

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Monday 1 November 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, Noha Ibrahim, Mel Zimmerman

In Attendance:

Apologies: Rajinder will be late

Minute Secretary: Lisa Murdoch

Conflicts of interest: Mel Zimmerman – discussion on surplus teaching has declared a conflict.

CONFIRMATION OF MINUTES

Time: 5.36pm

"The minutes of the Board of Trustees meeting on 20 September 2021 be accepted as a true and accurate record."

Ian/Agreed

CORRESPONDENCE LIST

Time: 5.36pm

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

Ian/Agreed

ACTION ITEMS

Time: 5.40pm

Action Item	Responsible
Hillary Street Gate	We are surveying the school gate traffic ongoing surveying due to Covid. Ongoing.
PB4L	Met with staff last week. Best way to launch and also how to celebrate RISE values.
2022 Term and ballot dates	Ballot for five places in Levels 1-4 closes tomorrow. 2 Applicants.
Roll/staffing	Actioned
School Docs	We have communicated to the community via email and will be noted as a new regular item in the newsletter. Ongoing.
Accountant service agreement	No progress was made.
Finance	The random check of payments: Noha. Done.
Principal's Appraisal	Stephen sent feedback. Stefan forwarded it to Mark. Additional two to be selected to be decided by Stefan.
Property - Playground matting	ONGOING due to Covid.
Annual Plan	Begin work on this at the end of this year and prepare a draft for 2022.
Camp	Parent and YMCA to discuss wording as parent reluctant to sign off.
Kahui Ako	Stefan to talk to Carol. Believes Carol going to apply but won't know until later in November.

Lenovo Chrome Books	Lenovo PCs – Rajinder and Stefan have reset some of these 25/26 of them, selling to the community, possibly \$50-\$100 each or two for \$150.
Library Security Alarm	Installed 20/10/21

Rajinder Arrived

Time: 5.49pm

BULK PAYMENTS- Stefan

Time: 5.54pm

PRINCIPAL'S REPORT

Time: 5.54pm

HAMPTON HILL ANNUAL PLAN UPDATE

Move: Stefan

Seconded: Matt

Mel Zimmerman left the meeting for the discussion relating to the Surplus Staffing issue (Col)

SURPLUS STAFFING UPDATE

Time: 6.00pm

Stefan provided the BOT with an update on the proposal for dealing with the Surplus Staffing Issue.

- BoT approved the revised proposal.
- Stefan has since had a subsequent discussion with the staff members who have formally resigned.
- On Thursday, 28 October 2021, Abbe Amohunga resigned to move back to be with family in Nelson from 2022.
- The sub-committee was informed and met on Tuesday, 02 November 2021, regarding these recent resignations and how this now resolves our surplus staffing issue.

Following the resignations, Stefan will review the future staffing requirement - ideally nine classes and three syndicates.

Review the part-time staffing to staff one class.

- Currently 0.6 FTE short, ideally take 0.4 FTE teacher. Could put 0.4 FTE position into class for two days per week, leaving 0.6 FTE.
- Stefan noted that employing a 0.6 FTE will still put us back over the requirement.

There is a possibility of redeploying some of the Deputy Principal time and using this as classroom teaching time.

- The BoT could fund the shortfall in the FTE if needed.
 - Deputy Principle could spend three days per week in the classroom and one of 0.4 FTE to make up the remaining time.
- This leaves about 0.3 FTE left over. Could get relievers in for SENCO release and also teacher release. Could juggle for a year or put us back in this situation of staffing surplus.
- Another option is for BoT to fund the 0.6 FTE.
- Need to factor in if Carol Bressman gets the Kahui Ako role.

In staff gets 1.5 FTE – principal – 1.0 FTE, Deputy Principal 0.5 FTE.

- Based on a school our size, we should have a working Deputy Principle.

If we take away half of Deputy Principal FTE, this puts a lot of pressure on the Principal.

- The BOT could spend \$15,000 par and employ someone for a fixed term.
- The role will need to be worded to ensure that the requirement is understood.
- PB4L Special Project – The Deputy Principle is working on this special project. We will need to need a teacher to cover this deficit.
- The use of Relievers would be messy and is to be avoided.

Action: Stefan to look into employing 0.6 FTE and send an updated proposal to BoT.

Mel Zimmerman returned to the meeting.

Time: 6.14pm

Room - 10 Kārearea

The Whānau of Room 10 has been told of Malcolm Howard resignation.

- A short-term reliever has been arranged to cover the remaining weeks until the end of the term. This cost will go through as banked staffing.
- Malcolm Howard will not be available to attend camp. Stefan and Abbey will each attend one day to support Room Kārearea 10 children.

COVID VACCINATION

A school-wide survey has been sent to all staff. At the moment, two staff have indicated that they have no intention of getting vaccinated, and one member of staff is undecided.

- Government Mandate requirement – the first vaccine is required by 15 November 2021, and the second is required by 1 January 2022.
 - MoE not giving clear instructions on what to do.
 - Mel read the NZEI quote about what to expect if staff are not vaccinated by 15 November 2021.

Following the MoE process maps, Stefan will need to work through the impacts and next steps. A couple of staff have not yet responded to the survey.

- Stefan to follow up on the non-respondents.
- The discussion had about health and safety.

Action: Next step – Stefan to follow the process maps provided by MoE and advise BoT of the outcome.

Note all volunteers helping with the camp and term swimming are required to be vaccinated.

The year 6 Dinner may not go ahead under the current Level 2 restrictions. If it does go ahead, parents will need to be informed that they can't attend unless they are fully vaccinated.

- How do we monitor this, and is it practically possible?

Action – After discussing the staff and volunteer vaccination status policy, Stefan will contact School Docs to find out about the Covid-19 vaccination policy.

We discussed how we manage Covid-19 vaccination, new students, teachers, staff, volunteers, etc., with the outcome being that we will need a new policy.

The new Government Traffic Light System was discussed and what could transpire next year, perhaps with school closures, parents not wanting students to be vaccinated, students being kept at home.

- May have to reinstate home learning for those students.

"The Hampton Hill School Board of Trustees moved to adopt the September Finance Report."

Moved by Matt/Stephen Agreed

FINANCE

Time: 6.39pm

"The Hampton Hill School Board of Trustees moved those payments of \$57,117.63 for September to be ratified."

Moved by Matt/Stephen Agreed

The curriculum had the lowest amount of spending.

Surplus of banked staffing, to be used as required.

The painting is 90% complete. The hall and garden shed have been painted. The veranda poles at the top block have app been painted.

We are likely to finish the FY2021 in surplus.

Matt and Stefan met with Lynette to review the FY2022 draft budget.

- Matt and Stefan to meet to discuss this.

LOCKDOWN DRILL

Etap used.

The drill went well. A survey was sent to staff for feedback.

No shakeout drill was done.

POLICIES

We received no feedback on current policies under review in School Docs from the community.

- Carry these policies forward to next year.
- Policy assurance – we are following policies as per Stefan's report.

Action – We need to establish a Health and Safety committee. Stefan to organise someone from both the top and bottoms blocks, caretaker and the Principal.

A discussion was had about searches (surrender and retention of property and searches) and bag searches. The Principal and all teaching staff can search bags. A record of the search needs to be kept and should be done with at least two people.

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

Moved by Stefan/seconded by Stephen

SCHOOL DOCS

Time: 6.51pm

Information was sent out in the latest newsletter relating to Māori Education Success, Harassment, Religious Instruction (Religious Instruction was dealt with a couple of months ago).

We are awaiting feedback from the community.

- Finalise by the end of Term 4.
- Stefan to advise assurance on listed policies next meeting.

SCHOOL ZONE

A discussion was had about rezoning and including the development of Kenepuru Landing.

Action - Stefan to talk to Barri Dullabh from Tawa School to see what they did. Investigate the process of rezoning.

PROPERTY

Time: 7.01pm

Ian has been in touch with Mark and Anna. Not much has happened with the top block refurbishment project.

Weathertightness Project - Waiting for asbestos report for admin block.

Ian, Mark, Anna, and Stefan to meet next week to review and discuss the next steps.

The Weathertightness Project is taking a long time to reach the recommendation stage.

- Ian will be pushing for this to move faster.
- BoT commented that this feels like the bottom block again.
- Meeting plan for next week and should know more after that.

Action – Ian to follow up with Mark tomorrow.

**Stefan left to investigate children in the playground
Stefan returned**

Time: 7.02pm

Time: 7.04pm

Stefan left to contact a parent
Stefan returned

Time: 7.05pm
Time: 7.07pm

CAMP RAMS DOCUMENTS SIGNED Off

Time: 7.10pm

DELOITTE ENGAGEMENT

Time: 7.11pm

The 2022 financials fee proposal was received in the value of \$6,402.00.

- Are we getting value for money?
- Sounds like ticking boxes, going through the motions. Could go to another Auditor to get a comparison quote.
- Stephen, though Deloittes has a deal with MoE and that we must use Deloittes.
- The above fee proposal is based on 49 hours.

Action – Ian to contact NZSTA to seek advice and clarification and find out which other companies are on the MoE panel of auditors and whether or not we are bound to stay with Deloittes. If not, which other companies could we use and could we have a comparison? Possibly check with Lynette via email.

URINAL SENSOR QUOTE

We received a quote for a urinal sensor for the bottom block boys' toilet. Kenny said all other toilets have this. There is a smell sometimes to having a urinal sensor would help with this.

Action – Stefan to obtain a second comparison quotation.

ANY OTHER BUSINESS

PARKING -

Time: 7.21pm

Rajinder asked what was happening with parking on Rimu Street.

- This issue has been raised again in the recent newsletter.
 - Some parents are still not following the road rules.

Victory Crescent school drop-off stopping areas.

- Using traffic cones to stop parents from parking where they shouldn't be is positively impacting, especially in the vicinity of the pedestrian crossing area.
- Ian suggested doing something similar with cones on Rimu Street by putting cones across the private driveways.
- We could ask the community constable to help. Stefan has spoken to her previously, and she was going to give Stefan a contact person at the Council.
- In the next newsletter, mention that we have had community complaints and ask parents to avoid reversing onto the footpath and driving or reversing up driveways.


No meeting on 29 November 2021 or 6 December 2021.

Next meeting: Combine date meeting and BoT meeting, **Monday 13 December 2021 at 5.30 pm.**

Meeting closed at 7.30 pm.

ACTION ITEMS

Action Item	Responsible
Covid Vaccination	Stefan - After discussing the policy for staff and volunteer vaccination status, Stefan contacts School Docs to find out about the Covid-19 vaccination policy.
Policies	Stefan - Need to establish a Health and Safety committee. Stefan to organise someone from the top block, the caretaker, and the Principal from the bottom block.
Zone	Stefan - to talk to Barri Dullabh from Tawa School to see what they did. Investigate the process of rezoning.
Property	Ian - to follow up with Mark tomorrow
Deloitte Engagement	Ian - to contact NZSTA to seek advice and clarification and find out which other companies are on the MoE panel of auditors and whether or not we are bound to stay with Deloitte. If not, which other companies could we use and could we have a comparison? Possibly check with Lynette via email.
Urinal Sensor Quote	Stefan - to obtain another quote.


14.2.2022