

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Monday 15 February 2021 at 5.30pm

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

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

In Attendance: Linda Ojala (UDL), Malcolm Howard, Cherie Palmer, Abbe Amohanga (new teachers)

Apologies: Nil.

Minute Secretary: Lisa Murdoch

Conflicts of interest: None Reported

SPEAKING RIGHTS

Time: 5.32pm

Speaking rights were explained to those in attendance.

Welcome and introductions were made by the Chair. The new teachers attending their first BOT meeting and the BOT members provided a brief outline as to their roles and responsibilities on the Board.

This was followed by the new teachers introducing themselves and providing some personal background.

Universal Design for Learning (UDL) PRESENTATION

Time: 5.50pm

Linda Ojala was invited by the BOT to present an outline of understanding of Universal Design for Learning (UDL) methodology.

To help explain the methodology, Linda provided the analogy of eating fish and chips to explain UDL - how we eat these – everyone is different – this is the same for learning.

To be successful with learning we need to be able to learn in lots of different ways which need to be accessible to everyone, not just one or two children.

Learning needs to be flexible this was reinforced by the meeting participating in an exercise that followed into a discussion, to reinforce the principles of UDL.

BOT given chance to ask questions. Stefan explained that Linda, Abbe and Stefan have visited classes and supported teachers in different classes. It is Important to get to know your learner. HHS gives teachers time to do this – no pressure put on them to get straight into learning.

Abbe gave this feedback. Child's voice is very important and asking them what would help them. UDL not about choice.

Following the presentation, Linda Ojala, Abbe, Malcolm, and Cherie left the meeting.

Time: 6.44pm

CONFIRMATION OF MINUTES

Time: 5.35pm

- Confirmation of minutes from 30th November meeting had been approved via email on 14th December 2020.
- Confirmation of minutes from 7th December meeting had been approved via email on 17th December 2020.
- Drinking fountain purchase for bottom block had been approved via email on 15th February 2021.

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

Mel/Matt/Agreed

- Noha nominated to complete random check of finance payments to date.

Action Item	Responsible
<p>Safety of children on Rimu Street</p>	<p><i>Slide presentation explained what Council has proposed. BOT needs more time to look at this. Stefan to come back to BOT with recommendation in February 2021.</i></p> <p>Discussion had about parking signage on Victory Crescent.</p> <p>ACTION: Put note in newsletter to communicate with community. Stefan will also send out separate document on parking safety.</p>
<p>Health & Safety – review procedures</p>	<p>Noha/Stefan made amendments to Wellbeing policy and would send to Stephen. <i>Defer to Feb 2021 meeting.</i></p> <p>Discussion had about school documents and how these are used.</p> <p>ACTION: Stephen to look at school docs before next meeting along with Stefan and Noha. Look at Wellbeing policy after school doc's investigation.</p>
<p>Boiler Inspection</p>	<p>Still 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.</p> <p>There was no extractor fan which was a work in progress. Stefan to update. <i>Ongoing.</i></p> <p>Eric Ashby has been in and will contact John to come back to do a service on the boiler. Still no indication from ministry when service will happen (should be done by Aquaheat).</p> <p>Stefan continuing to chase this. Need additional assessment of boiler. Is it functioning properly? Can we use these going forward along with alterations?</p> <p>\$200,000 allocated by MoE included new boilers – this will form part of the upgrading and refurbishment works to the admin block.</p> <p>Need to get WOF for boiler (survey).</p> <p>ACTION: Stefan to send email to Ian from new property person at ministry (Leigh Kennaway). Ian to look into and report to BOT at next meeting.</p>
<p>Policy Review</p>	<p>Stefan to look into conditional assessment of assets Lynette. Asset Protection policy to be reviewed at next meeting.</p> <p>Noha to draft Inclusive Education Policy and send to Stephen.</p> <p>Stefan and Stephen to look at School Docs. Yet to be done. Defer to Feb 2021. See policy notes.</p>
<p>Principal's Appraisal</p>	<p>Meeting early and later in term 4. Stephen and Ian to write up end of year appraisal and present at Feb 2021 meeting.</p>

Property - Playground matting	Stefan to get bark quote for playground. No bark quote – talking to playground people. Bark may not be suitable because of retaining wall. Defer to Feb 2021. Rocket now deemed safe as removed top rungs.
PE Shed	Ian looking into a repair quote for PE shed. Defer to March 2021.
Admin Block	Update at next meeting. Procurement process for admin block starts February 2021. Ian to get in touch with new person at MoE. Need to get new quotes etc in Feb 2021. Update at next meeting.

PRINCIPAL'S REPORT

Time: 7.04pm

"The Hampton Hill School Board of Trustees moved to purchase whiteboard storage unit." Matt/Mel/Agreed

Key points in Stefan's report include:

- **PB4L** – Stefan to attend this week at PB4L Principal's conference,
- **UDL** – Linda Ojala is working with the school development of leadership team – these are Stefan's three big things.
- **latest newsletter** Stefan announced to community PB4L school and included a link for more information.
 - Very successful teacher only day followed by an all-staff team building outing at Ten Pin Bowling. First session had been with Mark Sweeny and leadership team.
 - Next meeting on Wednesday 17th February.
 - Ian asked whether Stefan is happy how everything is going – is it too much for teachers?
 - Mel said no – all good - it was not overwhelming, it was exciting.
 - Stefan is conscious of this and keeping a balance. Everyone was engaged.
- **Report Feedback Survey** only received 23 responses to whanau feedback on written reports but Stefan happy with feedback.
 - Maths is a worry throughout NZ – need to be mindful of this and make a focus.
 - UDL will help with this and also writing and reading.
 - Learners being able to articulate what they are learning and helping them to recognise how they learn best.
 - Fixed term units – meeting with teachers this week.
 - PE unit has been a battle – Stefan has advised that they can have two release days a term. Hopefully will fill this tomorrow.
- **Finance** – banked staffing entitlement for 2020 – 354.43 used from 354.98 – overused .55 staffing equivalent of three relievers.
 - Have done well with this - should run at 0 staffing so do not have to owe ministry.
 - Lynette sent through today second draft budget. Received \$8000 URF funding.
 - Thank you to BOT for additional funding for Teacher Aides.
 - Budget shows \$50,000 less income than last year – this is ORS/High Health which has not been received yet.
 - Lynette reluctant to put in until actually received. Have one more ORS student this year.
 - Deficit \$32,375. December and January finance reports not yet received but should not be far away.
- **Property update** – 5YA budget \$265,440 to spend over next 5 years.
 - Eric Ashby to get specialist people to come in and see what's needed then do a priority list.
 - Could be eligible for \$200,000 accelerated modernisation scheme but this would have to be spend on top block classrooms.
 - \$11,000 for furniture and equipment.
 - Discussion had about depreciation rates. Lynette advised these were adjusted two years ago.

- Eric aware of leaking admin building. Unsure if 5YA can be used.
 - \$1,000,000 set aside for recladding – advised by ministry and on MOE leaking building register. **ACTION: Ian to look into this.**
- **COVID 19 - level 2** – Stefan sent communication to staff and community. Schools run as per normal.
 - QR codes on gates. Unlocked 8.30am-9.10am. Encourage parents to drop kids at gate. If they come into school, they need to sign in.
 - Hand sanitiser in each classroom and admin areas. Stefan in process of reviewing lockdown procedures for level 3 and 4 with leadership team tomorrow to finalise this.
 - Have resubscribed to Seesaw. Checking current subscription to Zoom is up to date.

ACTION: Copy of plan to be sent to BOT.

POLICY REVIEWS

Time: 7.43pm

Challenging Behaviour Policy

- Who are staff certified to restrain?
 - **ACTION: Stefan to report back to BOT advising which teachers can provide restraint in both top and bottom blocks.**
- Are staff willing to do this? What is happening at Kelly Club - do they have a policy?
 - **ACTION: Stefan to find out and look into training.**
 - **ACTION: Policy to be approved at next meeting once above done.**
- Discussion had about child leaving school grounds and restraint to be used/not used in this situation. Situation of children harming themselves or others discussed.

Concerns & Complaints Policy

- Is this policy easily accessible/available for people if they want to make a complaint?
 - Policies are on the website. There is also a folder at reception with policies.
 - **ACTION: special link to be put on website for this policy – Sue to arrange. Adjust to say letter/email – Stephen to make this amendment.**

“The Hampton Hill School Board of Trustees moved to accept the Concerns and Complaints policy with amendment.”

Matt/Ian/Agreed

PRINCIPAL’S PERFORMANCE REVIEW

Time: 7.58pm

Stefan noted he was pleased with staff feedback and felt humbled.

- Before Christmas was an awkward time for survey to be sent out with a reminder before school started back. The survey received 10 responses - most, if not all, were positive comments.
- Stefan felt it was reaffirming that he was doing a good job and was really happy with process.
- Stephen to talk to Mark Sweeney about performance review whom Stefan preferred to do.
- Stephen to discuss at what level Mark could do this.

“The Hampton Hill School Board of Trustees moved to adopt the Principals Report.”

Stephen/Agreed

FINANCE

Time: 8.02pm

No December or January reports. Final draft budget should be available for next meeting.

PROPERTY

Time: 8.03pm

- Top and bottom block project finished and payments up to date.
- Discussion had about boiler room and admin block – not likely to do anything until possibly term 4.

- Want to make sure everyone ok with Ian talking to Mark about this project and the requirements and timing of the project.
- Not part of 5YA,
 - Boiler structure – can this be separate structure? Building will not start until Term 4. July/September design and cost. BOT happy for Ian to start the process. Will move as fast as he can.
- What are the procedures/scoping needed? BOT happy to start the groundwork for this. Will need to have a detailed discussion on demotion of building.
 - Is this the right location for admin block - would it be better down bottom block?
 - Should boiler shed be up the top?
 - Where do staffroom/copiers go while work being done?
 - Do not want to separate staff at top block from others.
- Old dental clinic – discussion had about the needs for this – admin to be included – not possible.
- Will investigate if admin can be down bottom block or keep up the top.

BOT CHAIR ELECTION

Time: 8.16pm

Chair position will go until next election in 18 months. Stephen is stepping down from chair position not BOT. Ian was nominated by Stefan and Noha. There were no other nominations. All in agreement.

“The Hampton Hill School Board of Trustees moved to appoint Ian Conning as Chair.”

Matt/Rajinder/Agreed

Stefan thanked Stephen for all his help, for being available and for all his hard work during his time as BOT chair.

NZSTA CONFERENCE

Time: 8.20pm

- 16-18th April in Rotorua. Stephen explained what the conference was about.
 - No one had been since Stephen went. \$650 to go, travel and accommodation were not included.
 - Stephen thinks two people should attend. New chair should go as it is a wonderful experience with lots of learning.
 - \$3000 set aside in budget for this. Need to get in before March otherwise it goes up to \$750. Looking at maybe \$1500 per person.
 - Rajinder asked but was not keen.
 - Matt keen to go. Noha agreed that Matt should go.

“The Hampton Hill School Board of Trustees moved that Ian Conning and Matt Bulford would attend the NZSTA Conference.”

Stephen/Agreed

PUBLIC EXCLUDED BUSINESS

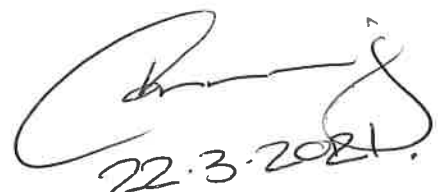
Time: 8.28pm

“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 8.57pm.” Stephen/Agreed

Next meeting: **Monday 22nd March 2021 at 5.30pm** in the staffroom. Rajinder would provide the food.

Meeting closed at **8.57pm**


22.3.2021.

Action Item	Responsible
Safety of children on Rimu Street	Put note in newsletter to communicate with community. Stefan will also send out separate document on parking safety.
Health & Safety – review procedures	Stephen to look at school docs before next meeting along with Stefan and Noha. Look at Wellbeing policy after school doc's investigation.
Boiler inspection	Stefan to continue chasing Aquaheat for boiler inspection and WOF. Stefan to send email to Ian from new property person at ministry (Leigh Kennaway). Ian to look into and report to BOT at next meeting.
Policy Review	Asset Protection policy to be reviewed. Noha to draft Inclusive Education Policy and send to Stephen. Stefan and Stephen to look at School Docs. Challenging Behaviour policy - Stefan to advise which teachers can provide restraint and check Kelly Club restraint policy. Stefan to look into restraint training. Behaviour policy to be approved at next meeting. Concerns & Complaints policy – Stephen to amend wording. Sue to put link on website.
Finance	Noha to complete random check of payments
Principal's Appraisal	Stephen to discuss with Mark Sweeney
Property - Playground matting	Bark may not be suitable because of retaining wall. Update at March meeting.
PE shed	Ian to get repair quote for PE shed.
Admin Block	Ian to start procurement process for admin block. Update at March meeting.
5YA	Eric Ashby to get specialist people in to see what's needed then do a priority list
COVID 19	Leadership team to finalise lockdown procedures for level 3 and 4. Check Zoom subscription is up to date. Stefan to send plan to BOT.
NZSTA Conference	Ian and Matt to attend – early bird registration of \$650 before March.