

*[Signature]* 6/8/2024

**MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING**  
**Tuesday 18 June 2024 at 5.40pm**

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

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

**CONFIRMATION OF MINUTES**

**Time:** 5.41pm

*"The minutes of the Board of Trustees meeting on 14th May 2024 to be accepted as a true and accurate record."*  
 Renee/Agreed

**CORRESPONDENCE LIST**

**Time:** 5.42pm

*"The Hampton Hill School Board of Trustees accepts the correspondence list for 14<sup>th</sup> May - 18th June 2024"*  
 Renee/Agreed

**REPORT FROM CULTURAL LEADERSHIP**

**Time:** 5.43pm

As Scott Hammer was away sick, Claire presented his slideshow outlining the goals for 2024:

- 1) Māturanga Maori is present in our kura
- 2) Cultural celebrations held throughout the year
- 3) Rōpu whānau and fono support the planning of cultural events.

**Key actions** - to identify families and cultures, cultural week, fono/hui in term 2 to plan Samoan language week programme and Matariki celebration. **Next steps** - Matariki, fono/hui each term, grow staff knowledge, school powhiri and other language weeks.

**ACTION ITEMS**

**Time:** 5.42pm

Action Item	Responsible
Student Well-being Survey	Claire to share with staff and re-do survey in term 3
Enrolment Ballot Date	Sue had amended website information and would advertise date in August
ERO visit	- Board Assurance Statement (BAS) - <b>Claire had sent to ERO</b> - School Improvement Framework (SIF) - <b>ONGOING</b> - Monitoring student attendance - <b>ONGOING</b> - School Evaluation Report - <b>ONGOING</b> - BAS School Compliance Checklist - <b>ONGOING</b>

<b>Playground maintenance Matting</b>	Claire/David - playground maintenance – <b>ONGOING</b> Matting – <b>ONGOING</b>
<b>Policies</b>	Renee had reviewed policies - to report later in meeting
<b>Finance</b>	Craig to review bulk payments. Cleaning budget to be amended at next budget review meeting.
<b>Property</b>	Painting – Men in White to complete after build project finished Asbestos Plan - final asbestos has been removed. Work to be completed outside Claire’s office - <b>ONGOING</b> Boiler - <b>WOF completed</b>
<b>Staffing</b>	Claire has advertised position - <b>ONGOING</b>
<b>BOT newsletter</b>	Clare Watson to draft up - encourage enrolments for new entrants. Claire Hughes reported that at a Principals’ Meeting it was recommended doing a BOT newsletter at least twice a year. <b>ACTION: BOT to update their personal blurbs for newsletter and website.</b>

#### **BOARD TASK CHECKLIST**

**Time: 6.00pm**

Student Achievement - Claire to report after reports have gone out.

Board Policy Review - **ONGOING**

Suspension process - NZSTA would support the school through this process.

#### **PRINCIPAL’S REPORT**

**Time: 6.03pm**

Taken as read.

**Attendance** - Claire had sent the BOT an attendance report. The MOE target was for 70% of students with 90% attendance, we sit at 62% but Claire looks at the global percentage. There were a few students with poor attendance but we have procedures in place which have been shared with teachers. The MOE had posted on facebook regarding attendance which had received much vitriol from parents regarding sickness.

**Maths/Assessment** - Renee asked questions about the workload for teachers within maths/assessment. Mel confirmed there was a lot going on with maths observations and report writing but staff had agreed on goals for observations and teaching practices and collaborated as teams. The class walkthroughs consisted of team leaders spending a few minutes walking through classes. Mel explained “bangers & math” - an idea for whānau to come along and watch their kids play maths games with their teachers. Mel had also brought alot of new maths resources.

**Culture & Wellbeing** - reports go home 3rd July. There has been a lot of staff sickness and no relievers available. The relievers budget is already over target for this far through the year but other schools are the same. This week two classes were asked to stay home due to staff sickness. It was much more manageable with fewer kids at school. It was agreed to check with staff that they were ok with parents being told they were sick. This is the last year we will get Banked Staffing reimbursed for underuse. We are expected to manage it throughout the year to get to zero by pay period 22 which is a real juggling act.

**Property** - procurement agreement has been signed for refurbishment work to rooms 3 and 4 and is out for tender. An MOE checklist has been shared with our caretaker to ensure work is consistent with a regular

cycle of jobs. The fire siren didn't sound down bottom block during the last drill but Fire Compliance have assured us that it will work in a real fire. They are going to send a technician to look at the programming issue.

**Principal's Professional Growth Cycle** - Claire shared this with the BOT.

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

Renee/Agreed

### SCHOOL DOCS

Time: 6.23pm

**Current policies requiring review:**

**Employer Responsibility** - Renee had sent one change regarding the RISE values. She queried employer processes but was assured they were all in order eg. staff files are kept safe and secure, teacher units allocated, classroom release time, professional growth cycle of teachers, performance based reviews, coaching sessions. Mel showed the classroom release timetable for each term which had increased so our part-time teacher had increased her hours to cover this. If CRT gets missed it is documented and a catch-up day is timetabled. BOT confirmed they were comfortable with the wording and agreed the policy.

**Appointment Procedure** - two BOT members are on the appointment committee. BOT agreed the policy.

**Safety Checking** - teachers were police vetted as part of their registration, support staff and contracted trades people are police vetted every three years. The police vetting file is available at the office for BOT to view. BOT is confident all is in order and agreed the policy.

### HEALTH & SAFETY

Time: 6.30pm

Craig confirmed the flu vaccine was free for some people with health issues (eg. asthmatics). Staff uptake was low this year with 9 staff getting covid/flu vaccines on 1st May which the school pays for. There is a hazard register on the caretaker's job sheet which staff are responsible for reporting and the caretaker fixes as soon as he can. **ACTION: Maia to review Health & Safety Policy.**

### FINANCE

Time: 6.35pm

The BOT identified the overspend in the relief budget due to staff sickness.

*"The Hampton Hill School Board of Trustees moved to adopt the Auditor Report and Financial Statements 2023."*

Craig/Clare W/Agreed

*"The Hampton Hill School Board of Trustees moved those payments of \$123,403.96 for May 2024 to be ratified."*

Craig/Clare W/Agreed

*"The Hampton Hill School Board of Trustees moved to adopt the May 2024 finance report."*

Craig/Clare W/Agreed

### CULTURAL RESPONSIVENESS

Time: 6.40pm

Renee noted that she was impressed with the work of teachers. She encouraged everyone to attend the Matariki celebrations. Renee had met with the Greenacres team and reported that we were doing more than most schools. It would be good if more whānau would attend the fonos but this takes time to build relationships and get parent buy-in.

### PROPERTY

Time: 6.44pm

As previously reported. Claire had spoken with the contract manager - he confirmed that there shouldn't be too much longer until the work is finished. The heat pump is getting moved, guttering issues fixed, painting finished and room 1 blinds installed.

### ANY OTHER BUSINESS

Time: 6.45pm

There was no other business.

The meeting closed at 7.00pm

Next meeting: **Tuesday 6th August at 5.30pm.** Matt to provide food.

**ACTION ITEMS**

Action Item	Responsible
<b>Student Well-being Survey</b>	Claire to share with staff and re-do survey in term 3
<b>ERO visit</b>	- School Improvement Framework (SIF) - <b>ONGOING</b> - Monitoring student attendance - <b>ONGOING</b> - School Evaluation Report - <b>ONGOING</b> - BAS School Compliance Checklist - <b>ONGOING</b>
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<b>Policies</b>	Maia to review Health & Safety policy
<b>Finance</b>	Craig to review bulk payments. Cleaning budget to be amended at next budget review meeting.
<b>Property</b>	Painting – Men in White to complete after build project finished Work to be completed outside Claire’s office - <b>ONGOING</b>
<b>Staffing</b>	To discuss under PEB
<b>BOT newsletter</b>	Clare Watson to draft up - encourage enrolments for new entrants BOT to update their personal blurbs for newsletter and website and send to Sue/Clare Watson