

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Tuesday 6 August 2024 at 5.30pm

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

Present: Matt Sverdloff (Chair), Claire Hughes, Craig Dean, Renee Short, Mel Zimmerman, Clare Watson
Apologies: Maia Alexander, Clare Watson late
In Attendance:
Absent:
Minute Secretary: Lisa Murdoch
Conflicts of interest: Nil

ASSESSMENT, REPORTING & PLANNING

Time: 5.28pm

Lata Govind and Mel did a presentation of assessments, reporting and planning on maths. They explained what assessments teachers do, when they are done (which term), what these are for and why, and explained targeted/priority learners. They explained what comes out of these assessments and where to next, goals and where we may need to focus PLD. They explained what happens in teachers' meetings to plan/discuss/learn and are also for improving practice and sharing ideas.

Clare Watson arrived
 Lata left the meeting

Time: 5.40pm
Time: 5.55pm

CONFIRMATION OF MINUTES

Time: 5.55pm

"The minutes of the Board of Trustees meeting on 18th June 2024 to be accepted as a true and accurate record."

Matt/Agreed

CORRESPONDENCE LIST

Time: 5.56pm

"The Hampton Hill School Board of Trustees accepts the correspondence list for 18th June-6th August 2024"

Matt/Agreed

ACTION ITEMS

Time: 5.56pm

Action Item	Responsible
Student Well-being Survey	Claire is still working on.
ERO visit	ERO was here for a full day last Tuesday. Worked on BAS. Debbie has emailed a list of items to provide evidence to support the SIF synthesis. She is coming back on 15th August to work with Sue - how to store medicine, police vetting, job descriptions. Once evidence is sent back Debbie will do a report. This takes a long time but should be October. It was a very intense process and is quite a different process now with a lot more working together. Debbie spent 10 minutes walking through each class and said they seemed settled.
Attendance	Claire to put reminders in newsletters about notifying the Principal of holidays prior to taking them - DONE

Playground maintenance	Claire/David - playground maintenance – ONGOING The swing is no longer safe and has been stored away. A new one is approximately \$2500. Claire has met with Kevin from a foundation to support children. They hope to be able to help with swimming next year and will put feelers out to see if they can fund a new swing. Hopefully they can help with funding for other projects at school ie. basketball hoops. Girls year 5-6 basketball team is no cost to us - notice sent home to parents.
Matting	Matting – ONGOING
Policies	Maia to review Health & Safety policy - ONGOING
Property	Work on Admin Block is mostly finished outside Claire’s office. Construct have gone into liquidation. Mark and Anna have had meeting with Claire and liquidators have said Construct will finish work. Tender summaries for room 3-4 refurbishment discussed - these have exceeded budget. Mark to send letter to Ministry to hopefully get more funding. Work in progress.
Staffing	Claire has advertised position - ONGOING
BOT newsletter	Clare Watson to draft up - aims to get done this term, will try to get something out next week.
Finance	Clare Watson to review bulk payments.
BOT Task Checklist	Conflicts & complaints - Matt and Craig to do Finance & property Student achievement - attached Policy review - Renee has done Student suspension Policy - ACTION: Renee to do School Docs virtual, Clare to do next one.

PRINCIPAL’S REPORT

Time: 6.12pm

We have had four enrolments so far this term and they were settling in well. The July roll return has already been done so these students don’t count towards this return.

Everyday Matters term 2 attendance report was attached. New reports that are being sent out now are very detailed. Claire was aware of students that are away alot and the reasons why. Claire will put a statement in the next newsletter about attendance. Talked to ERO about attendance and why it is low. BOT said it was good to see improvement in attendance. The graph Claire shared is no longer current due to the government announcement on Sunday.

A new curriculum for English and Mathematics is coming in and starting next year.

Congratulations to Mel who had finished her BSLA training. Mel organised Mr Fungus to perform at school which kids had loved.

Market day - Thursday 26th September.

Tawa Goes to Town - Monday 23rd September - years 5-6 missed date for dancers' audition. 10 students have so far opted out.

Maths week - 12-16th August

Camp BOT documentation - will be ready for next BOT meeting

Relievers are hard to get, Mondays and Fridays are even harder to get. 35 available for a job, only 3 or 4 looked at it. Have had a couple of new relievers.

We have a student with additional needs. We have students who support him at break times which is really helpful. No whanau sports on field as it is too muddy and cold so doing buddy classes instead.

Rotary Leadership Awards - Claire attended yesterday with the student and her parents.

Kahui Ako - Claire to attend later this week.

Lata to take on literacy leadership role.

Property

Storage of flammables ie. oil, paints, are not to be stored in caretaker's room as it is near the boiler. Construct were asked if we could have a storage container onsite but it is very expensive. Could use shipping containers on field or spare parts pit shed. Still looking at where to store these items.

Gate on the side of the school building by caretaker's office was stolen during construction work. Gate was never locked and there is a gate at the other end. This is an out of bounds area for kids anyway. Claire doesn't think we need to replace the gate.

Discussion had about maybe investing in a shed - will investigate further.

Breakfast Club fridge was replaced - donated from the community.

PB4L - not sure why this has jumped up significantly. Some incidents recorded a victim and perpetrator. All calm in the playground.

Data

Data based on end of year expectations. Same expectations in the middle of the year but end of year works better. Staff are aware of "flat-lined" kids. Also very much aware of children who are targeted and what to do to help them. Etap lists these students. Conversation had at hui on how to keep "home" informed about a student who is below and what to do to help - what is being done at school and what to do at home.

Reading strength - year 6 achievement low, writing data is lowest. ERO want to know why maths is our focus. Community feedback told us maths was what they wanted to focus on. Year 5 highest achieving cohort, Maori/Pasifika was bottom. Year 3 writing 95% below/well below. Mel discussed what assessments are needed for writing - a lot more needed for writing than reading. Hard to get an accurate picture. Have big push to get these kids to "at" by end of the year. 13 kids are in this. What is the trend - up or flat-lining - not sure yet. Will see a better picture by end of the year. Discussion had about how/what teachers do to help these students who are below/well below. How we track these kids from year to year. Government has said testing should be twice a year. Eastle and PAT are what we currently use.

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

Matt/Agreed

SCHOOL DOCS

Current policies requiring review:

Principal Professional Growth Cycle, Concerns & Complaints, Protected Disclosure

Time: 6.52pm

Renee has looked at these and approved. Complaints policy - Renee asked where is the register - Claire has complaints email folder. Only one complaint that Claire is aware of during her time here was in term 1. BOT queried whether they should have this item on PEB each meeting - it was agreed yes. **ACTION: Renee to approve policy then include this in PEB each meeting.**

HEALTH & SAFETY

Time: 6.59pm

Playground swing has been taken down. Is there anything that could be put up in the meantime? Cargo net? Normal swing? Would like to get swing replaced as it's good for kids who are dysregulated. Kevin won't be able to do this until next year. Maybe look at a grant.

FINANCE

Time: 6.55pm

Budget is on track. Need to be aware of projected deficit of \$61,000 which will come out of cash reserves. For next year, need to have hard conversations as we can't go on being in deficit. The big one is how much does BOT pay for staff. At the moment BOT fund 0.4 teacher but this can't go on. A lot of it is relievers. Just a heads up that we need to have a look at this at some stage when we get staffing for next year. Other schools have the same issue with their relievers' budget. There is a change due to "if sick, stay home". If a reliever is sick we pay for the reliever as well as the sick staff member. Reliever is paid \$406 per day. Classroom release time has increased and more teachers are going into relieving positions. Teachers are funded as 1 FTTE, reliever is funded at a higher rate, about 1.14 FTTE. Craig, Claire Hughes and Matt attend finance meetings. Need to have a separate committee meeting to discuss things going forward. Discussion had about what could happen in future regarding spending.

"The Hampton Hill School Board of Trustees moved those payments of \$50,042.26 for June 2024 to be ratified."

Matt/Agreed

"The Hampton Hill School Board of Trustees moved those payments of \$38,675.34 for July 2024 to be ratified."

Matt/Agreed

"The Hampton Hill School Board of Trustees moved to adopt the June and July 2024 finance reports and the 2024 final budget report."

Matt/Agreed

CULTURAL RESPONSIVENESS

Time: 7.18pm

Matariki celebrations had gone well. Scott and Keriana looking into next hui. Everything looks really good. Need to look at increasing family involvement.

PROPERTY

Time: 7.20pm

Field - last Tuesday it rained a lot but the flooding drained away quickly. Hopefully what council has done will help keep this at bay. Wet weather means no outside play and the field is closed when it's raining. Teachers are aware of the dangers.

ANY OTHER BUSINESS

Time: 7.22pm

Tawa Intermediate did a "Give a little" page and fundraised \$15,000. Could our school do something in term 4? Could say the focus is on the swing and do a bike-a-thon. "Give a little" is good for people out of town and grandparents. Tawa Intermediate gave out prizes - someone won a chrome book. Can we go out and get donations? Claire Hughes thought if parents can do it great but term 4 is really busy and we don't want to add more work to teachers. **ACTION: Clare Watson and Renee to look into organising a bike-a-thon.**

Matt goes away a bit so the BOT needed to appoint someone if Claire needs support if things escalate. Renee agreed to do this.

PUBLIC EXCLUDED MINUTES

Time: 7.28pm

The meeting closed at 7.49pm

Next meeting: Tuesday 10th September at 5.30pm. Craig to provide food.

ACTION ITEMS

Action Item	Responsible
Student Well-being Survey	Claire is still working on.
ERO visit	Sue to meet Debbie on 15th August for compliance checks eg. medicine storage, police vetting, job descriptions.
Playground maintenance Matting	Claire/David - playground maintenance – ONGOING Matting – ONGOING
Policies	Maia to review Health & Safety policy - ONGOING Renee to approve complaints policy then include the register in PEB each meeting.
Property	Mark from Ashbys to send letter to Ministry to hopefully get more funding - work in progress
Staffing	Claire has advertised position - ONGOING
BOT newsletter	Clare Watson to send out this term.
Finance	Clare Watson to review bulk payments.
Fundraising	Clare Watson and Renee to look into organising a bike-a-thon.
BOT Task Checklist	Conflicts & complaints - Matt and Craig to do Finance & property Student achievement - attached Policy review - Renee has done Student suspension Policy - ACTION: Renee to do virtual School Docs copy, Clare Watson to do next one.