

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Tuesday 19 March 2024 at 5.30pm

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

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

Apologies: Clare Watson

In Attendance:

Absent:

Minute Secretary: Lisa Murdoch

Conflicts of interest: Nil

M. SVERDLOFF *M. Sverdlhoff* 14/5/2024

CONFIRMATION OF MINUTES

Time: 5.39pm

"The minutes of the Board of Trustees meeting on 13th February 2024 to be accepted as a true and accurate record."

Matt/Agreed

CORRESPONDENCE LIST

Time: 5.40pm

"The Hampton Hill School Board of Trustees accepts the correspondence list for 13th February – 19th March 2024"

Matt/Agreed

A question was raised asking whether everyone receives all correspondence from NZEI. Any coms from ERO to be recorded on this document.

ACTION ITEMS

Time: 5.42pm

Action Item	Responsible
BOT Checklist	Renee to look into
Grants & Fundraising	Maia and Renee to discuss list of grants to apply to. Claire to forward wish list to Maia. Basketball hoop to go down bottom, Maia to look into new netball hoops. Discussion had about fundraising options that are available. If anyone has any ideas for fundraising please pass these onto Maia. It was resolved that an application be made to Hutt Mana Charitable Trust for funding to cover a basketball hoop for \$1783.00
Health & Safety	Dave to check field after next significant rainfall - still no rainfall
Playground maintenance Matting	Claire/David - playground maintenance – ONGOING Matting – ONGOING There were a few things noted in the playground inspection report but nothing major.
Policies	Renee to review BOT policies and Claire to do others - DONE
Finance	Matt to review bulk payments
Strategic Plan	Claire had sent out to whanau - feedback received from two people. Claire worked with parent to change wording. There is a summary on the school website. Once approved we will put the entire document up on the website.

Student Achievement Data	Claire to report back to BOT - in principal's report.
Health & PE Curriculum	Received feedback which has asked BOT to reply to. Claire had chat with her advisor who thinks she should talk to an advisor who specialises in replying to these. Creative Consultant Meredith supports schools to reply to these kinds of things but a fee will be charged - BOT happy to pay. Claire to talk to person tomorrow and will advise BOT. Claire talked about lesson plans that Redwood School were using - old plans from 2017 so need to find these. She has a meeting next week with Redwood. These will be the lesson plans we use. Response to letter from BOT. Claire will put something together and get to BOT to approve and send out. Discussion had around teaching of this and what not to teach.
Property	Painting – Men in White to complete after build project finished Deck – construction company - DONE - looks great Concrete – Dave - ongoing Site Meetings - Claire to follow up with Anna - no further ahead Asbestos Plan - Claire to work on with Ashbys - nothing to report - last heard it was going to cost \$40,000
BOT newsletter	Clare Watson to work on - no update as Clare away

Conflict of Interest Register

Time: 6.00pm

Nothing to add.

SCHOOL DOCS

Time: 6.01pm

Current policies requiring review:

Te Tiriti o Waitangi - DONE Renee

Board Responsibility - DONE Renee

Parent Involvement - Claire to check

Communicating with parents - Claire to check

School Planning & Reporting - Claire to check

Reporting to Parents on Student Progress & Achievement - Claire to check

Documentation & Self Review - DONE

Board Task Checklist

Time: 6.26pm

Nothing to do on this.

Disposal of 2016 Records

Time: 6.28pm

"The Hampton Hill School Board of Trustees approved the disposal of 2016 payroll and staff leavers records and 2009-2016 roll returns and insurance records."

Matt/Agreed

PRINCIPAL'S REPORT

Time: 6.29pm

Roll now at 133. We need to get to 151 to retain U4 status. Impact of not getting this is principal's pay goes down alot. Also staffing reduces as well. Taking into account current enrolments we will be at approximately 149 at the end of the year. New entrants teacher and principal to visit Millie's House to "push" our school. We have a relationship already with Brian Webb.

Strategic Plan

As listed in Action Items. Claire handed out a copy of this and talked through some changes that have been made. BOT to look over and advise any changes so it can be put up on the school website. BOT to advise Claire by end of next week (Thursday 28th March).

Mel had led two staff hui had been held which looked at Spotlight. End of year achievement was looked at and also a stocktake of mathematics and what we were using.

Professional Growth Cycle - team leaders had done a walk through and completed goal setting. One hour a day reading and writing - all timetables given to Claire and Syndicates were also reviewing these.

Cell phones at school - a document had been sent out to whanau but no feedback had been received yet.

All units had now been assigned. Culture & Wellbeing - the Te Reo teacher taking this is away sick but will hopefully be back next week. Claire spoke about events held. Cultural week next week. Kio Rahi tournament cancelled due to lack of interest. Mel and Scott leading cultural performance group. Assessments being finished.

Student leadership - playground support leaders - Claire explained how this works in the playground. She would start investigating having whanau groups. Buddy classes up and running and great to see at assemblies which were going really well. Kids were responding well to assembly and there was a lot more togetherness with classes sitting next to their buddy class which has a nice feel. Leadership badges have been ordered and Claire was working out who would get these.

Enviro Group - is up and running with a teacher taking this.

Achievement Data - Claire shared this data with BOT and talked through this information. This data had been shared and reviewed with teaching staff. ERO will ask why not focusing on writing. There is a strong mandate around maths. Year 6 is the biggest cohort in the school. Strategic plan focus is maths. Data for writing is much lower than maths. Have focused on writing for many years rather than maths so it is time to focus on maths. Hopefully the maths focus will flow through into writing. A lot of children's targets are in one subject but there are also those with targets in all the other subjects. Goal setting was linked to maths.

Staffing - flu and covid booster booked for 1st May. Vacancy for Meghan's job had received two applicants from overseas. Can't take them as they don't have a permanent job. Spoke to a principal and they had someone apply for a job at their school but didn't employ them so asked them to apply here. Scott and Claire to meet with them.

Property - Claire talked through property as per her report. Dave is working through the Playground inspection report. Hazards - Dave to fill in the holes in concrete outside room 5 as had a person trip and hurt themselves. Dave has taken ropes off from bank as kids digging and making the bank unsafe.

PB4L - data shared

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

FINANCE

Time: 6.55pm

"The Hampton Hill School Board of Trustees moved those payments of \$190,434.02 for December 2023 to be ratified." **Craig/Maia/Agreed**

"The Hampton Hill School Board of Trustees moved those payments of \$125,508.90 for January 2024 to be ratified." **Craig/Maia/Agreed**

"The Hampton Hill School Board of Trustees moved those payments of \$203,063.40 for February 2024 to be ratified." **Craig/Maia/Agreed**

Budget for cleaning is wrong - it is tracking high but was not high enough in budget. Will be over-budget as they increased costs and didn't adjust the budget. **ACTION: Craig to discuss with Sue cleaning costs and expected costs.**

"The Hampton Hill School Board of Trustees moved to adopt the December 2023, January and February 2024 finance reports." **Craig/Renee//Agreed**

HEALTH & SAFETY

Covered under principals' report.

Time: 7.11pm**CULTURAL RESPONSIVENESS**

No update for now.

Time: 7.12pm**PROPERTY**

Already discussed. Asbestos holding everything up. Regarding the bottom block playground - are we allowed to set up a give a little page - may be something to think about. Bottom playground will take a lot of money to bring up to standard. Next year starting with 100, is it worth it? Perhaps relocate playground and refill the bank then put playground on the field. Fire compliance to take out smoke alarms. Construct/Fire Compliance - issue with payment between these two so things are slowing a bit.

Time: 7.13pm**ANY OTHER BUSINESS**

Working bee for enviro this weekend.

Time: 7.14pm**PUBLIC EXCLUDED MINUTES****Time: 7.15pm**

The meeting closed at 7.25pmm

Next meeting: **Tuesday 14th May at 5.30pm.** Clare Watson to provide food.**ACTION ITEMS**

Action Item	Responsible
BOT Checklist	Renee to look into
Grants & Fundraising	Maia to apply to Hutt Mana Charitable Trust for basketball hoop \$ 1783.00
Health & Safety	Dave to check field after next significant rainfall
Playground maintenance Matting	Claire/David - playground maintenance – ONGOING Matting – ONGOING
Policies	Claire to revise policies
Finance	Matt to review bulk payments. Craig to contact Sue regarding cleaning budget.
Strategic Plan	BOT to give feedback to Claire by 28th March, Sue to put entire document up on the website when approved
Health & PE Curriculum	Claire will draft document, get BOT to approve and send out
Property	Painting – Men in White to complete after build project finished Concrete – Dave - ongoing Asbestos Plan - ongoing
Staff Vacancy	Claire & Scott to meet potential candidate
BOT newsletter	Clare Watson to work on