accepted as a true and accurate record.”

Sophie/Matt/Agreed

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

Stephen/Ian/Agreed

ACTION ITEMS

Action Item	Responsible
BOT member	NZSTA advised we can either select or elect a replacement for Sophie. Sub-committee (Stephen, Stefan, Mel) to work out options of who we could approach.
Health & Safety - review procedures / review policies	Noha and Stefan to meet to check on a couple of examples (9 Sept)

Boiler inspection	Stefan has contacted AquaHeat - we have ministry approval to do inspection and annual service but don't have a date set yet.
10 year property plan	Stefan to check with MoE on how often to update 5 and 10 year plans. Stefan met with the MOE and they confirmed that our 5YA is updated every 5 years. Cyclical maintenance could be reviewed every 3 years and that this is what Deloitte's could be referring to. Our current 10YPP which includes our 5YA is up for review now with this new plan taking place from July 2021.
Camp	Police vetting of 6 parent helpers has been completed and all signed off. BOT to sign RAMS forms.
Bell in hall	A quote of \$450.00 + GST has been approved by Stefan. The bell is being installed in the week beginning the 7 September.
Policy reviews - Curriculum Delivery and Personnel policies	To be reviewed this meeting.
Finance – BOT expenses, Finance Report, Transaction List	A copy of these expense accounts has been included in BOT packs.
Property – PE shed roof, playground matting	Stefan had an initial conversation with the MOE regarding the matting. They instructed Stefan to speak with Ashbys about the possible cause or what could be done to rectify. To discuss later on in meeting.

RANDOM CHECK OF ACCOUNTS

Time: 6.15pm

Noha to complete random check of bulk payments.

MOTIONS PASSED VIA EMAIL

Time: 6.16pm

Grant Application

Grassroots Trust grant for safety matting went in on Friday 4th September for \$8000. Caitlin and Mark from Ashbys have had a look at matting too and thought it may be under warranty. Stefan couldn't find any information about it on our files. The company that installed it (New Mat) had no paperwork about this job but warranty would only be 5 years. Decided to keep initial grant in, but if we decided to replace whole thing we will put in another grant. Children can play on matting in the meantime. Stefan to try to find out when matting was installed and how much was paid. The BOT also discussed the option of using bark instead of matting. **Motion to apply to the Grassroots Trust was passed unanimously by email on August 31st.**

TV Purchase

Time: 6.28pm

This turned out cheaper as Stefan went for a cheaper TV costing \$499 plus bracket and Chromecast - \$650 in total. **Motion allowing Stefan to purchase a TV, bracket and other accessories was passed unanimously by email on August 25th.**

2021 TERM DATES

Time: 6.33pm

Stefan had a discussion with other principals in Tawa. Dates are in line with other schools.

"The Hampton Hill School Board of Trustees moved to accept 2021 term dates".

Ian/Matt/Agreed

PRINCIPAL'S REPORT

Time: 6.38pm

UDL School

Stefan has sought feedback from staff around how this has been going. Staff wanting to continue with this. Need to get back to MOE by 9th October to continue with this. Stefan will put in another application and gain as many hours as possible.

Behaviour Data

Stefan alarmed at this data. 148 incidents over 4 weeks. 48 minor and major so far this month. When he looked back at numbers over the years numbers were not the same but behaviours were. Teachers have got better at recording. Stefan has met with MOE and we are looking to become an official PB4L school. Zones of Regulation programme also being looked at to introduce school-wide. Possible contributors to behaviour – Covid19, new principal, reduced space, new staff, new entrants class very large. Solutions – PB4L, Zones of Regulation, UDL, set break for food and drink in morning. Irene is still running resilience programme. This is capturing some of these children. When we become PB4L we will have a committee of staff, but would be good to have a BOT member involved too.

Religious Education

Sharnene approached Stefan to reintroduce this back into school next year. The BOT will discuss this at a later time.

Principals' Retreat

Stefan attended this. He is getting to know others in Kahui Ako. All schools in Kahui Ako should focus on restorative practise.

Student Led Conferences

We had a template for kids to use. Feedback did suggest we should look at how these are communicated to change expectations that this is not a one on one conference with the teacher. Stefan keen to carry on with this form of reporting and learning conference.

Personnel

One teacher requested change from 5 to 4 days per week. Barbara Scott-Hill employed as a teacher aide.

Hazard Identification Register

Time: 7.12pm

Stefan and Kenny working on this together.

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

Stephen/Ian/Agreed

POLICY REVIEWS

Time: 7.21pm

Curriculum Delivery Policy

No changes.

"The Hampton Hill School Board of Trustees moved to accept the Curriculum Delivery policy for a further two years without changes".

Matt/Stefan/Agreed

Personnel Personnel Policy

It was noted that the Principal has to report to BOT that appraisals have been done. No changes needed.

"The Hampton Hill School Board of Trustees moved to accept the Personnel policy without changes".

Sophie/Mel/Agreed

Appointments Appointments Policy

A couple of typos were noted. Stephen felt the policy needed to be changed and the whole policy looked at. **Action points: Stefan will get a copy of one from school documents to Stephen as current one came from NZSTA. Stephen will check with Sue whether this is the correct version of this policy.**

PRINCIPAL'S APPRAISAL

Time:

7.34pm

Stefan, Stephen and Ian have come up with a document based on one from NZSTA. Stefan would like BOT to get feedback from staff on his performance as part of this process. Add student survey into evidence column of objective 4 and add in staff feedback on each of the objectives. Overall BOT happy. Stephen to do adjustments then will be signed off.

FINANCE

Time: 6.22pm

The BOT noted the huge underspend in curriculum delivery. Stefan has asked Maths and literacy leads to make a list of the resources they might need. **Action point: Stefan to check where ORS budget is at.**

"The Hampton Hill School Board of Trustees moved to adopt the July finance report and payments of \$39,792.82 for July be ratified."

Matt/Sophie/Agreed

PROPERTY

Time: 7.15pm

Bottom block refurbishment

All going well. Continuing with fortnightly meetings. Small delay due to delivery of aluminium joinery. End of October is when all four classrooms should be finished. Ian reported that no asbestos issues have been found.

"The Hampton Hill School Board of Trustees moved to pay \$121,487.54 to Peryers and \$524.40 to Silverster/Clarke."

Ian/Matt/Agreed

Furniture for bottom block: Stefan has received one quote for \$50,000 one for \$30,000 and still waiting on one more. Budgeted \$8000 for each classroom. Stefan will put together a recommendation then email it to the Board for approval.

10 Year Property plan update

Stefan is working on the first step in the process, a property survey for MoE. Ian will help Stefan if needed.

Admin block update

No update.

PE shed leaking roof repair

Quoting in progress.

PUBLIC EXCLUDED BUSINESS

Time: 8.07pm

"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: 8.32pm

Meeting closed at **8.35pm**

Next meeting: Monday 19 October 2020 at 5.30pm. Matt will provide food.



19/10/20

ACTION ITEMS

Action Item	Responsible
BOT member	Sub-committee (Stephen, Stefan, Mel) to identify person/options to select then go to community, giving 28 days to object
Health & Safety – review procedures	Noha/Stefan to check on examples (9 Sept)
Boiler inspection	AquaHeat to do inspection – date to be confirmed
Camp	BOT to sign RAMS forms
Bell in hall	To be installed week of 7 th September
Policy Review	Appointments policy to be reviewed next meeting as incorrect copy sent to BOT
Principal's Appraisal	Stephen to make changes to be made then signed off
Finance - Mana Coach payment ORS budget	Stefan to check with Lynette why Mana Coach to Gracefield School (for Kelly's powhiri) payment coded to BOT expenses. Stefan to check ORS budget.
Property - 10 year plan Bottom Block refurbishment PE shed Admin Block	Stefan/Ian to review 10 year property plan BOT to approve furniture purchase via email Stefan to get repair quote for PE shed Procurement process for admin block starts February 2021