

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

**Monday 21 March 2022 at 5.30 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

**In Attendance:**

**Apologies:** Rajinder Kumar will be late

**Minute Secretary:** Lisa Murdoch

**Conflicts of interest:** Nil

**CONFIRMATION OF MINUTES**

**Time: 5.37 pm**

"The minutes of the Board of Trustees meetings on 14 February 2022 be accepted as a true and accurate record."

**Ian/Agreed**

**CORRESPONDENCE LIST**

**Time: 5.38pm**

*"The Hampton Hill School Board of Trustees accepts the correspondence list for March 2022"*

**Ian/Agreed**

**ACTION ITEMS**

Action Item	Responsible
Covid Vaccination	Stefan is still waiting on an official letter from MOE regarding the booster. This has been received, and all staff have been informed of the mandate to receive the booster (third vaccine) either by 1 March or 183 days after their second vaccination. 100% compliant. A couple of staff with 183 days – Stefan keeps reminding.
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. Yet to be actioned.  Stefan to check with School Docs to ensure staff and community can provide feedback on policies. Stefan has checked, and the community has been informed on how to provide feedback. Yet to be actioned.
Zone	Stefan to talk to Barri Dullabh from Tawa School to see what they did. Investigate the process of rezoning. This is being investigated by the Kahui Ako - please refer back to the visit by Murray Lucas to the BOT. Up to date with this information. Meeting with MOE to happen next – still waiting on a date.
Property Playground matting Urinal sensor quote	Stefan to sign quantity surveyor document for Admin Block. Signed by Stefan. <b>DONE</b> <b>Ongoing - no progress made.</b> Worked completed on Saturday, 12 March 2022. <b>DONE</b>
Principal's Appraisal	Stephen/Ian to meet with Mark Sweeney via Zoom. Met two weeks ago to get an appraisal. Stephen to send a copy to BOT. Has given Stefan four points to look at. Beginning of June term two.

Enrolment Ballot	Stefan to check dates – aim for the start of term two. Stefan is still investigating whether this is necessary and the best timing for it. Stefan to check future enrolments and if we have enough staffing. Still to do.
BOT Election 7 September 2022	BOT to appoint a returning officer in July. Ian has info from CES to look at.
Basketball stand	Still to be installed.

### **BULK PAYMENTS REVIEW - Noha**

**Time: 5.44pm**

### **DESTRUCTION OF DOCUMENTS**

**Time: 5.44pm**

***"The Hampton Hill School Board of Trustees moved to approve the destruction of 2014 financial records and 2014 enrolments and leavers records."***  
***Moved by Matt/Stephen/Agreed***

### **SHADE SAIL**

**Time: 5.46pm**

We are going to apply for a grant to replace the stolen sail.

- Will require three quotations before making the application
- Discussions had whether we could buy from Bunnings - Kenny had checked, but they were the wrong size.
- A discussion was had around pricing, materials, and guarantee periods.
  - It is not needed until term four.
  - Will go through the process of grant first, then get back to BOT.
- Question asked if the stolen sail is covered by insurance?
  - BOT told the previous shade sail had been depreciated, and it is not possible to make a claim.

**Rajinder arrived at 5.51 pm**

### **PRINCIPAL'S REPORT**

**Time: 5.51pm**

#### **2022 Annual Targets**

Stefan logged achievement targets with MOE alongside priority learners.

- Area of concern is writing.
  - Looked at cohort and gender, year 6, year 4 male Māori.
- Have identified learners to be accelerated.
  - Not very realistic as the learners are well below "at".
  - Can accelerate from "very below" to "below".

#### **Teacher Only Day – Friday 18 March**

The focus of the day was on UDL and priority learner focus.

- Some learners in the "well below" have high learning needs or language, which are not included in these.
- Teachers have identified real-life learning, trying to capture children's interests.
  - Using devices to assist the children – talk to speak on computers instead of writing on paper.
- Question asked if the interest can be written in a child's native language on the computer and then translated?
  - The teacher had asked the child on Seesaw in Tongan, and the child answered in English.
- UDL work doing context writing. Spotlight – looking into this and will be introduced later on
  - linked to eTAP. As Kahui Ako (Potamu Ponamu) cultural responsiveness to our Māori learners.
  - Starting this on Wednesday afternoon. Covid has had an impact – trying to keep a normal programme going during this time. Some classes may have 50% away.

## PB4L

The staff are designing "discouraging inappropriate behaviours."

- A staff session was held on Wednesday last week. Identifying major or minor behaviours - next steps. Hopefully done by the middle of this year.
- Evaluating each step as we go and constantly looking at data.
  - Have seen great excitement around RISE tokens and prize draw. Great engagement from children and staff.

## Staffing

- A staff member has requested 9 days of discretionary leave – to discuss under PEB.
- Office Management - to discuss under PEB.
- The Caretaker's hours have been reduced from 25 to 20 hours per week.
- Resignation received from Leah Merewater.
  - Leah provides a release for Carol. Stefan has a solution for this for term two.
- We are looking to recruit a teacher to cover parental leave – the third round of recruitment is underway.
  - First time only international applicants, second time next to no NZ applications. Now open up to first-time teachers, and we now have two applicants.
  - Closes on Friday 25 February. Will keep BOT informed.

## FINANCE

Time: 6.12pm

Lynette has resent the December finance report

- cash decrease due to capital. \$26,000 invoice for retention payment had been paid today.
- January 2022 forecast is underspent as expected.

***"The Hampton Hill School Board of Trustees moved those payments of \$34,574.28 for January be ratified".  
Moved by Matt/Stephen/Agreed***

***"The Hampton Hill School Board of Trustees moved those payments of \$45,889.10 for February be ratified".  
Moved by Matt/Ian/Agreed***

## Expenses of interest

January expense for Marsh – why is this more? Ian says we pay legal fees up to \$3,000. This is considered our excess. Ian will speak to Patrick to get a better understanding of this. Is this annual insurance?

**ACTION ITEM: \$4622.93 Marsh Ltd insurance – Sue to find the invoice to confirm if insurance premium or something else.**

## COVID 19 UPDATE

- **Stage 2 of Covid plan.**
  - Now operating an online programme for in-class and at-home learners.
  - Tracking students away. Today had the biggest number of Covid cases – 20 linked to school – 18 students and two staff.
- Originally Stefan sent notifications to the whole school, classes, and staff but now just sent them to classes.
  - 126 onsite, 64 offsite – 35 of these either positive for Covid or sick.
  - Some families are taking a precautionary approach (six families).
  - 23 have family who has Covid or has someone in the family who is compromised.
  - 20 consecutive days then the child comes off the roll.
  - If a child is engaging in-home learning, then they won't be taken off.
- When data comes back, we need to put "Covid lense" on it and take this into account.
- Constantly saying in emails that school is open for learning.
- Online learning for onsite and offsite.
  - If numbers change, we may have to stop this.

- Our staff haven't been impacted compared to other schools. Have been fortunate to be able to get replacements for staff that are away.
- Very much aware more staff could be away at short notice.

### HEALTH & SAFETY

- The school had a successful earthquake drill but chose not to evacuate.
- Two days later, we had a fire drill as a child set off the alarm.
- The school evacuated this time which went well.
- A lockdown drill was held last week, for which we also evacuated.

### SCHOOL DOCS

Time: 6.32pm

- Wording changes completed regarding Religious Education.
- Māori Education – to follow what School Docs is suggesting and add Rise Whakatauki to the top.
  - Stefan thinks it's fine to adopt the suggested wording. Mel thought it tied in well with UDL.
- Harassment policy – still waiting on a new draft to come through from School Docs.
- All this month's policies related to health and safety – waiting on feedback from staff and community regarding these.

### SUSPICIOUS EMAIL

Email received today regarding the sexual orientation of children. Have engaged professionals about the framework for this policy.

- Have had children engage in these conversations.
- Do we have anything in place to help us deal with this? Do we need this?
- Email received had a lot of questions, then emailed a second time apologising for the length of the first email and only to answer the second question.
- Concern that it has not gone through official channels. Could this be a phishing scam?
  - Rajinder thinks we shouldn't replay. This should be reported.

**ACTION ITEM: Ian to contact Sarah at NSSTA and question this.** Are there implications if we don't answer this?

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

***Moved by Stefan/Mel/Agreed***

### FINANCE

Time: 6.32pm

***"The Hampton Hill School Board of Trustees moved to adopt the December 2021, January and February 2022 finance reports."***

***Moved by Matt/Stephen/Agreed***

### PROPERTY UPDATE

Time: 6.55pm

**Admin Block** – quantity surveyor had estimated \$730,000 to reclad to the Admin Block.

- This equates to 73% of the cost of re-build (Admin Block and Boiler Room).
- Meeting on 1 April with Mark and Anna.
- Timing of refurbishment - looking at Term 4 for Admin Block.
  - Ian will give an update at the next BOT meeting.

**Block C - Top Block** - waiting for Mark to get an exemption letter for the procurement of Vorstermans for the top block to MoE.

**Bottom Block** - Paid the remaining \$26,000 retention today.

### OTHER BUSINESS

- BOT thanked Stefan and the staff for doing a fantastic job dealing with Covid.
  - They knew it had been a lot of work. Well done.
- The school has received a lot of masks for both adults and children.
- BOT to provide an update for the website, and BOT thank you to staff.
- Ian is to send it to Stefan to forward to staff.
- Ashley and Rosie to be invited to the next BOT meeting.

**BOT went into Public Excluded Business at 7.00 pm – Lisa left the meeting**

The meeting closed at 8.00 pm.

The next meeting: **Monday, 16 May 2022 at 5.30 pm.** Mel would provide food.

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**ACTION ITEMS**

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Covid Vaccination	All staff have been informed of the mandate to receive the booster (third vaccine) either by 1 March or 183 days after their second vaccination. 100% compliant. A couple of staff with 183 days – Stefan keeps reminding.
Policies	Need to establish a Health and Safety committee - Stefan to organise someone from the top block, Caretaker, and Principal from the bottom block. Yet to be actioned. Stefan has checked with School Docs, and the community has been informed on how to provide feedback on policies.
Insurance payment	\$4622.93 Marsh Ltd insurance – Sue confirmed this was a yearly premium to provide cover for assets and activities that fall outside the MOE risk management scheme (property e.g., BOT owned buildings, motor vehicles, travel)
Suspicious email	Ian to contact Sarah at <sup>2</sup> NSTA and question this.
Zone	This is being investigated by the Kahui Ako - up to date with this information. Meeting with MOE to happen next – still waiting on a date.
Property Playground matting	Ian to update the BOT on the Admin Block at the next meeting. Ongoing - no progress made.
Principal's Appraisal	Stephen is to send a copy of the appraisal to BOT. Has given Stefan four points to look at. Beginning of June - term two.
Enrolment Ballot	Stefan is still investigating whether this is necessary and the best timing for it. Stefan to check future enrolments and if we have enough staffing.
BOT Election 7 September 2022	BOT to appoint a returning officer in July. Ian has info from CES to look at.
Basketball stand	Still to be installed.
BOT letters	Ian to provide an update for the website and thank you letter to staff for Stefan to send
Ashley & Rosie to be invited to the next BOT meeting	Sue has invited them



Chris  
23.5.2020