

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Tuesday 29 October 2024 at 5.30pm

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

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

Apologies:

In Attendance:

Absent:

Minute Secretary: Lisa Murdoch

Conflicts of interest: Nil

CONFIRMATION OF MINUTES

Time: 5.35pm

"The minutes of the Board of Trustees meeting on 10th September 2024 to be accepted as a true and accurate record."

Matt/Agreed

CORRESPONDENCE LIST

Time: 5.36pm

"The Hampton Hill School Board of Trustees accepts the correspondence list for 10th September - 29th October 2024"

Matt/Agreed

REPORT FROM WITHIN SCHOOL LEAD (WSL) MATHS

Time: 5.37pm

Mel presented her report. Teachers have been unpacking the new curriculum and looking at effective teaching. We are identifying priority learners - sharing/learning together. What does the day to day teaching look like? Sharing and establishing relationships with Kahui Ako. Term 4 - ongoing unpacking the new curriculum and growing teacher knowledge. Mel shared what maths planning is and discussed target students. During term 2 and 3 we did a stocktake of maths equipment and purchased more. Mel shared an observation document and explained this to the BOT and how it was used. Maths Week was held during Term 3 - Mel explained what the purpose was and what the school did to celebrate, holding a Bangers and Maths evening on 13th August which was well received. Staff Only Day led by Claire looked at what resources will be provided by the Ministry. Only the first two years are funded so will have to look at what ongoing costs will be. Looked at Science of Learning. Teachers looked at what effective practice will be for the rest of the term. Shared ongoing actions. What next? Select more funded resources. Claire and Mel have started to look at effective practice for 2025.

ACTION ITEMS

Time: 5.57pm

Action Item	Responsible
Student Well-being Survey	Claire - ONGOING
Policies	Will put in PEB

Property	<p>At last meeting BOT gave approval for \$45K to be spent on C Block upgrade. Claire has asked Mark to advise where everything is at. It has gone out to tender and been accepted but still some work to do. Claire will email Mark to find out.</p> <p>Ministry Property Advisor David has said it is the BOT responsibility to cover the cost of fixing the concrete. Claire will talk to caretaker Dave about grinding the concrete. Did walk around the school with OT and early intervention teacher for special needs student. They weren't worried about the concrete only the gates and fences. Dave has done some things to improve these such as trellis on the entry fence. Have to apply for modifications but school has to pay for first \$2500. Could take up to a year for work to start. Ministry has the "wait and see" approach. Pre-school had put up punga logs but have since been told we can't do this.</p>
BOT newsletter	BOT members to send new bios (a paragraph) to Clare for newsletter, include Bike-athon.
Finance	Renee to do random check of accounts. Action: Sue to make up a roster list.
Fundraising	Bikeathon is going well. Basketball hoop has been made and should be ready to install in a couple of weeks.
BOT Task Checklist	BOT went through checklist ensuring everything had been done. Focus next year will be Maths. Action: Craig and Matt to look at Property and Finance policies.

PROFESSIONAL LEARNING GROUP

Claire to meet. Have to endorse each other then give document to BOT. There is one in Porirua and two in town.

ANNUAL LEAVE FOR PRINCIPALS

40 weeks of school. 30% of income = 12 weeks holiday which is already what we have. NZEI introduced this but not sure why. Discussion had about leave and why this may have been introduced.

ASSET REVIEW

Time: 6.28pm

This is being undertaken in Term 4. Lynette has sent the asset register to Sue. Scott deletes items we no longer have and Lynette adds new items. **Action: Sue to check with Lynette for 5 year asset management plan.**

PRINCIPAL'S PD WELLBEING FUND DECLARATION

Time: 6.30pm

"The Hampton Hill School Board of Trustees moved that any unused wellbeing funds from 2024 be rolled over to 2025."
Clare W/Craig/Agreed

"The Hampton Hill School Board of Trustees moved to approve the current spending of the principal's wellbeing fund."
Craig/Renee/Agreed

PAINTING PLAN

Time: 6.35pm

The 2024 painting plan is being done in 2025 because of the class refurbishment.

"The Hampton Hill School Board of Trustees moved to approve the painting plan."
Matt/Agreed

BIKEATHON

Time: 6.35pm

This is being held on Saturday 16th November from 2-4pm - can all BOT attend - yes. Sausage sizzle, lolly bags, drinks. Need BOT to run a stall. Raffle? Not many donations. Claire will put in next newsletter. Renee and Clare W will go out to businesses. A \$100 donation had been received from a business. May use this to make up lolly bags if nothing is donated. Have received \$500 Interislander voucher. Trying to keep low key/community event. Have said parents need to stay with their child. Starts at 2pm with a race every 20 minutes from 2.20pm. How can we encourage more involvement? Can post link to Give a little page on Tawa Community Noticeboard? Clare W will ask admins for this page. Claire H will put the link in the newsletter as well. How do we get businesses to donate? There is no postponement date. Priority is now to get more donations. Maia will do a health & safety plan.

Clare W left the meeting

Time: 6.45pm

PRINCIPAL'S REPORT

Time: 6.45pm

Attendance stats - numbers don't match, unsure why as data was obtained from etap. The Ministry has started tracking attendance since Covid. Nore a more detailed report is released. Will change attendance codes next year Will only be 15 codes and not 28 or so like now. Data is taken from etap and a report is printed. Totally different from the Ministry report.

Relationship & Sexuality Hui - not a big turnout but is now being taught. Year 4 is being taught by one teacher, year 5-6 being taught separately. Haven'd had any feedback. One student has been opted out of one unit. Another student has been opted out. One dad expressed concerns at the meeting. Claire has caught up with him since and he felt much better about things.

Powhiri will be held this Thursday.

Basketball team (year 4-6) is going really well. It's a great team with supportive parents. Games are held after school. Claire has tentatively registered two teams for next year.

Tawa Goes to Town was awesome. A lot of work goes into it and getting there but is very worth it.

Swimming is going well. Good feedback about changing to once a week. Getting parent help is a bit tricky. Last year's bill for swimming has still not been corrected but Claire is not chasing up.

ERO - we have received a draft report but were not happy with a couple of statements. Evaluation partner will change them. Claire discussed the changes with the BOT. We won't see another draft after changes are made. Taken from mid year data. Report on end of year data.

Staffing - is 7.88 for next year based on end of year roll of 137. The big issue is units. We currently have eight but will drop to six next year. 60% should be permanent but we only have 50% permanent this year. CRT goes up to five days a term next year - we have a permanent and part-time teacher to cover these. We will have six full time teachers. Claire and Mel are looking at class lists for next year now. We have had to employ a new teacher for next year. She attended the staff only day and is a first time teacher with the right skill set that we needed. We received five applications for the vacancy but one already had accepted a job. Relieving budget has been blown and are currently sitting at 87% of budget.

Boiler - Mark Scrimshaw said someone will look at boiler but that hasn't happened yet. Claire emailed him to follow up.

Bollard - on bottom block gate was very loose. Now has a bracket to support and a jockey wheel on the gate to relieve the load on the bollard.

New student - Dave has put a lot of things in place for the new student. The shipping container was painted during the holidays. We need some more artwork.

Fence - should be 1.8 metres. Claire found this out when she did the walk around with the Ministry for the new student. Looking into tracking and who has this data. Ministry also picked up that our gate latches are on the incorrect side - should be on the outside of the gate, not inside.

Toilet cisterns - had to replace two staff toilet cisterns as they were leaking.\

After school care - Claire had met with a new after school care provider. To make it work they would need 10 kids. Need BOT permission to transport kids from other schools. Cheaper than Kelly Club - \$22 for three hours for regulars, \$24 for three hours for one-offs. To proceed we need to survey the community to find out the level of interest. BOT agreed for this to go ahead. Claire mentioned that we don't want Intermediate kids to attend but OK for other kids to come in. The person mentioned that they will be visiting another school so it may be there rather than here. Unsure yet. They also provide afternoon tea and there are always two staff on site. Police vetting needs to happen. They are already at three other schools.

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

Matt/Agreed

SCHOOL DOCS

Time: 7.22pm

Everyone should familiarise themselves with the EOTC policy. **ACTION: do we have a traumatic incident response plan?**

Finance and asset management policy - looked at. **ACTION: Sue to find out if the school uses Ministry of Education risk management scheme for contents and liability insurance.**

Financial conflicts of interest - signed off

School donations - signed off (need to send out each year to advise opted out of school donations)

Asset management and protection - signed off. Asset register should be reviewed every three years.

Disposal of assets - BOT to approve of anything over \$10,000

Property planning and maintenance - Matt to look at this and sign off

Expenditure - does BOT review the SUE? Claire does this each pay period. Matt to review this policy. SUE should be checked regularly - Claire will look into BOT looking at SUE report as lot of privacy issues.

Prevention of bribery, corruption, fraud and theft - signed off.

HEALTH & SAFETY

Time: 7.32pm

Maia to do RAMS for Bikeathon. Claire H will show Maia a template.

FINANCE

Time: 7.34pm

At end of school year banked staffing should be -2 (over-used). Sue keeps a close eye on this. We used to have to pay back what we didn't use but that has changed. If we go over we have to pay but we don't get a refund if we don't use it all. The -2 will balance out at the end of pay period 26 in March. The banked staffing is regularly checked by Claire and Sue.

"The Hampton Hill School Board of Trustees moved those payments of \$44,680.79 for September 2024 to be ratified."

Craig/Maia/Agreed

"The Hampton Hill School Board of Trustees moved to gift the asset resulting from their contribution to the weather tightness upgrade to the Ministry."

Craig/Matt/Agreed

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

Matt/Agreed

CULTURAL RESPONSIVENESS

Time: 7.40pm

No update

PROPERTY

Time: 7.40pm

Claire to get in touch with Mark Scrimshaw.

CAMP

BOT has given approval for camp to go ahead.

Time: 7.41pm**ANY OTHER BUSINESS**

None

Time: 7.42pm**PUBLIC EXCLUDED MINUTES**Time: 7.42pm**The meeting closed at 8.14pm**Next meeting: **Tuesday 3rd December at 5.30pm.** Maia to provide food.**ACTION ITEMS**

Action Item	Responsible
Student Well-being Survey	Claire - ONGOING
Policies	Sue to check we have a traumatic incident response plan – YES WE DO Sue to find out if the school uses Ministry of Education risk management scheme for contents and liability insurance - YES WE DO Property planning & maintenance - Matt to review Expenditure - Matt to review. Claire H to check if BOT can view SUE report.
Property	Claire to contact Mark for Block C update Claire to talk to caretaker Dave about grinding the concrete
BOT newsletter	BOT members to send new bios (a paragraph) to Clare for newsletter, include Bike-athon.
Finance	Renee to do random check of accounts Sue to make up a roster list - DONE
Fundraising	Bikeathon - Clare W to ask Tawa Neighbourhood facebook admins for link. Claire H will put the link in the newsletter. Maia will do a health & safety plan.
BOT Task Checklist	Craig and Matt to look at Property and Finance policies
Asset Review	Sue to check with Lynnette for 5 year asset management plan Scott to review current asset register by end Term 4

