

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING

Monday 21 June 2021 at 5.30 pm

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

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

In Attendance: - Abbey Corich, Abbe Amohanga

Apologies: Mel Zimmerman, Noha Ibrahim

Minute Secretary: Lisa Murdoch

Conflicts of interest: None reported

SPEAKING RIGHTS

Speaking rights were granted to Abbey Corich and Abbe Amohanga.

BOT TIME REGISTER

BOT were reminded to fill this in each month.

PB4L BOT WORKSHOP

Time: 5.37pm

Welcome to Abbey and Abbe who updated the BOT on the work that had been completed around the PB4L staff workshop.

Abbey and Abbe went through the presentation that staff had and presented the findings from " what makes us 'us'?"

This exercise gave the BOT the opportunity to add their voice and input into our values.

BOT activity - what values would an ideal student at HHS have?

- List 3-5 values that they think are important for them to learn and develop at HHS.
- Then do ideal BOT member - are these values still the same and would you change any?
- Discussion had about people's ideas for the values for children and BOT.
- The BOT then talked through the meaning of different values.

BOT came up with five values as a group for ideal student values, then bullet points for what these values mean.

PB4L team is meeting on Thursday to collate five different group findings. All feedback will be consider in determining the key themes coming through with values.

It is noted that that following community engagement, Unity had been seen to be redundant.

The children talked about collaboration. Respect was another common theme.

It is hoped that a first draft of the new Values would be available by the end of the second term.

Abbey and Abbe left the meeting.

Time: 6.18pm

CONFIRMATION OF MINUTES

Time: 6.21pm

"The minutes of the Board of Trustees meeting on 17th May 2021 be accepted as a true and accurate record."

Ian/Agreed

CORRESPONDENCE LIST

Time: 6.22pm

Deloitte audit letter and financial statements were not included on correspondence list - Sue to add to list and BOT to approve at next meeting.

ACTION ITEMS

Time: 6.24pm

Action Item	Responsible
Hillary Street Gate	Additional camera has not been installed - difficult to find suitable place to mount it without the threat of it being vandalised. Gate is currently not being locked. Students are yet to begin collecting data on the other entrances. ONGOING.
School Docs	All ready to go. BOT needs to review before going out to community. BOT will divide the policies up for the final check - working group Noha, Stephen, Abbey, Rajinder. Can only change highlighted parts relevant to HHS. Stephen to look at how to divide up and email out instructions.
Security camera recording	The 24 hours surveillance is not available with the camera set up we have because each individual camera is not connected to a power source, they are solar powered. This means we have had to revert back to the standard \$14.99 per month plan which records detected movement.
Boilers	Stefan has contacted MOE and Ashbys - \$15,000 being put aside from 10YPP to allow for current spend on boiler and any future additional spend. The quoted work is approximately \$7000 - Stefan and Ian agreed to book "Straight Flush" plumber for July holidays. 50% deposit paid up front - comes out of 5 year plan.
Finance	Ian to do random check of payments
Principal's Appraisal	Stephen met with Mark Sweeny who had given proposal. Stephen had questions. Cost \$4,200-\$4,500 - charges \$200 per hour but one of the best. Stephen is a bit concerned but worked out this is about right and will be spent over two financial years. In past cost \$3,500-\$4,000 so is comparable. <i>"The Hampton Hill School Board of Trustees moved to accept principal appraisal quote by Mark Sweeny."</i> Stephen/ Matt/Agreed
Property - Playground matting	Stefan had spoken with Eric Ashby who had confirmed that playground matting is outside of scope of 10YPP and 5YA. ONGOING.
Admin Block	Ian to email with update after meeting with Mark on Wed 23 June.
Christian Values Education	Stefan to create a community survey (to run for a week) and send out once existing PB4L values survey is completed. If this programme were to go ahead, it would not be until Term 3.
Waitlisted Ballot Students	To discuss later in meeting.
April Finance Report	\$5,600 COL grant - this is money we have received to cover expenses associated with our Kahui Ako Across School Lead role.
2021 Budget	\$10,000 TA backpay spending clarified with Lynette.
10 Year Plan	Ian had discussed Admin/top block with Mark.
BOT Work Plan	Ian to present at next meeting.
BOT Time Sheets	BOT to fill in hours for this year. Done

- **School Role**
 - Student numbers re below the 220 threshold.
 - This will have an impact on our budget.
 - A school role of less than 220 will have an impact on funding and staffing budget for next year.
 - A further three students are set to leave.
 - If we get to 215 by 1 July 2021, we will get a teacher taken off us next year?
 - Discussion had about this and time lines for losing a teacher and ideas, so this doesn't happen.
 - Questions/ discussions had about why number low?
 - Maybe what has happened in the last 12 months and problems we had. By 1st July should be 220. Second ballot - answer will be yes.
 - Does MOE realise that our library was changed into a classroom? Stefan doesn't think so.

ACTION: Stefan to clarify at his next meeting with Di Drake (MOE) that we have 10 teaching spaces, not 9.

- **Mid-Year Reports**
 - Mid-year reports going home 2nd July.

Banked staffing health.

- **Facilities**
 - Existing Boilers – depending on the outcome of the planned Boiler servicing planned for the July holidays, there is a risk that further work may be required amounting to a total of \$15,000 to complete the works.
 - It is noted that we have funding available should it be necessary.

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

Ian/Agreed

SECOND BALLOT PERIOD

Time: 7.05pm

BOT agreed to hold a second ballot period to include new out of zone enrolments.

SCHOOL DOCS PROGRESS

Discussed in action items.

FINANCE

Time: 7.06pm

- Finances are tracking to budget - \$70,000 budget tracking 25.6%.
- ORS funding needs updating. TAs, science grant - tracking below.
- A lot of term 4 expenditure - camp and swimming still to come and science grant spending in next couple of months.
- PB4L and UDL not needing many resources for these so not much spending on these.

Finance Report May 2021

"The Hampton Hill School Board of Trustees moved to adopt the May finance report, and payments of \$52,753.86 for May be ratified."

Matt/Ian/Agreed

Budget 2021

- All changes requested have been made - we now have the final budget.
- Is there a service level agreement with Lynette?
 - BOT needs to understand Lynette's engagement

ACTION: Sue/Stefan to find accountant agreement.

- Curricular expenses gone up.
- Total income up.
- Ops grant down.
 - Deficit up by \$17,100 which was how much Ops grant dropped.
 - \$49,475 is deficit now.
 - \$30,000 relating to science grant received three years ago.
 - Essentially if we get the roll up, we will receive more funding in Ops grant. Keep close eye on these figures.

"The Hampton Hill School Board of Trustees moved to adopt the 2021 Budget."

Matt/Rajinder/Agreed

2020 Audit Report and Financial Statements

Time: 7.24pm

- The reported mentioned that the principal's expenses were being signed off by BOT chair.
 - Ian and BOT were happy that this was being done.

"The Hampton Hill School Board of Trustees moved to adopt the 2020 audit report and financial statements."

Matt/Rajinder/Agreed

PROPERTY

Time: 7.29pm

- **Admin Block**
 - Ian tried to get meeting last week with Anna, Stefan and Mark but people couldn't make.
 - Meeting scheduled for Tuesday 22nd June at 8.00am.
 - Ian will provide update on weather tightness and way forward to BOT via email after this meeting.

BOT WORK PLAN

Time: 7.31pm

ACTION: Ian will try to email draft plan within the next week.

ANY OTHER BUSINESS

Time: 7.34pm

- **Bottom Block Lighting**
Lighting quote for sensory lights at bottom block and field needs BOT approval. BOT happy for this to be done as health and safety issue.
 - Forego three quotes as work needs to be done as soon as possible as security and health and safety issue.

"The Hampton Hill School Board of Trustees moved to spend \$1300 for bottom block security lighting."

Matt/Rajinder/Agreed

5-Year Plan

- Matt suggested that BOT needed to think about 5-year plan as BOT elections were next year.
 - Do we need new charter in place before election or should the new BOT do this?
 - Discussion on how much could BOT potentially change?
 - PB4L, UDL, values - don't want to hurry this. Need this in charter.
 - Maybe not do whole thing and maybe change a bit. Put forward this is what we have been doing.
 - Look at again term one 2022 against progression made and make decision and way forward then.
- **ERO**
 - Stephen questioned if they were due back next year?
 - Stefan advised model has changed - not on that cycle anymore.
 - Stefan seems to be the only principal not contacted by ERO to have someone come and work with him. Should we contact them? No just carry on as we are.

" 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."

Ian/Agreed

"The Board of Trustees moved to close the discussion of Public Excluded Business at 7.53pm." Ian/Agreed

Next meeting: **Monday 9th August 2021 (includes data meeting) at 5.30 pm.** Food to be ordered in.

The meeting closed at 7.57pm.

Action Item	Responsible
Hillary Street Gate	Additional camera has not been installed - difficult to find suitable place to mount it without the threat of it being vandalised. Gate is currently not being locked. Students are yet to begin collecting data on the other entrances. ONGOING.
PB4L	PB4L team to meet Thursday 24 June to collate five groups' findings.
Enrolment Ballot	Bo to arrange advertising for second ballot.
Roll/staffing	Stefan to clarify at meeting with Di Drake - 10 teaching spaces, not nine.
School Docs	Noha, Stephen, Abbey, Rajinder to check policies/change highlighted parts relevant to HHS. Stephen to decide how to divide up and email out instructions.
Accountant service agreement	Sue/Stefan to find service agreement.
Boilers	"Straight Flush" plumber to do repair work during July holidays.
Finance	Ian to do random check of payments.
Principal's Appraisal	Mark Sweeny to carry out appraisal.
Property - Playground matting	ONGOING
Admin Block	Ian to email BOT with update on Admin Block weather tightness and way forward.
NZSTA Conference	Ian and Matt to provide key take-aways from conference.
Annual Plan	Stefan to send google doc to be sent to the community to get feedback on how we are doing.
Christian Values Education	Stefan to create a community survey (to run for a week) and send out once existing PB4L values survey is completed.
BOT Work Plan	Ian to present at next meeting.



9.8.2021.