

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING

Monday 9 August 2021 at 5.30 pm

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

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

In Attendance:

Apologies: Rajinder would be 30 minutes late

Minute Secretary: Lisa Murdoch

Conflicts of interest: None reported

CONFIRMATION OF MINUTES

Time: 5.40 pm

"The minutes of the Board of Trustees meeting on 21 June 2021 be accepted as a true and accurate record."

Ian/Agreed

CORRESPONDENCE LIST

Time: 5.44pm

"The Hampton Hill School Board of Trustees accepts the correspondence list for June and August."

Ian/Agreed

ACTION ITEMS

Time: 5.45pm

Action Item	Responsible
Hillary Street Gate	Additional camera has not been installed - difficult to find a suitable place to mount it without the threat of it being vandalised. Gate is currently not being locked. ONGOING. Students just collected data from Rimu Street – not field just outside school. Next week Victory Crescent.
PB4L	PB4L team has summarised the feedback from students, staff, BOT, and community into RISE - Respect, Integrity, Strength & Empathy. Staff and BOT then asked for feedback via email - summary in BOT packs. Report later in meeting.
Enrolment Ballot	Ballot closed with one application. Stefan understood none not one. Bo to confirm one application received.
Roll/staffing	Stefan clarified we have 10 teaching spaces, not nine. MOE confirmed that they have our maximum capacity at 220 tagged to 9 classroom spaces. Discussion on how MOE is running 10 classrooms. Wait to see what staffing notification says in November.
School Docs	Our site is now live - next step to inform staff and community of the change and relevant usernames/passwords. Staff and community will now be able to give feedback on policies that are up for review each term. A section will be created in the newsletter informing the community of the information. To discuss later in meeting.
Accountant service agreement	Original contract cannot be found by either party, first signed in 2004. Lynette has provided the standard contract she uses. The only thing that has changed since 2004 is the annual fee. Lynette has also mentioned in email that should the BOT wish to change services that she only needs 2 months' notice as opposed to 12 months. Contract in BOT folder. Stefan to have discussion with Education Services and see what they offer - look into fee proposal and services.

Boilers	All work as per the "Work Requirement Notice" has now been completed by Straight Flush Plumbing. Forms sent to Argest, Moe and Ashby Property. To discuss later in the meeting.
Finance	A random check of payments by: Matt
Principal's Appraisal	Mark Sweeny to carry out an appraisal - yet to begin. Stefan spoke to Mark - coming in next week.
Property - Playground matting	ONGOING. We are now exploring Grant options for the matting. Not included in 5YA. Getting a quote tomorrow – see what comes back.
Admin Block	Meeting held re Admin Block weather tightness. Ian to update later in the meeting.
Annual Plan	Stefan to send google doc to the community to get feedback on how we are doing - he needs a reminder about what he needs to do. Ian to check.
Christian Values Education	A survey was conducted with approximately 70 responses. 70% of the community were not keen on this programme being offered. Stefan has let the Christian Values Education team know that the programme will not be commencing. Stefan to let the community know.

PRINCIPAL'S REPORT

Time: 5.50pm

- **July 2021 Finance Report:**
 - July 2021 finance report has not received at the time of the release of the BOT meeting pack. The July 2021 report is to be ratified at the next meeting.
 - Matt and Stefan met regarding finance. The teacher laptop budget has exceeded the allocated budget.
 - MOE will repay 2/3 of the costs at the end of 2021FY (the budget figure is what BOT cost is), so there is no cause for concern.
 - Buildings R&M over budget – boiler work should not have gone too long-term maintenance (this code is for painting).
 - Lynette will change re-code the Boiler work to a new code called 5YA. This new line is to be captured in the July 2021 report.
 - All boiler works undertaken by Straight Flush Plumbing will go under the 5YA code.
 - MOE has accepted 5YA and 10YA Property Plan.
 - New roofing, classroom refurbishment and boiler repairs and maintenance are captured in the updated plan.
 - All work completed on the boilers as required and compliance certifications have been forwarded to MOE and Ashby's.
 - The surplus of \$7,000 is to be held as a contingency.
- **Fire Drill:**
 - The fire drill is delayed due to recent inclement weather.
 - Will re-schedule the fire drill for next week.
- **Staff Banking:**
 - Banked staffing – we are currently showing a surplus.
 - This surplus can be used for sick leave/release days.

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

Stefan/Stephen/Agreed

- Feedback received from both staff, and the community was largely positive.
 - The next steps are to invite our Māori community to get their feedback on how our new values translate into Māori.
 - Feedback is to be provided at a planned hui.
- Our revised PB4L will be shared with the community and include providing feedback on the findings/results.
 - The team thinks it is a good idea to get community input again.
 - The BOT is in support of this approach.
 - When finalised, we should celebrate with a staff dinner to say thanks for their efforts.
- Teacher only day scheduled for later this term. Will unpack RISE during this day and what this looks like around school.

UDL:

- A UDL hui was held on Wednesday last week.
- The first two school terms have focused on knowing our learners and what are our learning goals.
 - Term 3 is to be used to identify and recognise potential barriers to learning.
 - Look at data to identify priority learners and what have we identified after this first two terms.
 - Will identify what is working/not working and identifying potential barriers.
 - Syndicate leaders are working in the classrooms to help identify working/not working and identifying potential barriers.
- The school has received funding for UDL until term three next year.
- A discussion took place where the question does our Pasifika community understand what UDL is?
 - It may require an information evening advising the community.
 - Think about play-based learning and how to share what this is.

ACTION: Stefan to share in the newsletter about UDL and play-based learning so the community knows more about what has happened.

CHARTER UPDATE / SCIENCE GRANT:

- BOT was provided with copies in the meeting pack.
 - The BOT can see changes being made and is updated regularly. The BOT recognises the quality and effort that is going into the Charter.
- Science Grant
 - \$30,000 allocated to Play-based Learning, Hauora, Enviro and STEAM. The next step for Play-based Learning is loose parts and play urges.
 - What do children naturally go to/urges first?
 - The feedback received has been very positive. Our enviro leader is to be released once a week and funded from the Enviro budget.
 - Leanne and Gillian are volunteer parents. Landfill visit for Enviro Club - funded by this budget.
 - Hauora will be used to fund Senco each week.
 - Covid funding was previously used but will run out soon.
 - Having Senco released is good for everyone. STEAM – Malcolm is to be released to visit another school. Education edition of Minecraft - looking into this for our school. Room 5 visit to Princess Bay was funded using this STEAM funding. Potential zoo trip or Zealandia for a couple of classes.

DATA

- **Maths** increased from 79% to 82%
- **Reading** increased from 85% to 81%
- **Writing** increased from 80% to 82%

- Of the three subject reading traditionally has the highest increase.
 - Maths and writing have improved.
 - UDL and PB4L are beginning to assist with the increases. These increases are the beginning of the changes being implemented.
 - This comes from the end of 2020 data.

- What is at curriculum now will raise the bar going forward.
 - We should begin to see Year 6 improve by the end of the year and should be level 3. Those should be at early level 3 now to achieve this.

 - Progress needs to be continuous. Children asked what are you learning, how are you learning? What are you enjoying and why? Why are you excelling? What is different? What is your teacher doing to help you? Stefan shared some feedback from the children he interviewed about their learning. The same three Māori females haven't moved in maths but have in writing.

- Stefan is most concerned about Pasifika learners - one moved, but five have not improved.
 - Reading and writing lead to each other. Maths a bit harder – trying to put real-life context into this to assist learners.

 - Maths and science to be combined. Nationwide maths is a struggle.
 - Stefan made a point at assembly to tell children he wanted them to bring their maths to show him. He sees a lot of writing but wants to see maths.
 - Have spoken to team leaders to get their voice too.

 - ALIM programme – accelerated learning in maths – we have two teachers with this programme.
 - Happy with progress so far - looking very positive. Great to have the student's voice and also teachers.
 - Reviewing KPIs of data at the end of the year will have mid and end of year data from last year and this year.
 - BOT is really encouraged by results - reflects staff hard work and community engagement.

SCHOOL DOCS

Time: 7.06pm

- Ian and Stefan talked BOT through the schedule and how it works, explaining assurance, review process, and when to be done.
 - Stefan needs to go to the community and advise them of school docs, provide the web address and password and seek their feedback.

- It is noted that according to the schedule, HHS is two terms behind just because of when we joined.
 - Stephen noticed some new stuff that he hadn't noticed before when doing a review.
 - Need to make ourselves aware of these. When reviewed and feedback received, we need to make sure changes/differences are pointed out and start a document to record finding for future reviews of policies.

ACTION: Sue to check if we have an insurance policy for public liability. Stefan to communicate with BOT and staff about how to submit a review. Clearly record when request sent out and what was sent back for review.

- The Chairperson thanked BOT members who went through these policies. Thank you to Stefan and Stephen for getting this up and running.
- Policies and procedures will be reviewed/principal to give assurance on at the next BOT meeting 20 September (Term 4 week 8).

"The Hampton Hill School Board of Trustees moved the adoption of the School Docs review schedule for 2021."

Ian/Agreed

FINANCE

Time: 7.27pm

- **Chromebook Charging Cabinet**
 - Purchased 30 new Chromebooks and have 30 in classes in various states.
 - Request to purchase charging cabinets to charge 14 Chromebooks.
 - Cabinets are lockable and cost just over \$700 – require 4.
 - Not on wheels - we don't want mobile ones.
 - Funding to come out of 5YA (\$10,000 for furniture) or capital expenditure?
 - From classroom furniture as capital expenditure needs to depreciate these.
 - Can the box be secured – i.e., bolted to the wall
 - Yes.
 - Have has received three quotes – PB Tech is the best at approx. \$2,400.

"The Hampton Hill School Board of Trustees approved the purchase of charging cabinets to come out of classroom furniture budget."

Stephen/Matt/Agreed

School Alarm

Time: 7.35pm

- Estimated cost \$1,006 + GST to install alarm for library.
 - Stefan has requested an official quote from Select Electrical.
 - Will come out of security budget.

"The Hampton Hill School Board of Trustees moved to install security alarm in the library."

Stephen/Matt/Agreed

June Finance Report

Time: 7.38pm

- Maintenance costs up due to boiler work.
- Curriculum costs were a bit light but not of concern – will spend it if need to, but no point in spending just to use it.
- Everything else tracking well. TAs are tracking at 50% where they should be.
 - Doesn't include the extra \$10,000 to assist Room 9 - this will be in July 2021. The school received the Covid urgent response at the end of last year - this has moved over to 2021.
- \$500,000 on term deposit – can commit some to refurbish top block - need \$350,000 to be kept back. Could commit money to upgrade toilets.

ACTION: Ian asked if we ticked the box to donate BOT contribution back to MOE – Ian to check this with Matt tomorrow.

"The Hampton Hill School Board of Trustees moved to adopt the June finance report, and payments of \$58,322.09 for June be ratified."

Stephen/Matt/Agreed

PROPERTY

Time: 7.47pm

• Admin Block

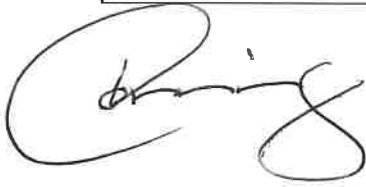
- Had meeting with Anna and Mark 2-3 weeks ago.
- Need to get more consultants on board - asbestos consultant to check asbestos and also a fire consultant.
- Timeline for admin block probably won't happen until this time next year - have to prove remedial works done were not sufficient.
 - Anna has made a start – 16 August 2021 is the next meeting.
- Question asked if the top block refurbishments can begin prior to the admin water tightness works? - yes.
- Should look to get the top block done first before admin as can't do both at same time as we need to use hall and staffroom.
 - Discussion held as to whether to include – kitchenette/sink. Into the classroom(s).
 - Would like to get the project initiated at the start of term 4 this year.
 - All demolition done in January holidays.
- The BOT noted their agreement to start the top block project initiation process
 - Design will be the same as bottom block. Not doing staffroom.
 - All money straight into classrooms.
 - Question asked about including a toilet upgrade at same time.
 - It will be required to be done during the holidays.
 - The Chairperson, to speak to Mark and get the project initiated.
- Discussions had around concrete on top block.

Next meeting: **Monday 20 September 2021 at 5.30 pm.** Stephen to provide the food.

The meeting closed at 8.07 pm.

Action Item	Responsible
Hillary Street Gate	ONGOING. Student Data to be collected from Victory Crescent next week.
PB4L / UDL	Get PB4L feedback from Māori community hui. PB4L results to go to the community. TOD 27 August 2021 – unpack RISE and what it looks like around school. Stefan to inform the community about UDL and play-based learning in the newsletter.
Enrolment Ballot	Bo confirmed one application received.
Roll/staffing	Wait to see what MOE staffing notification says in November ^{September} 2021
School Docs	Stefan to get advice and get feedback from the community. Sue to check if we have public liability insurance. Stefan to communicate with BOT and staff about how to submit a review.
Accountant service agreement	Discuss with Education Services and see what they offer. Stefan to look into fee proposals and services.

Finance	A random check of payments by: Matt
Principal's Appraisal	Mark Sweeny is coming in next week.
Property - Playground matting	ONGOING. We are now exploring Grant options for the matting. Not included in 5YA. To get quotes this week.
Chromebook charging cabinets	Stefan to accept PB Tech quote. To come out of classroom furniture budget.
Library security alarm	To be installed once Stefan receives an official quote from Select Electrical. Cost to be funded by the security budget.
Admin Block	Next meeting with Anna – 16 August. Get more consultants on board – asbestos and fire. Top block refurbishment to start in term 4 - Ian to speak to Mark to start the process.
Christian Values Education	Stefan to let the community know that CVE will not be commencing.


20.9.2021.

