

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Monday 19 October 2020 at 5.30pm

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

Present: Stephen Opie (Chair), Stefan Knap, Sophie Robbers, Noha Ibrahim, Matthew Bulford, Ian Conning, Mel Zimmerman

Apologies: none

Minute Secretary: Sue Kelly

Conflicts of interest: none

CONFIRMATION OF MINUTES

Time: 5.30pm

“The minutes of the Board of Trustees meeting on 7th September 2020 be accepted as a true and accurate record.”
Stephen/Agreed

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

Stephen/Agreed

ACTION ITEMS

Action Item	Responsible
Safety of children on Rimu Street	Stefan to meet Jillian this week. There had been some movement from the Council. Deferred until next meeting.
BOT member	Sub-committee (Stephen, Stefan, Mel) to identify person/ options to select. Advert placed giving 28 days to object (by 23 October) – no objections received to date. Stephen and Stefan have one person in mind who has expressed an interest in the past.
Health & Safety – review procedures	Noha/Stefan made amendments to Wellbeing policy and would send to Stephen.
Boiler inspection	Waiting for date from Aquaheat to confirm boiler survey (organised through MOE). John Carlton (ABZ Services) to come in tomorrow to fix boiler that was not working and will discuss service. There was no extractor fan which is a work in progress. Stefan to update.
Camp	Stefan has completed RAMS which BOT now needs to sign. To discuss under Principal’s Report.
Bell in hall	2x bells have now been installed on the exterior of the hall. Fire alarm speaker voice was not heard in hall. There are smoke detectors but no manual fire alarm switch in hall. The school fire alarm system needed to be connected to the bell in the hall or a manual fire alarm installed in the hall.
Policy Review	Appointments policy approved via email 24 th September.
Principal’s Appraisal	This has been signed by the BOT chair and the principal. Meeting early and later in term 4.
Property - 10 year plan PE shed Admin Block	Stefan had submitted School Evaluation of Physical Environment (SEPE) to MOE. Ian looking into a repair quote for PE shed. Procurement process for admin block starts February 2021.

Bottom Block refurbishment	Furniture spend for B block has been approved by email on 11 th October and has now been ordered. Ian queried whether it included provision for the top block breakout room? Stefan confirmed it was just for bottom block. It was agreed to spend extra money now for top block break out rooms and TVs – Stefan to action. A dishwasher had been ordered for bottom block.
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PRINCIPAL'S REPORT

Time: 6.00pm

Teaching and Learning

Stefan reported that the school's pedagogy was based on the UDL programme which would continue. We have been accepted into PB4L programme who would talk to a staff meeting in week 8. We needed an 80% buy in from staff to ensure staff are engaged. We would form teams with two leads and attend regular training throughout the year. \$10K funding for first year. We would review the current RIMU values and school wide systems and devise new lessons plans. Will come through in annual BOT goals.

Teacher only day was held on 21st August with Bronwyn Sweeney running a wellbeing and personal effectiveness workshop. Good feedback had been received from staff. MOE had offered to come in and deliver workshops on dealing with behaviour and what supports we can put in place. There were two sessions which had gone really well with good engagement from staff. Teacher only day on Friday 13th November for report writing. **ACTION:** Stefan will send out feedback forms to parents regarding new report format.

Personnel

We had received 2021 staffing entitlement with an additional 1.5 FTTE staffing. There would be 10 classes (Principal, DP, 10 teachers and part-time teachers = 13 FTTE). Would start 2021 with a roll of 217. We can get additional staffing if numbers increase but we can't get extra space. There is a ballot tomorrow for three NE spaces. Stefan reported there would be a restructure of the school next year with three syndicates consisting of 4 classes with team leader, 4 classes with team leader, 2 classes with team leader. There would be a unit attached to each team leader position.

Rachel McKinnon had moved to .8 and Leah Merewater had taken up the .2 which was working well. Carol's Kahui Ako across school lead role had been extended for another year. Positive feedback had been received about Carol from across the Kahui Ako community. This role was funded through COL (we receive staffing for it). We would use the science grant on science equipment.

Three positions had been advertised for NE, Yr3-4, Yr5-6 teachers which closed today. There was a good number of applicants for each position. Stefan, Abbey and Rebecca were the selection panel and would interview next week. They were using interview support from the NZSTA website. Beginning teachers had applied with those doing the Masters programme much more equipped to work in a classroom as they have school placements during their study.

Finance and Property

Lynette had requested confirmation of funding from MOE for boiler room repairs. Ian confirmed this was part of the remedial works for the Admin Block. **ACTION:** Ian would talk to Mark from Ashbys to confirm. R & M Grounds had been overspent due to repairs listed on the newly formed Hazard Register. Repairs would be continued as necessary.

"The Hampton Hill School Board of Trustees moved to increase funding of R&M Grounds up to \$3K."

Matt/Ian/Agreed

Term deposits were rolling over except for \$150K on 26th October which would be paid into account for the school's contribution to building fund.

A grant for playground matting replacement had been unsuccessful. The school had participated in the national Shake Out drill on Thursday 15th October. A student had triggered a false fire alarm. The Covid19 tracer app was still up around the school.

Camp RAMS forms

Time: 6.35pm

BOT queried whether RAMS forms go to parent helpers. They were not comfortable giving students' personal behaviour and emotional information to parents. The wording should reflect where children are best placed. Contact

numbers for drivers transporting to and from camp should be included. Driver declaration forms had been signed by all drivers. Medical information would be left in and behaviour information taken off. Just leave student names on with a note to see teachers for specific information. Children would need to be briefed with clear guidelines and boundaries in case they get lost. There would be an induction when they arrive at camp. **ACTION:** Stefan to make amendments to RAMS forms.

"The Hampton Hill School Board of Trustees moved to accept the RAMS forms with amendments as discussed."

Matt/Mel/Agreed

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

Stephen/Agreed

POLICIES

Time: 6.45pm

Financial Condition Policy – purchases over \$200 needed comparative prices sought to find best price. There should be a conditional assessment of assets so they can be depreciated and replaced. **ACTION:** Stefan to look into with Lynette. **ACTION:** Asset Protection policy to be reviewed at next meeting. **ACTION:** Stefan and Stephen to look at School Docs.

"The Hampton Hill School Board of Trustees moved to accept the Financial Condition Policy."

Ian/Matt/Agreed

Financial Planning Policy – amend wording to "draft a new budget by November".

"The Hampton Hill School Board of Trustees moved to accept the Financial Planning Policy with amended wording."

Matt/Ian/Agreed

Inclusive Education Policy – Stefan reported on a policy that Raumati South School held to promote an inclusive education for all children. **ACTION:** Noha to draft a policy based on this one and send to Stephen to review.

FINANCE

Time: 7.00pm

Curriculum had been underspent and R&M Grounds overspent. Money needs to be shown in budget against each curriculum line – Literacy, Numeracy, Science, Maori Development. **ACTION:** Stefan to ask Lynette to include figures. **ACTION:** Matt to talk to Lynette about depreciation. **ACTION:** Finance meeting Thursday 29th October 3-5pm.

"The Hampton Hill School Board of Trustees moved to adopt the August finance report and payments of \$147,773.63 for August be ratified."

Matt/Mel/Agreed

"The Hampton Hill School Board of Trustees moved to adopt the September finance report and payments of \$192,403.71 for September be ratified."

Matt/Stephen/Agreed

PROPERTY

Time: 7.10pm

Bottom block refurbishment

Ian missed the last site meeting. The completion date would be confirmed at Wednesday's site meeting on 21st October. This would allow for a 3-5 day transition. We would also get a programme for work on the top block. Ian reported that it was all looking very good. **ACTION:** Ian to talk to Mark about costs that were missed – with the architect's drawings the quantity surveyor didn't do correct calculations and it wasn't measured correctly for flooring levelling compound and lintels. This means \$76K contingency fund has been spent. Ian has made it clear to Ashbys we will not tolerate the same mistakes for the top block work.

MOE not funding change table as we only have one special needs child at school. The Board asked about wheelchair access and Ian said there will be a ramp. Furniture to arrive a week before project completed and rubbish taken away. Project update on Wednesday.

Ian queried whether the building would be blessed before opening and thought we should get cultural advice. Once we know the opening date we can arrange a community celebration and invite parents and staff. **ACTION:** Stefan will contact Te Rehia for advice.

5/10 YEAR PLANS

Based on health and safety criteria from MOE.

HALL

Fire safety had been discussed.

ADMIN BLOCK

Deferred to next year.

PLAYGROUND MATTING

Stefan/Bronwyn to look at other grants available. Bark was suggested as an alternative. **ACTION:** Stefan to get quote.

PE SHED ROOF REPAIR

Ian looking into as discussed earlier.

PUBLIC EXCLUDED BUSINESS

Time: 7.30pm

"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 or individuals. 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 at 8.10pm." Stephen / Agreed

Meeting closed at **8.10pm**

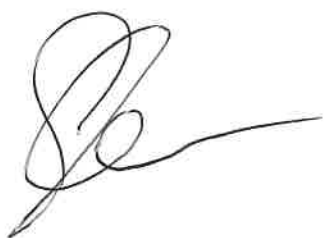
Next meeting: Monday 30th November 2020 at 5.30pm – for data, planning, goal setting and draft annual plan. Noha will provide food.

Last meeting for year: Monday 14th December at 5.30pm.

ACTION ITEMS

Action Item	Responsible
Safety of children on Rimu Street	Stefan to meet Jillian this week. Deferred until next meeting.
BOT member	Stephen and Stefan will contact person who has expressed an interest in the past.
Health & Safety – review procedures	Noha/Stefan made amendments to Wellbeing policy and would send to Stephen.
Boiler inspection	Waiting for date from Aquaheat to confirm boiler survey. John Carlton (ABZ Services) will come in tomorrow to fix the boiler that was not working and will discuss service. There was no extractor fan which was a work in progress. Stefan to update.
Camp	RAMS agreed with amendments – Stefan to update
Fire alarm in hall	School fire alarm system needs to be connected to bell in the hall or a manual fire alarm installed in the hall. Ian to check if fire alarm is going in to new classrooms in bottom block.

Policy Review	Stefan to look into conditional assessment of assets Lynette. Asset Protection policy to be reviewed at next meeting. Noha to draft Inclusive Education Policy and send to Stephen. Stefan and Stephen to look at School Docs.
Principal's Appraisal	Meeting early and later in term 4.
Finance	Matt to do monthly account checks. Stefan to ask Lynette to include curricular figures in budget. Matt to talk to Lynette about changing depreciation rates. Finance meeting Thursday 29 th October 3-5pm.
Property - Playground matting PE shed Admin Block Bottom Block refurbishment	Stefan to get bark quote for playground. Ian looking into a repair quote for PE shed. Procurement process for admin block starts February 2021. Ian to talk to Mark from Ashbys regarding finance. Stefan to spend extra money for top block break out rooms and TVs. Ian to talk to Mark about costs that were missed. Stefan to contact Te Rehia for advice on blessing.
Reports	Stefan to send feedback forms to parents
Staff vacancies	Stefan/Abbey/Rebecca to interview



30/11/20