

**MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING**  
**Monday 22 March 2021 at 5.30 pm**

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

**Present:** Ian Conning (Chair), Stefan Knap, Stephen Opie, Matthew Bulford, Mel Zimmerman, Rajinder Kumar, Noha Ibrahim (arrived late)

**In Attendance:** Vicki, Liz and Mikayla (HHS neighbours)

**Apologies:** Nil

**Minute Secretary:** Lisa Murdoch

**Conflicts of interest:** None Reported

**SPEAKING RIGHTS**

**Time: 5.32pm**

Speaking rights were explained to those in attendance. Speaking rights were granted to those in attendance.

The Chair welcomed neighbours Vicki, Liz and Mikayla to the meeting and offered them the opportunity to provide their thoughts on the current incidents that had taken place around the Hillary Street entrance adjacent to the homes.

**HHS Hillary Street Entrance**

These recent incidents are a continuation of various other issues from last year - not just with children but the gate.

The main question being asked is would the school consider locking the pedestrian gate after school? There are a number of people who access the school after school hours and in the evenings.

A group of people have been observed entering the school and hang around and drink at night. There have been no issues around children playing in the playground.

Liz noted that the day after the security guard finished, the neighbours caught three children trying to light a fire on the bank behind the trees, which was reported to the police. One of those children was the same one from the previous incident, two others' identity unsure of.

Noha arrived

**Time: 5.36pm**

The neighbour's preference would be to have the gate open during school hours or remove the gate entirely. Observations were that the gate is not used that often, and there is not a lot of parking on Hillary Street. It would appear that some of the children using this entrance are not from HHS.

There are many Tawa Intermediate and College children who use this gate as a shortcut through the school.

The school has a total of four entrances to the school. The school is aware that the school's neighbourhood has changed over recent times and that the school is used as a shortcut.

All agreed that the school should not be accessible as a shortcut after hours.

Vicki asked if a security light and camera could be put up near the Hillary Gate? Another suggestion was to put a fence in front of trees.

Stefan would like to look at removing the gate as an entry/exit but need to look at the numbers of children using this. He is very aware and worried about school being used as a thoroughfare.

Vicki noted that she is installing security cameras for her property, which will help keep an eye on people's comings and goings through the gate.

It was noted that the footpath leading from Hillary St. to the gate is identified as being a part of the school boundary.

It is a shame that a small group of children is causing trouble for the whole community and school. Neighbours are being abused by this group of children as well.

Stefan noted that to put some form of control on the gate entrance, he would need to ascertain how many of the HHS children use this entrance. Ian proposed that we count numbers using the gate – children and parents.

The school agreed to a trial period for locking the gate after school and unlock for mornings. Gate is to be locked over the weekend, including school holidays. A sign will be put on the gate advising times when it is locked. Consideration should be given to placing a second sign at the Hillary St. end.

The gate unlocked between 8.00 am – 3.30 pm and locked outside these hours. The BOT will review after this period. If more drastic measures are needed, we may need to remove the gate.

The removal of the existing gate would be an absolute last resort. BOT all in agreement to lock gates after hours which will commence Monday 29 March.

**Action: Stefan to advise the community that the gate is locked outside hours of 8.00 am-3.30 pm. Action: Stefan to organise a sign for the gate. He will get in touch with neighbours to see how it is going, and they will advise of any incidents and report to police and school.**

Neighbours left meeting

**Time: 6.01pm**

**CONFIRMATION OF MINUTES**

**Time: 6.02pm**

*"The minutes of the Board of Trustees meeting on 15<sup>th</sup> February 2021 be accepted as a true and accurate record."*

**Stephen/Stefan/Agreed**

*"The Hampton Hill School Board of Trustees accepts the correspondence list."*

**Stephen/Mel/Agreed**

**ACTION ITEMS**

**Time: 6.05pm**

Action Item	Responsible
<p><b>Safety of children on Rimu Street</b></p>	<p>Motor vehicle obstruction at drop-off and pickup times in front of the school gate.</p> <p>A discussion was held regarding the observation made of vehicles reversing and obstructing the footpath while trying to U-turn at the gate entrance.</p> <p>Ian still has concerns with this. He is keen to put cones out again. Can Kenny put these out rather than children? Put a sign on the cone "staff only no entrance".</p> <p><b>Action: Stefan to note in the newsletter to communicate with the community. This will include an update regarding Victory Crescent.</b></p>
<p><b>School Policy Review</b></p>	<p>Ian proposed that we move our school policies to School Docs.</p> <p>The benefits of doing so include all policies being managed and being kept current. Policies are reviewed often and in line with any changes in legislation</p>

	<p>etc.</p> <p>School Docs is a policy database. They prepare policies and procedures for schools and are updated regularly. The benefit is they are updated when legislation changes.</p> <p>The cost is \$1400 per annum. Stefan and the leadership team need to look at policies to be included.</p> <p>School Docs advises the school when policies need to be reviewed or updated.</p> <p><b>Action: Ian suggested we get the questionnaire to see what will be required. Can divide parts to different BOT members. BOT agree School Docs is the way forward.</b></p> <p><b>Agreed to go ahead and get the questionnaire.</b></p> <p><b>Suspend all policy reviews as going with School Docs.</b></p> <p>An introductory conversation is required with School Docs to better understand the way the School Doc system works.</p> <p>Stefan is to review the Service Agreement prior to completing the accompanying questionnaire.</p> <p>Stephen agreed to assist with the BOT Policies that will form part of the complete School Doc bundle for HHS.</p>
<b>Boiler Inspection</b>	<p>Aquaheat has undertaken the inspection of the boilers. We are now waiting for the Inspection Report.</p> <p>WOF is still outstanding. There are 2 or 3 risks on a report that needs to be dealt with now. Is this MOE or a school asset? Who is responsible?</p> <p>There has not been a regular maintenance programme for the boiler.</p> <p><b>Action: Ian to contact Leigh Kennaway (MOE school rep) to confirm who is responsible for what. Stefan has contacted Leigh about 10YP.</b></p>
<b>Finance</b>	<p>With Stephen's help, Rajinder is to complete the random check of payments for February/March 2021.</p>
<b>Principal's Appraisal</b>	<p>Stephen has discussed with Mark Sweeney who will do this. Stephen will talk again this week and get a framework and will share it with Ian and Stefan.</p>
<b>Property - Playground matting</b>	<p>On hold – will form part of the 5YP evaluation.</p>
<b>PE Shed</b>	<p>Ian to get a repair quote for PE shed – 5YP discussion.</p>
<b>Admin Block</b>	<p>Ian to start the procurement process for the admin block. Update at next meeting.</p>
<b>10YA</b>	<p>Eric Ashby to get specialist people in to see what is needed, then make a priority list of items the school should address.</p>

Covid-19	The Leadership team are to finalise lockdown procedures for level 3 and 4. The Zoom subscription is up to date to allow for online learning. Stefan is to send the final plan to BOT for review and endorsement. Currently, updating level 3 procedures and finalising level 4.
NZSTA Conference	Ian and Matt to attend – conference and hotel bookings were confirmed during the early bird registration (\$650 each).

## PRINCIPAL'S REPORT

Time: 6.33pm

- **PB4L**
  - MOE has been in and completed the evaluation for PB4L.
    - Stefan has attended PB4L Principal's meeting, and Abbey and Abbe have also attended a training meeting.
    - I am finalising the team and who will attend the training meeting on 18 March.
  - Zones of Regulation (ZOR) training with RTLB has had two sessions. Week 2, term 2, information evening for parents to follow.
    - Zones work in conjunction with the PB4L programme. PB4L is currently being implemented in all classes.
    - The first part is developing the Zones framework. The framework is about recognising how they feel and how they can change to fit into other zones. I want to be in green, but ok to be in other zones. Red is not a bad zone to be in. It is about finding tools to get you into another zone. It is being used in the playground by children. Question – does it train teachers what to do with negative behaviour. We will have a matrix by the end of the year co-constructed with all the team. This programme takes time for everyone.
  - Noha concerned about the reputation in the community for bullying. Parents are saying they do not take children there as teachers do not help. If we deal with the emotional aspect of behaviour, then this should help negative behaviours. HHS going to PB4L responds to negative behaviour, but it will not be a quick fix.
- **Action: Stefan to give BOT the most up to date data.**
- **Charter and Annual Plan**
  - The Charter and Annual Plan and analysis of achievement have been sent to MOE.
    - Stefan talked through some of the targets. He has not received feedback from the Ministry yet. Three ORS students generate funding in terms of funding – 0.4 funding equates to two days.
    - Can bring in a specialist teacher. Lisa Preston is from Kimi Ora, and she works with these students on Monday and Thursday.
- **PE/Health fixed-term unit**
  - Dominic Barnao is doing this role.
    - Stefan is to look at employing Dominic on a part-time, fixed-term and can then appoint a unit to him for the rest of the year. Great to have him on board.
- **Fires**
  - Stefan has found a document to record this incident.
  - Security camera repositioned in caretaker shed. Security cameras only record motion, so not recording 24 hours a day.
  - **Action: Stefan to look into the cost for getting these recording 24 hours – give to Ian, and he will circulate to BOT for confirmation via email.**
- **EPA**
  - Stefan has signed the school up to EAP and communicated this to staff.
    - Annual membership is \$447, and the establishment fee \$310.

- **Policies**

- On hold pending signing up with School Docs transition.

## Finance

Time: 7.03pm

- December 2020

- Recorded a \$30,000 underspend.
  - \$20,000 backpay went to budget. A one-off payment due to the TA pay agreement has resulted in the underspend.
  - With the underpay on TAs, can we focus on helping children that need a little more help?
  - Is there a way to support Stefan and the leadership team? Can bring in specialist people like Lisa Preston from Kimi Ora.
  - If we have money available think about this option. Stefan explained how MOE funds work against TAs and what actual money we have. BOT happy to top up if needed. If someone else/company offer specialist support, do not be afraid to bring it to BOT.
- \$8000 received by MOE for Covid-19 – used to release Rebecca (SENCO) on a Monday.
- Underspend on curriculum is distorted due to the teacher salary being an expense and an income. Real spend was about 97% because of swimming and camp. This underspend is more prominent than expected due to Covid-19.
  - The biggest issue was how to spend the science grant. Based on the past, about \$85,000 left. Careful not to spend on something that will become an asset.
- **Action: go to Carol and Malcolm and see if they have any thoughts on this. Stefan to meet with Carol and Malcolm and feedback to BOT at the next meeting.**

*"The Hampton Hill School Board of Trustees moved to adopt the December finance report, and payments of \$327,235.11 for December be ratified."*

Mat/Stephen/Agreed

January 2021 – surplus \$130,000 because we received the first ops grant for the year.

*"The Hampton Hill School Board of Trustees moved to adopt the January finance report and payments of \$37,263.86 for January be ratified."*

Mat/Stephen/Agreed

## February 2021

*"The Hampton Hill School Board of Trustees moved to adopt the February finance report, and payments of \$101,717.77 for February be ratified."*

Mat/Ian/Agreed

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

Stephen/Mat/Agreed

## PROPERTY

Time: 7.26pm

- **Administration Block** - Stefan and Ian met with Mark Ashby and Leigh Kennaway from Ministry.
  - MoE has been allocated \$200,000 for boiler and \$1,000,000 for admin block.
  - Have agreed to engage Vorstermans Architects on a time and expense basis to undertake a site master planning exercise.
    - Consider the viability of moving admin to bottom block to Victory Crescent?
    - If the admin block moves to the bottom, the top block would still need a staff kitchen and toilet.
  - Master planning will help to identify how best to spend the project budget.
  -
- **Boiler Room** – to remain in the current location.

- **Procurement Plan**
  - Mark to prepare the required Procurement Plan for the project.
  - Due diligence and remedial report and estimate of costs to determine the remedial/new works to the current admin block. Need to replace like for like (some square metres) but maybe on one level.
  - Fixed quote of 44,420 received by Vorstermans Architects to undertake both the master planning and due diligence/remedial report for the project.
    - Once the master planning exercise has been completed, the school will engage the community for feedback.
  
- **Action: Ian will confirm if BOT approval is required to engage the consultant team regarding the water tightness project.**

**PUBLIC EXCLUDED BUSINESS**

**Time: 7.38pm**

*" 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 at 8.57 pm."**  
**Stephen/Agreed.**

Next meeting: **Monday 17 May 2021 at 5.30 pm.**


Ian would provide the food.

The meeting closed at **8.03 pm.**

**ACTION ITEMS**

Action Item	Responsible
<b>Safety of children on Rimu Street</b>	Put a note in the newsletter to communicate with the community. Stefan will also send out a separate document on parking safety. Kenny to put a sign on cone "staff only no entrance".
<b>Hillary Street Gate</b>	Stefan to advise the community that gates will be locked outside hours of 8.00 am-3.30 pm. Stefan to organise a sign for the gate. He will get in touch with neighbours to see how it is going, and they will advise of any incidents and report to police and school.
<b>School Policies</b>	Stefan to contract School Docs for service agreement and questionnaire. Stephen will do the BOT side of things.
<b>PB4L</b>	Stefan to give BOT the most up to date data.
<b>Fires</b>	Stefan to look into the cost for getting these recording 24 hours – give to Ian, and he will circulate to BOT for confirmation via email.
<b>Science Grant</b>	Stefan to meet with Carol and Malcolm for thoughts and feedback to BOT at the next meeting.
<b>Boiler Inspection</b>	Ian to contact Leigh Kennaway (MOE school rep) to confirm who is responsible for what.

<b>Finance</b>	Rajinder to do this with Stephen's help - done.
<b>Principal's Appraisal</b>	Stephen to discuss with Mark Sweeney – done. Mark keen to do this. Stephen will talk again this week and get the framework and will share it with Ian and Stefan. BOT happy for Stephen, Stefan, and Ian to deal with this.
<b>Property - Playground matting</b>	On hold - 5YP discussion.
<b>PE Shed</b>	Ian to get a repair quote for PE shed – 5YP discussion.
<b>Admin Block</b>	Ian to start procurement process for admin block. Ian to confirm if BOT approval required to engage the consultant team regarding the water tightness project.
<b>10YA</b>	Eric Ashby to get specialist people in to see what is needed, then do a priority list.
<b>Covid-19</b>	Leadership team to finalise lockdown procedures for level 3 and 4. Check Zoom subscription is up to date. Stefan to send plan to BOT. It was updated to level 3 and finalising a couple of things for level 4.

  
17.5.2021.

