

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Monday 17 May 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

In Attendance: -

Apologies: Nil

Minute Secretary: Lisa Murdoch

Conflicts of interest: None reported

SPEAKING RIGHTS:

Speaking rights were granted to Bella Roberts and Rita Anderson (HHS student leaders).

Bella and Rita gave a presentation the findings on the Hillary Street gate usage survey. The survey was taken in week 10, term 1 for one week.

A total number of people who used during this time was 268. One person from college dropped a sibling off and the identity of other people is unknown.

Recommend getting data from the other entry/exit gates to make comparison count. BOT supported this action.

One parent suggested not closing the Hillary gate as it was a handy entrance due to traffic elsewhere around the school drop off zones.

The comparison entrance gate data will identify which entry gates have the most foot traffic.

A further BOT recommendation is to count how many students and how many non-students use the entrances including if weather patterns impacted on the gate usage.

Ian thanked students for their valuable work. It had given the BOT a better idea of how the gate is used and they were quite surprised how many people used it.

Bella and Rita left the meeting.

SPEAKING RIGHTS:

Speaking rights were granted to Seini Ma'ake. Seini gave a presentation/feedback on the Pasifika parent evening.

HHS continues to celebrate the different cultures we have a school and parents are wanting to come in during language week and run activities during the week.

- Cultural day – come in and share their culture.
- Community engagement – get elders to come in and learn from them with activities. Get other schools from Tawa to come in and help/share.
- Visuals/signage around school in different languages. Key thing is getting other people – elders, other schools, families – to come to our school and share activities, stories and singing.
- Share cultural norms ie. prayers before morning tea and lunch and sitting down to eat.
- Kapa Haka / Poly Club is a valuable key outlet and is doing really well. Seini went over changes to Kapa Haka for this term as it was going to be different from previous years.
- Cultural symbols – flags, tapa cloth, words, greetings.

- Poly Club started last term. Seini thanked the BOT for allowing her release time so she can take Poly Club. They were learning simple phrases and songs. Seini invited parents to come in to teach students a dance.

Stefan acknowledged and thanked Seini for all the work that she has put into this. The second hui will be in week 5 on the second term. It was important for teachers to invite parents to come in and always keep up communication.

Efforts are to be made to encourage parents to come and help with reading/art and other activities or with cultural week.

It was suggested to randomly change the greeting on the school phone every so often with a different language. BOT was happy to support Seini and the school with whatever they need to ensure the ongoing success of this initiative.

It was very important to keep the momentum going as in the past it has started well then fallen away. BOT asked to be kept informed and to let them know of any resourcing needs.

Seini and Keriana are sharing resources and reminding the school what language week was and how it is being celebrated.

Rajinder suggested painting greetings in different languages on school walls.

CONFIRMATION OF MINUTES

Time: 6.17pm

"The minutes of the Board of Trustees meeting on 22nd March 2021 be accepted as a true and accurate record."

Ian/Agreed

CORRESPONDENCE LIST

The school had received a staffing letter from the MOE regarding understaffing. The forecasting for student numbers was not coming to fruition.

HHS expected to have 235 students but is currently sitting at 220 students. We may have to look at re-deployment of staff for next year.

ACTION: continue to monitor the roll. Term 3-4 will bring a new staffing allocation so we will re-evaluate then. If we have to re-deploy then Stefan will have to contact NZSTA.

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

Ian/Agreed

ACTION ITEMS

Time: 6.23pm

Action Item	Responsible
Safety of children on Rimu Street	Put a note in newsletter to communicate with community. Stefan will also send out separate document on parking safety. Kenny to put sign on cone "staff only no entrance" Communicated in newsletter and separate note also sent to community. Cones are being placed at the entrance of the school each morning by 8:40am.
Hillary Street Gate	Stefan to advise community that gates will be locked outside hours of 8.00am- 3.30pm. Stefan to organise sign for gate. He will contact neighbours to see how it is going, and they will advise of any incidents and report to police and school. Community has been advised. Locking of the gate has been happening each day. Signs purchased and installed. Student Leaders have collected data regarding the use of the gate.

	<p>Stefan had stopped locking the gate due to vandalism - people kicking gates/locks - cost \$100 for new lock. People were just jumping the fence as advised by neighbours.</p> <p>ACTION: relock gate and install additional camera and put CCTV sign up. Stefan to advise/discuss with neighbours.</p>
Staffing	Stefan to continue to monitor the roll. Term 3-4 will bring a new staffing allocation so re-evaluate then. If we have to re-deploy then Stefan will have to contact NZSTA.
School Policies	Stefan to contract School Docs for service agreement and questionnaire. Stephen will do the BOT side of things. Contract signed by the principal. Senior Leadership Team has completed the questionnaire and submitted it to SchoolDocs. It will now take 6-8 weeks for our new site to become live.
PB4L	Stefan to give BOT the most up to date data. Term 1 Negative PB4L Behaviour Data in BOT packs
Fires	Stefan to look into the cost for getting these recordings 24 hours – give to Ian, and he will circulate to BOT for confirmation via email. We are currently paying \$77.48 per month for 24hour recording
Science Grant	Stefan to meet with Carol and Malcolm for thoughts. Feedback to BOT next meeting. Stefan to update the BOT verbally
Boiler Inspection	Ian to contact Leigh Kennaway (MOE school rep) to confirm who is responsible for what. Please see principal's report for the full update on the boiler
Finance	Rajinder to do random check of bulk payments with Stephen's help - done. Noha to do this month.
Principal's Appraisal	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. Stephen playing phone tag. ACTION: Wednesday 26 May 8.15am meeting with Stephen, Stefan and Ian.
Property - Playground matting	On hold - 5YP discussion.
PE Shed	Ian to get a repair quote for PE shed – 5YP discussion.
Admin Block	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. Procurement signed by both Principal and BOT chair
10YA	Eric Ashby to get specialist people in to see what is needed, then do a priority list. Completed and in BOT packs
Covid-19	Leadership team to finalise lockdown procedures for level 3 and 4. Zoom subscription is up to date. Stefan to send plan to BOT. It was updated to level 3 and finalised a couple of things for level 4. Updated pandemic plan included in BOT packs
Destruction of documents	BOT noted destruction of documents by office manager: staff records 2009-2013, enrolments and leavers 2008-2013, EOY audit files 2010-2013.

NZSTA CONFERENCE – ROTORUA

Ian and Matt had attended the conference held in Rotorua. It was a very busy two and a half days with some great speakers.

Principal from Papakura/Manurewa really stood out as an amazing speaker. The Race Relations Commissioner Feng Moon was another speaker with a great message.

Workshops were well presented and resourced. Matt's workshops were more aimed at intermediate and college BOTs. Some attendees commented that there were some very dysfunctional BOTs out there.

Note the conference was aimed at primary/intermediate/college and well worth HHS sending attendees to in the future. There were a small number of schools from Wellington that attended this year's conference.

Recommend that Stefan and one other BOT member attend the 2022 conference.

Finance workshop was very informative. Ian walked away with better understanding of finance and confident that HHS is following best practices in the way we manage the school finances.

It is noted that Rajinder attended NZSTA workshop in Wellington for new Trustee members.

ACTION: Ian and Matt will provide key takeaways from conference.

PRINCIPAL'S REPORT

Time: 6.40pm

- **Annual Plan**
 - Stefan will continue to add progress updates to the term.
 - Internal review to be held each term/update to ensure the plan remains on track.
 - Teachers and students are becoming familiar with UDL.
 - Student voice guides the teachers.
 - Priority learners interviewed at end of term, what, why, learning and how do you know you were successful.
 - Children were asked why they were learning and 54% replied they didn't know. Make links to real world and make sure their learning is relevant.
 - Have had PD with Linda and teachers are now adjusting learning as to how they do differently.
 - UDL is not going to be a quick process, but it is going well.
 - Noha asked about other kids – suggested to survey others as well and not just priority learners.
 - Stefan really impressed with staff and their work with this.
 - Mel noted it has been great from everyone.
 - Stefan gave an example of a child making a connection as to why they were learning this.
 - Ian asked if teachers need anything extra.
 - Stefan said yes but this will be with team leaders and Linda.
 - Stefan is really happy with PB4L, and he showed the BOT the PB4L notice board in the staffroom outlining everything that had been done so far.

ACTION: Possibly Friday this week a google doc to be sent to community to get feedback on how we are doing.

- Stefan did note concern that the community thought the RIMU were being discontinued. This is not the case, our RIMU values are still very much relevant.

Christian Values Education

Time: 7.04pm

It is noted that this is an opt in, values-based religious instruction programme. It was run in the school 2-3 years ago but hasn't run for a couple of years as we ran out of volunteers and had the bottom block refurbishment going on.

Stefan is unsure how the community feels about it. He thought how normal classes run and children who opt in leave class for the session then return to class. Stefan conscious of the amount of activities HHS currently has running at school.

- Noha asked if this could be an after-school activity, or does it have to be during school time?
- Is this something we want? Should we ask community for input and feedback?

Ian asked if the programme organisers could put forward a plan/proposal of what they intend to teach.

Stephen thinks we should ask the community and advise how it will run, then ask who would be interested then gauge interest. For some people religion is like culture and is really important.

ACTION: Stefan to work with them on what the programme would look like and get expression of interest from the community.

Waitlisted Ballot Students

Time: 7.14pm

Four families (4 children) missed out on enrolment this year. As student numbers are not as high as expected HHS can offer these families a place.

BOT agrees this can be done based on current numbers. HHS is to contact the families first and ask if they still need a place.

ACTION: Stefan to follow process of offering waitlisted ballot students.

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

Ian/Agreed

SCHOOL DOCS PROGRESS

The policy review agenda item has been removed. HHS has signed up to School Docs and questionnaire completed. It will take 6-8 weeks to set up the new system.

School Docs may come back with extra questions. The new Policy System should be up and running by Term 3.

ACTION: Ongoing monitoring. Wait for Stefan to advise it is live. Suggestion made for a sub-committee for policies. BOT needs to review before going out to community.

FINANCE

Time: 7.24pm

Finance Report March 2021

"The Hampton Hill School Board of Trustees moved to adopt the March finance report, and payments of \$62,229.12 for March be ratified."

Matt/Stephen/Agreed

Finance Report April 2021

"The Hampton Hill School Board of Trustees moved to adopt the April finance report and payments of \$43,326.52 for April be ratified."

Matt/Ian/Agreed

April security budget was up due to the arson attempt and subsequent additional onsite security guards deployed. Can we get funds from MOE? Can this be placed under vandalism?

ACTION: Grant of \$5,600 from COL grant – Stefan to find out more about this.

TA cost is high but includes ORS and this will come right when ORS reviewed later on.

Budget 2021

Matt requested holding back on the adoption of the 2021 final budget. Once we hear back from Lynette, the BOT can adopt this via email.

BOT funded salaries - SEG funded, TA salaries – questioned by BOT whether they were funding enough? Stefan may come back to ask BOT for more. \$10,000 back pay received but can't use this give more hours Lynette said. Matt said yes, they can do this. There is a bit of confusion about this funding.

ACTION: Matt to ring NZSTA re \$10,000 to give clarification on this.

Stephen asked whether the school has enough TA funding? Stefan has received more funding so should be ok. Have received clumps of time so need to build children's independence up. Additional resourcing may be required term 3-4 after clarification of \$10,000 back pay.

PROPERTY

Time: 7.40pm

Admin Block

Master planning for admin block is underway. Feedback from Anna and the team is due in the coming weeks.

Mark Scrimshaw is to come back within next week or so about weather tightness and will arrange meeting to discuss progress and next steps.

All related procurement documents have been signed and returned to MOE who has approved the engagement for the project.

Exercise so far to find out how much to reclad. Question asked can with do away with boiler and install heat pumps in each class? Not sure of where funding for this will come from. Bottom block is double glazed.

Boiler Room

Following an inspection of the boilers it was identified that of the two boilers:

- one boiler was not working,
- control panel was faulty,
- Gas detection sensor is not working properly.

There is no immediate safety risk. Stefan spoke to MOE and advised them of the increasing costs to maintain the boilers.

\$4,000 has been spent to date with a possible further \$12,000 required to fully maintain the boilers.

Is it the right thing to do to spend this? Should we pay for this from Ops grant or can MOE fund?

ACTION: Lee Kennaway to check this and get back to Stefan.

It was agreed not to spend any more money until we hear back from Lee as \$12,000 could fund a lot of heat pumps. Question asked if it is worth getting a quote for heat pumps?

10 Year Plan (10YP)

Stefan has been working with Mark on this and we have some more money:

21/22 5YP	\$26,500
21/22 AMS	\$200,000
TOTAL:	\$465,500

ACTION: Ian to have discussion with Mark and advise we are not going to do admin block and top block upgrade together - can we push for top block first?

HHS has had access to the \$1.2 million project budget for two years now. Don't want to have to have this re-allocated.

BOT WORK PLAN

Stephen started this some time ago. Ian will present a revised and update Work Plan at the next meeting.

BOT TIME SHEETS

All members of the BOT have been asked to complete the timesheet for term 1 of 2021 and on a continuous basis.

PUBLIC EXCLUDED BUSINESS

Time: 8.04pm

"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."

Ian/Agreed

"The Board of Trustees moved to close the discussion of Public Excluded Business at 8.13pm."

Ian/Agreed

Next meeting: **Monday 21 June 2021 at 5.30 pm.** Stefan would provide the food.

The meeting closed at 8.14pm.

ACTION ITEMS

Action Item	Responsible
Hillary Street Gate	Student Leaders to collect data regarding the use of other HHS gates. Continue to lock gate and install additional camera and put CCTV sign up. Stefan to advise/discuss with neighbours.
School Docs	Ongoing monitoring. Wait for Stefan to advise it is live. BOT needs to review before going out to community (possible policy sub-group).
Security camera recording	Cost for getting these recordings 24 hours is \$77.48 per month. BOT confirmation via email.
Boilers	Not working properly and \$12,000 more to be spent - should we pay from Ops grant or can MOE fund? Lee to check and get back to Stefan.
Finance	Noha to do this month
Principal's Appraisal	Wednesday 26 May 8.15am meeting with Stephen, Stefan and Ian
Property - Playground matting	On hold - 5YP discussion
PE Shed	The required remedial works have been included into the 5YA
Admin Block	Mark to report back about weather tightness and arrange meeting next Wednesday for progress report
NZSTA Conference	Ian and Matt will provide key take-aways from conference
Annual Plan	Stefan to add to Plan each term. Send google doc to community to get feedback on how we are doing.

Christian Values Education	Stefan to work with organisers on programme plan and get expression of interest from community
Waitlisted Ballot Students	Stefan to offer place to waitlisted ballot students – Bo has actioned
April Finance Report	\$5,600 COL grant – Stefan to find out more about this
2021 Budget	Matt to ring NZSTA re clarification on \$10,000 TA backpay spending
10 Year Plan	Ian to discuss with Mark. Advise we are not going to do admin block and top block upgrade together - can we do top block first?
BOT Work Plan	Ian to present at next meeting
BOT Time Sheets	BOT to fill in hours for this year



21.06.2021.