

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Tuesday 24th March 2020 at 7.00pm (via ZOOM)

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

Present: Stephen Opie (Chair), Sophie Robbers, Abbey Corich, Noha Ibrahim, Matthew Bulford, Ian Conning, Mel Zimmerman (staff rep)

Apologies: Abbey Corich (joined meeting at 7.25pm)

Minute Secretary: Sue Kelly

Conflicts of interest: Mel and Sue (staff) to leave meeting for PEB (Principal appointment, staff & student matters)

WELCOME

Stephen welcomed Mel as newly elected staff rep. Before working at HHS, Mel worked at Linden School for 12 years, including 6 years as DP and 5 years as staff rep on the BOT. The BOT greatly appreciated Mel's appointment and her wealth of experience she brings to the BOT.

AGENDA CHANGE

The agenda was changed due to new MOE Covid-19 administration instructions and the national lockdown which is now in place.

BOT TIMESHEET

Stephen explained the BOT timesheet to Mel and would send her the link. Even with the lockdown, meetings would continue via ZOOM. Noha queried the Principal interviews scheduled for 4 April which would be covered under PEB.

CONFIRMATION OF MINUTES

Time: 7.00pm

"The minutes of the Board of Trustees meeting on 17th February 2020 be accepted as a true and accurate record."

Ian / Sophie / Agreed

ACTION ITEMS

Action Item	Update
November Finance Report – school trips up 1000% - check coding or typing error	Sue had checked with Lynette - this is correct
B Block refurbishment budget and expenditure to be listed separately in Finance Reports so we can track spending	Matthew to follow up with Lynette
Tapasa - research resources link	Mel to send to BOT, Abbey to send copies
Child fall from tree	Abbey had inquired with Worksafe and had followed the correct procedures.
Principal appointment – Iwi feedback	Search Committee – Sophie had not received any response from Ngati Toa
School building work – B Block - contractor procurement	Ian had sent procurement docs to contractors

MOTIONS ADOPTED BY EMAIL

Time: 7.15pm

November finance report was adopted unanimously on 21 February 2020

Payment of \$50 to Sue Kelly as returning officer for BOT staff rep by-election was adopted unanimously on 21 February 2020

BOT Vacancy

Time: 7.20pm

Parent vacancy advert had been placed in Kapi Mana week of 9 March. This allowed 28 days for people to object to filling the vacancy by selection and to write to the BOT Chair with a deadline of 7 April.

Abbey joined the meeting at 7.25pm

"The Hampton Hill School Board of Trustees accepts the correspondence list."

Sophie/Abbey/Agreed

HEALTH & SAFETY

Time: 7.25pm

Stephen reported on the Kelly Club after school incident which a parent had reported to the BOT. The course of action was to ask Kelly Club to write a formal report which had not been received yet. BOT has shared responsibility for grounds and facilities and Kelly Club are responsible for children in their care. When the report is received the BOT will ask Abbey to meet with Kelly Club. BOT needs to be confident they can provide safe care for children. Kelly Club didn't contact police and they need to follow procedures. Security cameras are ready to go up and signs are all around school already. If Abbey is not confident they can keep kids safe and do the right thing then we need to decide whether we keep Kelly Club or not. There was a lapse in training from Kelly Club and their caregivers' training must be up to date. Regardless of whether we know the kids involved or not, Kelly Club must follow procedures and call the police who should respond quickly to threatening behaviour.

PRINCIPAL'S REPORT

Time: 7.35pm

Annual targets for Pasifika students update - Seini and Abbey have looked at Tapasa and developed a staff PD session around this. Ruthanne will make connections using her oral language expertise. Mel works directly with teachers to support them as part of her Kahui Ako goal of raising student achievement with a lens on Pasifika students. Abbey will send Tapasa copies out next term. The remainder of the report was taken as read.

IPAD QUOTES

Time: 7.38pm

Abbey needed to confirm quotes by 1st April otherwise they would go up by 10% - makes sense to go with NORRCOM who would also install the devices. The BOT had previously asked Kelly to investigate whether we needed to buy the more expensive Apple products or whether other brands would suffice. The staff looked into this and decided that Apple ipads were in fact the best option. Depreciation was set at \$22,000 for ICT so the quote for \$18,618 was acceptable.

"The Hampton Hill School Board of Trustees moved to accept the NORRCOM quote of \$18,618 for 30 ipads and cases."

Stephen/Agreed

Finance

Time: 7.40pm

Matt noted the significant underspend on curricular for December which ended up with a surplus of \$178,000, although this included the \$100K science grant. January and February reports were looking healthy. Cash was set aside for depreciation rates, which Matt thinks are too aggressive. He would find out what rates should be and will make some recommendations.

"The Hampton Hill School Board of Trustees moved to adopt the December finance report and payments of \$372,374.70 (including \$281,855.61 transfers) for December be ratified."

Matthew/Sophie/Agreed

"The Hampton Hill School Board of Trustees moved to adopt the January finance report and payments of \$18,163.05 for January be ratified."

Ian/Matthew/Agreed

"The Hampton Hill School Board of Trustees moved to adopt the February finance report and payments of \$43,526.38 for February be ratified."

Stephen/Agreed

"The Hampton Hill School Board of Trustees adopted the Principal's report."

Abbey/Stephen/Agreed

COVID-19

Time: 7.50pm

Abbey and HHS has acted on MOE advice to close the school on Wednesday 25th March at 3pm. There had been 4 kids at school on Tuesday and there would be 3 kids on Wednesday. The MOE have moved the school holidays forward from 30 March until 14 April. As the school will still be in lockdown teaching would be via distance learning. Before the end of the holidays a reminder would be sent to parents via etap confirming dates for term 2 The BOT would also send

communications via facebook, website and email regarding online learning, plus also mentioning that Mel had joined the BOT.

Sophie mentioned advice received that families didn't need to go straight into 9am-3pm school days - don't want to put too much pressure on parents straight away. Abbey would advise families of the change in school holiday dates then BOT would send their communication. Mel and Scott had been released to work on the HHS online learning website and resources, including life skills, links, PE, mindfulness, Seesaw and the amalgamation of different things. We didn't want to overload families so packs were put together for all kids to work on if they choose to. The BOT said the new home learning website looked amazing and had year levels to choose from with activities that were not expected to last long (10 mins).

Matthew queried devices for families and Abbey confirmed that HHS had lent out 7 chromebooks to those who needed them. Abbey thanked Noha for her Health and Safety procedure updates. Abbey was thanked for all her leadership work during this emergency.

COVID-19 POLICY

Time: 8.05pm

HHS needed a higher level policy which followed MOE guidelines. Stephen presented a proposed policy, which is in step with the Government alert levels. Ian queried whether we have procedures and stock to manage an outbreak eg. masks, hand sanitisers. We do not currently have sufficient stock of hand-sanitiser but it is on back-order with enough for one for each class. We do not have an accurate not contact thermometer. Needed to check expiry date on masks and ensure there is a supply in both bottom and top blocks and sick bay. Noha queried whether the policy should be specific to Covid-19 or for any pandemic or infectious disease. Ian felt we needed a stand alone policy now but also a less specific policy for influenza epidemic or community transmitted disease. Stephen would update the Covid-19 policy as of the BOT meeting today.

"The Hampton Hill School Board of Trustees moved to accept the Covid-19 policy as at 24th March 2020."

Mel/Matt/Agreed

LETTER FROM HHS STAFF MEMBER

Time: 8.20pm

Stephen had received a letter from a staff member in appreciation of Abbey and Rebecca who had done such a great job and shown great leadership at this challenging time.

PROPERTY

Time: 8.22pm

Ian reported that as the project had not started yet, nothing needed to be secured on site. MOE had approved everything, procurement had been accepted and the contract was now being put together, firming up a programme. Dates would now all have to be changed due to the lockdown. The ordering of windows and doors would now be delayed due to production slowdown. He needed to confirm whether our place in the queue for work would still be the same. Abbey noted that access to sinks and toilets was a huge concern during the building work as we wouldn't have the appropriate facilities if a second wave of the virus hit. Ian to discuss with Mark. Recladding of the admin block - would need recommendation to go to the BOT for quantity surveyor to do measurements and redesign. This was on hold for now. Sophie to write up progress report for BOT communication.

PUBLIC EXCLUDED BUSINESS

Time: 8.30pm

"I move that the public be excluded from the following part of the meeting, namely the review of previous Public Excluded Business minutes and the discussion of various staff and student matters. The grounds are that the matter is one of personnel and the reason is to protect the privacy of an individual. This motion is proposed to comply with section 48 of the Local Government Official Information and Meetings Act 1987."

Stephen / Agreed

"The Board of Trustees moved to close the discussion of Public Excluded Business." Stephen / Agreed

Time: 9.02 pm

Meeting closed at **Time: 9.05 pm**

Next meeting: Monday 4 May 2020 at 6.00pm (via Zoom if necessary)

ACTION ITEMS

Action Item	Responsible
B Block refurbishment budget and expenditure to be listed separately in Finance Reports so we can track spending	Matthew to follow up with Lynette
Tapasa - research resources link	Mel to send to BOT, Abbey to send copies T2
School building work – B Block	Ian to discuss with Mark
Ipads -purchase from NORRCOM	Abbey to accept quote
Depreciation rates	Matt to investigate new rates
Thank you letter to Vanessa Evetts	Stephen
Covid-19 policy	Stephen to update with changes
Disposal of 2012 financial records - to be minuted	Deferred to next meeting
Accounts - February/March bulk payment checks	Deferred to next meeting
BOT timesheet - hours	Stephen to send link to Mel

 15/6/20