

**MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING**  
**Monday 23 May 2022 at 5.30 pm**

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

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

**In Attendance:** Meghan Allan, Rosie Frances, Ashley Rance (new HHS teachers)

**Apologies:**

**Minute Secretary:** Sue Kelly

**Conflicts of interest:** Nil

**WELCOME TO NEW TEACHERS**

**Time: 5.40pm**

Ian welcomed three new teachers, Meghan Allan, Rosie Frances and Ashley Rance, on behalf of the BOT. The BOT members introduced themselves to the new teachers.

Ian explained it was a busy year for the BOT with the Admin block weather tightness refurbishment project and the upgrading of the top block currently in the design stage, and building work due to start end of term 3/early term 4.

BOT elections will be held in September 2022. Ian confirmed that the BOT supported staff academically, professionally and personally and thanked them for their work.

**CONFIRMATION OF MINUTES**

**Time: 5.47 pm**

Ian confirmed there wasn't a quorum for 16<sup>th</sup> May meeting, so the meeting was postponed until 23 May.

There was one minor correction on page 5 of NZSTA.

*"The minutes of the Board of Trustees meetings on 21<sup>st</sup> March 2022 be accepted as a true and accurate record."*

Ian/Agreed

**CORRESPONDENCE LIST**

**Time: 5.49pm**

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

Stephen/Ian/Agreed

**DESTRUCTION OF DOCUMENTS**

*"The Hampton Hill School Board of Trustees approved destruction of 2009-2014 payroll documents"*

Matt/Stephen/Agreed

**ACTION ITEMS**

**Time: 5.50pm**

Action Item	Responsible
<b>Covid Vaccination</b>	This is no longer valid as the mandate was lifted on Monday 6 April at 11:59 pm
<b>Policies</b>	Health and Safety committee established – Stefan, Abbey, Sue & Kenny. To meet twice per term in weeks 2 and 8.
<b>Suspicious email</b>	Ian to contact Sarah at NSSTA and question this.
<b>Zone</b>	This is being investigated by the Kahui Ako. A meeting with MOE was being arranged for early June – Stefan felt it would be good if a BOT member could attend too.

<b>Property Playground matting</b>	Ian to share drawings with BOT and meet with Anna and Mark. Ongoing - Stefan is getting new quotes. Tripping hazards start to form as gaps widen. Mats laid on bark which may be causing the problem. Look into grants as work may cost over \$20K.
<b>Principal's Appraisal</b>	Stephen sent a copy of the appraisal to BOT. Has given Stefan four points to look at. Beginning of June - term two.
<b>Enrolment Ballot</b>	Staffing is based on the 1 <sup>st</sup> July roll return. Stefan received a letter from MOE regarding 1 <sup>st</sup> March numbers being lower than provisional staffing. They advised him to conduct a thorough "environmental scan". The current Y1/NE class currently has nine students in it. By late October, it will have 16 students with the possibility of new in-zone enrolments. Based on these numbers, it is not recommended that we hold an additional ballot for a 2022 start for this year's level.
<b>BOT Election 7 September 2022</b>	BOT to appoint a returning officer in July. Ian has info from CES to look at.
<b>Basketball stand</b>	To be installed.
<b>BOT letter website</b>	Ian to provide an update for the website – to include the Treaty land issue and BOT election – BOT to hold an information night in June-July to start looking for new members.
<b>Deloitte Accountants</b>	Deloitte has been re-appointed to continue the auditor contract. Ian is still looking into this for next year.

#### BULK PAYMENTS REVIEW - Rajinder

Time: 6.00pm

#### DESTRUCTION OF DOCUMENTS

*"The Hampton Hill School Board of Trustees moved to approve destruction of 2009-2014 payroll reports."*

Moved by Matt/Stephen/Agreed

#### PRINCIPAL'S REPORT

Time: 6.02pm

#### Student Learning Conferences

Stefan reported the Student Learning Conferences were held successfully on 6-7<sup>th</sup> April over Zoom with 129 bookings.

- A new booking system, "School Interviews, was used and worked well.
  - There were 10-minute meetings scheduled with a "Who Am I" focus.
  - Mel reported that juniors spoke more via Zoom with parents present as they felt comfortable and more confident to talk.

#### PB4L Update

There had been a successful implementation of the new PB4L token reward system.

- An assembly is held every Friday at 9.15 am, where 5-10 student names are drawn from the token box.
  - They reflect on the RISE value that week and explain the focus for the following week. It is held outside if fine and via Zoom if wet.
  - Children had responded well to the new system.
- Staff were working through the seven essential PB4L features currently on "discouraging inappropriate behaviour".
  - Staff consulted with each other and got the student's voices—issues with what is minor or major while emphasising the positives first.
  - To look at data – what, when, where. The school is looking at placing signage around the school – playground, courts, field, library and entrance to the school.
  - Stefan showed a draft of the design.

Matt queried attendance rates this term. Stefan confirmed they were much better this term, with only one child currently absent with Covid.

### Staffing

**Time: 6.20pm**

Stefan reported he had employed Meghan Allan to fill Cherie's maternity leave position until December 2022.

Carol Brieseman resigned with effect from the end of Term 2. She had accepted a PD facilitator position with the House of Science.

- Carol's farewell assembly and leaving function were discussed. Due to large numbers wanting to attend, a big venue is required – possibly Tawa College or Tawa Intermediate hall.

**ACTION:** Stefan and Sue to organise with Carol helping with the invite list.

- Promote via Facebook page and ask Tawa College and Intermediate and Murray Lucas (Kahui Ako leader) to speak, also Stefan, Ian and others.
  - Also, invite Kelly Barker.

Stefan had advertised a 0.6 fixed-term position (Mon-Wed), and Keriana would fill the 0.4 (Thurs-Fri).

- Advertising a 0.6 would attract more people than they would advertise for a permanent full-time position at the end of the year.
- Abbey would act as syndicate leader until then, organising the camp and the leavers' dinner. The two fixed-term positions could apply for the permanent position.

**ACTION:** Stefan would update the room 5 families on the staffing positions.

### Finance

The March 2022 and April 2022 financial reports have been received.

Lynette had re-released the April 2022 report as the Covid line was missing from the first one.

- MOE is to reimburse the school expenses incurred under Covid relief.
- Stefan confirmed we had been able to find relievers ok.
- The new Ipads had arrived and were being set up.
  - The BOT approved the purchase via email on 10 May.

### Unvaccinated Staff and Volunteers

Stefan needed the BOT to make a decision on their stance related to having unvaccinated employees and volunteers on site.

Visitors wore masks, and the breakfast club wore masks and gloves.

Relievers don't need to be vaccinated since the COVID mandate has been revoked.

- The Vistab no longer required vaccine passes to be scanned.
- The mandate was redundant as the disease was in the community. It was hard to justify in a standard public school as we don't have high-needs students.
  - BOT did not want to overstep its authority and dictate to staff who they supported and trusted.
  - Ian recommended contacting Sally at NZSTA to get the guidance, then Stefan to seek the thoughts of the HHS Management G
  - Group to provide a balanced approach and informed decision.

**ACTION:** Stefan would survey staff outlining important scenarios and contact Sally at NZSTA.

### Policy Review

School Docs had thoroughly reviewed the Harassment policy with a law firm involved in the process.

- The community provided feedback that School Docs has considered when reviewing and updating the policy.

School Docs are currently collating feedback on health, safety and welfare policies and should have a recommendation by the end of May 2020.

- Term 2 review topics were healthcare and behaviour management.

**ACTION:** Stefan reported that the MOE had produced a one-page document of infectious diseases that he would share with families.

Stefan reported that two successful events had been held last week – the cross country and Science Challenge – and it was great to get back to a sense of normality.

### Annual Plan

**Time: 6.50pm**

Stefan had updated the BOT on how the school was tracking the different areas and sent feedback to the BOT.

A spotlight was the learning hub of Etap (student management system), which provided the day-to-day admin.

Mel had been instrumental in getting Spotlight (Pupil Reports) off the ground.

- Stefan confirmed that there was still value in paper reports which would include reporting information from Spotlight and photos, which provided evidence of learning.
- Children's goals would be pulled through with learning and general comments, which could be shared with parents and included in reports.
- This new reporting system will be rolled out at the end of term 2.
  - Mel confirmed that Andy from Etap had requested to use it as a model for other schools.
  - Ian asked if it was consistent across schools? Stefan confirmed that it wasn't currently as not all schools use Etap, although the curriculum level should be consistent.

### FINANCE

**Time: 7.00pm**

***"The Hampton Hill School Board of Trustees moved those payments of \$90,757.38 for March be ratified".***  
**Moved by Matt/Stephen/Agreed**

***"The Hampton Hill School Board of Trustees moved those payments of \$144,201.22 for April be ratified".***  
**Moved by Matt/Stephen/Agreed**

***"The Hampton Hill School Board of Trustees moved to adopt the March and April 2022 finance reports."***  
**Moved by Matt/Ian/Agreed**

***"The Hampton Hill School Board of Trustees moved to adopt the principal's report."***  
**Moved by Matt/Ian/Agreed**

### PROPERTY UPDATE

**Time: 7.05pm**

#### Admin Block

Ian had recently met with Anna and Mark from Ashbys. The Admin Block would not be a rebuild but remedial work of the boiler room and recladding of the building.

- Cost estimated at 1.2m for Admin Block. Building costs had increased by 12%, and there was a waiting list for work to be done.
- Ian was waiting for final certification from MOE and then building consent.
- The project is moving frustratingly slowly.
  - Windows were not leaking, so they would not be replaced.
- Top Block work would begin early next year.

**ACTION:** Ian to share drawings and meet with Mark and Anna on 5 June.

**OTHER BUSINESS**

There was no other business.

**BOT went into Public Excluded Business at 7.20 pm – Sue left the meeting**

The meeting closed at 7.50 pm.

The next meeting: **Tuesday 21 June 2022 at 5.30 pm.**

Stephen would provide food.

**ACTION ITEMS**

Action Item	Responsible
<b>Covid Vaccination</b>	Stefan to seek advice from Sally at NZSTA and survey staff for views on having unvaccinated employees and volunteers on site.
<b>Policies</b>	Stefan to share infectious diseases doc with families.
<b>Suspicious email</b>	Ian to contact Sarah at NSSTA and question this.
<b>Zone</b>	This is being investigated by the Kahui Ako. A meeting with MOE was being arranged for early June – Stefan felt it would be good if a BOT member could attend too.
<b>Property Playground matting</b>	Ian will share the drawings with BOT and meet with Anna and Mark on 5 June. Stefan to get new quotes. The school should look to applying for grants to help offset the costs.
<b>Principal's Appraisal</b>	Stefan has four growth aspects to look at. Stephen, Ian and Stefan will meet t the beginning of July 2022.
<b>BOT Election 7 September 2022</b>	BOT to appoint a returning officer in July. Ian has info from CES to look at.
<b>Basketball stand</b>	To be installed.
<b>BOT letter website</b>	Ian will provide an update for the website, including the Treaty land issue and BOT election. BOT to hold an information night in June-July for new members.
<b>Deloitte Accountants</b>	Deloitte has been re-appointed to continue the auditor contract. Ian is still looking into this for next year.
<b>Carol's farewell</b>	Stefan & Sue to organise a farewell event. Stefan to communicate to room 5 families about staffing positions.



21.6.2022

