

**MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING**

**Monday 14 February 2022 at 5.40 pm**

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

**Present:** Ian Conning (Chair), Stefan Knap (via Zoom), Stephen Opie, Matthew Bulford, Noha Ibrahim, Mel Zimmerman (via Zoom)

**In Attendance:** Murray Lucas

**Apologies:** Nil

**Minute Secretary:** Lisa Murdoch

**Conflicts of interest:** Nil

Murray Lucas was given speaking rights to update the Board on the current zoning implications for Tawa schools.

Welcome to Murray Lucas (Kahui Ako principal lead), visiting Tawa Schools speaking about MOE zoning for Tawa Schools. Schools in Tawa requested a meeting last year with MOE.

There were four issues that some schools were concerned about:

- Linden School is the only school is not zoned. Public perception is that if schools aren't zoned, they are not the school of "choice".
  - Linden would now like to have a zone to attract further students.
- The second issue was a year 1-6 school in Tawa having a zone specific to their area.
  - There is no overlap between zones
- Tawa School has a zone that includes a lot of Tawa and schools thought this was not fair.
  - MOE says it is because this school has years 1-8, classified as an intermediate.
- The third issue relates to zones not included in the Tawa area.
  - Numbers dropping in Tawa – could be to do with house prices – this has implications, i.e., staffing.
  - Two areas to go to another area. Kenepuru landing will be many students going to Mana College, Titahi Bay Intermediate, and Titahi Bay schools, not Tawa schools.
  - Meeting asked MOE to reconsider this decision. Tawa schools want to be considered along with Mana College and Titahi Bay schools.
  - MOE has not decided at this time.

Rajinder arrived at 5.49 pm

- The fourth issue was the Churton Park North area- the northern area of Churton Park is a very large area and is still increasing.
  - Onslow and Newlands College are designated for that area.
  - Although Middleton Road is just as direct, there was no direct road route to Tawa.
  - MOE was to get back this year – it should have been earlier this year, shortly after Waitangi Day. Due to Covid and the work involved decided to defer it.
  - Murray is unsure when this meeting will happen but will notify all principals.
  - Stephen asked, what are the chances of MOE changing? Murray said it could be quite high, although Di Drake thinks it is unlikely.

Murray left the meeting at 6.00 pm.

### CONFIRMATION OF MINUTES

Time: 6.02pm

"The minutes of the Board of Trustees meetings on 1 November 2021 and 13 December 2021 be accepted as a true and accurate record."

Ian/Agreed

"The Hampton Hill School Board of Trustees approved dates for Cherie Palmer's maternity leave from 15 April 2022 to 16 April 2023.

Ian/Agreed

### CORRESPONDENCE LIST

Time: 6.05pm

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

Ian/Agreed

### ACTION ITEMS

Action Item	Responsible
Hillary Street Gate	ONGOING – Stefan will purchase a chain and lock the gate. Completed and implemented over the school holiday period. Two big chains on – no issues.
Covid Vaccination	Stefan - After discussing the staff and volunteer vaccination status policy, Stefan contacted School Docs to learn about the Covid-19 vaccination policy. School Docs has now updated our Covid-19 Vaccinations Policy. This now reflects the Covid-19 Public Health Response (Vaccinations) Order 2021. It has been supplied in BOT packs. We are still waiting on an official letter from MOE regarding the booster. Has some staff advised/given evidence of this?
Policies	Stefan – There is a 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. <b>Yet to be actioned.</b>
Zone	Stefan - to talk to Barri Dullabh from Tawa School to see what they did. Investigate the process of re-zoning. <b>Yet to be actioned.</b>
Property Playground matting	Ian - to follow up with Mark tomorrow. <b>Ian to report.</b> <b>Ongoing - no progress made.</b>
Deloitte Accountants	Deloitte has been re-appointed to continue the auditor contract. Ian is still looking into this for next year.
Urinal Sensor Quote	Stefan - to obtain another quote which is in the process of being obtained.

### BULK PAYMENTS Review - Matt

Time: 6.11pm

#### Enrolment Ballot

The discussion about the ballot system was that we could open another ballot and potentially catch some families from the Kenepuru area.

### PRINCIPAL'S REPORT

Time: 6.17pm

#### School Term 1 2022

- Roll started at 188 – probably 180/181 on day one with additional students enrolling.
- Priority groups for 2022 have been identified for each year group.
- UDL will have more of a focus on writing. Writing will be used as the basis for writing going forward.

- Kahui Ako has been successful in getting funding for the programme for Māori students to move from below to at/above.
- Cherie's position has been advertised for the first week of term 2 for a fixed-term position.
- New staff, Ashley, and Rosie, to be invited to the next BOT meeting.
- The Caretaker has requested a reduction in hours. Stefan is looking into this. It will have no impact on the budget. Kenny can still do work within these hours.

## **FINANCE**

**Time: 6.46pm**

The December 2021 finance report is presently just a draft as accruals have not been included yet, making the surplus smaller.

- Report being confirmed next meeting once accruals have been added.
- A discussion was had around the science grant and spending using this.

***"The Hampton Hill School Board of Trustees moved those payments of \$291,567.46 for December be ratified, including two amounts on term deposit".*** ***Moved by Matt/Stephen/Agreed***

## **HEALTH & SAFETY**

Stefan has spent a lot of time understanding the COVID-19 traffic light system and has sent this out to BOT.

- The Principal is confident we are prepared and has been through with the leadership team. Have established a single contact at MOE if needed.
- Gates on Victory Crescent – one by the dental clinic is the one to enter by as the other gate is locked at all times.
- A contingency plan would be in place if key personnel were absent.
  - DP to become acting Principal if Stefan becomes sick with Covid.
  - If self-isolating, then Stefan can still do his job.
  - BOT agrees for Abbey to lead the school if Stefan is out.
- The discussion had around the change of leadership if both are out. Endorse if there is a leadership change – Stefan would recommend who should become a leader – all in agreement.
- School sites can be closed but open for distance learning. If 60-70% of staff/students, have it, that will change.
  - At some stage, Stefan may have to go to BOT and recommend the close the school.
- The discussion had around mask exemptions for students and advising the school community of how/who can give this exemption.
- Question asked about getting feedback from parents. Stefan had asked if we will supply students with a mask if lost/damaged or they have not got one.
  - We can supply adult masks if necessary.
  - A parent then donated two boxes of children's masks, and the school has purchased a further six boxes.
  - Should a child refuse to wear a mask, it comes under behaviour management.
    - 99% of children are wearing them and coping well. Carol – when children speak to Carol, children remove their masks to talk to her.
    - Emailed parents to advise this. BOT can fund masks for children if required.

## SCHOOL DOCS

Time: 6.40pm

No feedback was received about those three policies. School Docs collects all feedback from other schools, and our school can say yes or no to be included. School Docs suggests wording for policy then up to school if we want to do this.

Stefan recommends we include Religious Studies. Māori education – School Docs have not received all feedback and collated results yet, so awaiting an update from them.

BOT agrees that two sentences should be included in Religious Education policy.

Reading Recovery not offered – Quick 60 is offered, which is similar. Emergency Evacuation and Risk Management – under review, so not giving assurance.

**ACTION: Stefan to check with School Docs and ensure staff and community can provide feedback.**

## PB4L

Update on PB4L and implementation of RISE. 2022 has started well.

The token system has started - Stefan gave an update on how this works and how children are rewarded. Mel was appointed to Kahui Ako school lead and joined the PB4L team.

- School Karakia is being developed.
  - The next step is signage around the school for RISE.
  
- We are creating a matrix around managing negative/unacceptable behaviour.

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

***Moved by Stefan/Ian/Agreed***

## PROPERTY UPDATE

Time: 6.55pm

Admin Block – Ian updated BOT.

- Quantity surveyor to look at drawings for admin block and give to MOE.
- Will see if rebuilt or completely new.
- Remedial work for weather tightness.

**ACTION: Stefan to sign quantity surveyor document.**

## OTHER BUSINESS

- BOT election was delayed from June 2022 to September 2022.
  - This is due to Covid and people being reluctant to stand.
  - The school is to hold an election on 7 September 2022 as this is the most common date.
  - Don't have to select a returning officer until July 2022.
  - All in agreement 7 September 2022 date for BOT election.
  
- Stefan had been successful in getting into Springboard Trust. This PD will help guide our vision.

**ACTION: Stephen and Ian will pick up on Stefan's review. Ian/Stephen to contact Mark Sweeney via Zoom meeting.**

**ACTION: Another out-of-zone ballot. Stefan to check dates. Aim for the start of Term 2.**


**BOT went into Public Excluded Business at 7.15 pm – Lisa left the meeting**

The meeting closed at 7.41 pm.

The next meeting: **Monday 21 March 2022 at 5.30 pm.** Matt would provide food.

## ACTION ITEMS

Action Item	Responsible
Covid Vaccination	Stefan is still waiting on an official letter from MOE regarding the booster.
Policies	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. <b>Yet to be actioned.</b> Stefan to check with School Docs to ensure staff and community can provide feedback on policies.
Zone	Stefan to talk to Barri Dullabh from Tawa School to see what they did. Investigate the process of re-zoning. <b>Yet to be actioned.</b>
Property Playground matting Urinal sensor quote	Stefan to sign quantity surveyor document for Admin Block. <b>Ongoing - no progress made.</b> <b>Kenny to obtain a second quote.</b>
Deloitte Accountants	Deloitte has been re-appointed to continue the auditor contract. Ian is still looking into this for next year.
Principal's Appraisal	Stephen/Ian to meet with Mark Sweeney via Zoom.
Enrolment Ballot	Stefan to check dates – aim for the start of term 2.
BOT Election 7 September 2022	BOT to appoint a returning officer in July.

  
21.3.2022.

