

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Tuesday 10 September 2024 at 5.30pm

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

Present: Matt Sverdloff (Chair), Claire Hughes, Craig Dean, Mel Zimmerman, Clare Watson, Maia Alexander

Apologies: Renee Short

In Attendance: Scott Hammer

Absent:

Minute Secretary: Lisa Murdoch

Conflicts of interest: Nil

REPORT ON CITIZENSHIP & LEADERSHIP

Time: 5.35pm

Scott Hammer made a presentation and talked about the goals for student leadership.

Clare Watson arrived

Time: 5.36pm

Scott set out the leadership roles, what these are, how RISE values are reflected and how to celebrate them. Leadership badges were introduced and given out to students each term, after being nominated by teachers. Rotary Awards, Porirua - Yuli was nominated this year. Tawa Citizenship Award is later this year in term 4. Big focus on using RISE values. Scott shared how the teachers teach and grow these values with the students. Scott also shared how RISE came about. Explained the token system which are given out when RISE values are shown, and what happens with these tokens. PB4L - Scott shared how this works, why we have this and how it helps with general day to day schooling. Next steps - whanau groups/house groups. This promotes leadership, positive interactions. Leadership displays - have photos up so kids can see what others are doing. Whanau communication - ways to share information with whanau. Where to next? What to do next year? Great to see kids using RISE outside of class, BOT member commented having seen them shown at breakfast club.

CONFIRMATION OF MINUTES

Time: 5.54pm

"The minutes of the Board of Trustees meeting on 6th August 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 6th August-10th September 2024"

Matt/Agreed

ACTION ITEMS

Time: 5.56pm

Action Item	Responsible
Student Well-being Survey	Claire - ONGOING
ERO visit	Sue met Debbie on 15th August for compliance checks eg. medicine storage, attendance, police vetting - DONE

Playground maintenance Matting	Claire/David - playground maintenance – ONGOING. ACTION: Sue to remove from agenda Matting – ONGOING
Policies	Maia has reviewed Health & Safety policy - on school docs, everything there that should be there. BOT to be aware of issues of Health & Safety incidents happening at school - these incidents are reported on in the Principal's Report. BOT discussed policy for this. Renee has reviewed complaints policy. ACTION: complaints register to go on PEB agenda each meeting.
Property	To discuss later in meeting
Staffing	To discuss later in meeting
BOT newsletter	Clare Watson has drafted it. ACTION: BOT members to send new bios (a paragraph) to Clare for newsletter.
Finance	Maia to review bulk payments
Fundraising	Bikeathon - Renee had a meeting with Clare Watson. Need to get volunteers - put on facebook but no response, only one parent has approached Clare to help. Purely run by BOT and volunteers with no expectation on staff. Hoping to have it in November, possible date of Saturday 16th November from 2-4pm. Only thought was sports commitments so will be a Saturday afternoon. Lots of ways to grow it and can be as big as we want, can also set up a give a little page so grandparents /aunts/uncles can contribute. Prizes - will send out info asking for businesses to donate. Clare Watson and Claire Hughes to meet to discuss further. Purpose for fundraising is to replace bottom block swing \$5000 is the target. Anything extra raised will go to sports equipment. Students can bring own bikes if wanted. Definitely a sausage sizzle, bake sale, raffle, spin the wheel, spot prizes.
BOT Task Checklist	Conflicts & complaints - Matt and Craig to do

CAMP

Time: 6.19pm

Camp RAMS forms were presented to BOT. Camp will be held 27-29 November - \$265 for students, \$180 adults, 31 students and 7 adults attending. Shortfall for this but will come out of curriculum budget. Maia had found a grant and will apply for this. Market Day at end of term - can make up to \$600 - \$1300 and this will go towards camp. Police vetting of parent helpers has started. Lots of offers of help from parents. School pays for parents to attend so limited to numbers. Two adults per group with teacher roaming. Two students who may require additional support - discussing with family. Camp Kaitoke have RAMS, as does HHS. BOT needs to be comfortable with RAMS, a lot of planning has gone into it, then need confirmation of approval. BOT happy for Matt to review RAMS and SOPS.

PRINCIPAL'S REPORT

Time: 6.28pm

Maths curriculum - still reviewing this. There are still question marks around work books. Lots of talk about structured maths. Claire talked about some of the expectations that government thinking of - two formal assessments expected. PAT or ASTLE - issue is ASTLE is free and PAT is not. Who will pay for these - the

ministry. English curriculum released just after maths. Claire focusing on maths first so she hasn't read the English one yet (120 pages).

Email sent out this week to whanau regarding the sexuality hui on Monday 16th September. It would be great if BOT could be there - as a BOT member and parent. There would be a classroom or the hall for kids to play in while parents attend the hui.

Pasifika fono held 22nd August - two families attended.

Basketball is going well with good support from parents with transport.

Staffing - this will be available on Friday 13th September. It will be lower than this year but shouldn't have to go through the surplus staffing process. We will be staffed for 5 classes. CRT going up. Permanent unit holders will be going up but unsure how this will be calculated. We will get less units. Three teachers have permanent units but unsure how the ministry are calculating this - how do they know what school or which teachers have permanent units. It is a wait and see game.

Coffee cart - staff are loving this.

Team leaders are great at checking on their teams.

Finances

Claire had met with Lynette. The budget will be less next year as we have less students. We have to pull back on relievers due to being over-budget. A large invoice was received for swimming and Claire queried this with WCC. The invoice won't be paid until Claire hears back from the WCC. Need to make sure there is money in the curriculum budget to cover swimming.

Property

Admin building - boiler is still leaking and will be repaired during the holidays.

PB4L data

This had been broken down into genders and there was quite a difference.

Term dates

Staff only days aligned with Intermediate. Need to have 386 half days. There will be two ministry funded staff days but will probably take off the school staff only day.

"The Hampton Hill School Board of Trustees moved to approve the 2025 term dates." Claire H/Mel/Agreed

"The Hampton Hill School Board of Trustees moved to approve the principal's report." Matt/Agreed

SCHOOL DOCS

Renee was absent.

Time: 7.02pm

HEALTH & SAFETY

Nothing to report.

Time: 7.03pm

FINANCE

"The Hampton Hill School Board of Trustees agreed to gift the funds to MOE that were spent on the weather tightness upgrade."

Craig/Matt/Agreed

Time: 7.04pm

"The Hampton Hill School Board of Trustees moved those payments of \$33,427.84 for August 2024 to be ratified."

Matt/Agreed

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

Craig/Claire W/Agreed

PROPERTY**Time: 7.08pm**

Tenders for the classroom upgrade (rooms 3 & 4) have been received. Mark from Ashbys wants BOT to approve an extra \$44,382 over what has already been approved, making it a total of \$140,000. We currently have five classes refitted with rooms 3-6 still to be done. We will only be upgrading room 3 and 4. DRD Builders are the preferred contractors. **ACTION: Need to get confirmation of how much the ministry will be funding. Claire will go back to Mark to confirm this.** If additional \$44,382 is needed, this makes it \$130,000 total contribution. This needs to be revisited. Do we need to go out to parents to see if they feel it is a valuable investment? The 10 year property plan does not include the concrete replacement. The Ministry property advisor is coming to inspect what the school's property requirements are. Claire will email Matt as Claire would like a BOT member to be there. They will do a walk around the school. Claire will arrange a date with him.

ANY OTHER BUSINESS**Time: 7.20pm**

Dog issue - the last two weeks two dogs have been coming on to school property. Claire has seen these dogs, taken photos and sent to WCC. She knows where they live - at a property on Victory Cres. Sue has called animal control several times. When they arrive they can't find the dogs. Dave (caretaker) will do a property inspection of the fences tomorrow. Claire thinks the dogs are jumping the fence. They are quite scary dogs. Claire has sent an email to teachers telling them what to talk to the kids about, the lockdown procedure and what to do if they see the dogs. Claire will also send communication to parents advising them what's happening. We are not the only ones complaining about these dogs.

PUBLIC EXCLUDED MINUTES**Time: 7.27pm**

The meeting closed at 7.44pm

Next meeting: **Tuesday 29th October at 5.30pm.** Renee to provide food.

ACTION ITEMS

Action Item	Responsible
Student Well-being Survey	Claire H - ONGOING
Playground maintenance	Sue to remove from agenda
Policies	Renee - complaints register to go on PEB agenda each meeting
Property	Claire H to get confirmation from Mark of how much the ministry will be funding. Claire H to meet with Matt & MOE property advisor for walk around school to inspect property requirements.
BOT newsletter	BOT to send new bios (a paragraph) to Clare W for newsletter
Finance	Maia to review bulk payments
Fundraising	Bikeathon - Clare W & Claire H to meet and discuss further
BOT Task Checklist	Conflicts & complaints - Matt & Craig to do