

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Monday 20 September 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, Noha Ibrahim, Mel Zimmerman

In Attendance:

Apologies: Rajinder would be a bit late

Minute Secretary: Lisa Murdoch

Conflicts of interest: None reported

CONFIRMATION OF MINUTES

Time: 5.36pm

"The minutes of the Board of Trustees meeting on 9th August 2021 be accepted as a true and accurate record."

Ian/Agreed

CORRESPONDENCE LIST

Time: 5.37pm

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

Ian/Agreed

ACTION ITEMS

Time: 5.38pm

Action Item	Responsible
Hillary Street Gate	Surveying of the school gate traffic ongoing due to Covid.
PB4L	<p>Attempted to consult with Maori community, but no one showed up to Hui. Te Rehia translated RISE for us and shared it with staff.</p> <p>In the lockdown, there were two hui held with staff, unpacking what RISE means in different areas of the school.</p> <p>Zoom hui went well. We will continue with another hui this Wednesday with the information being shared with our community.</p> <p>We are going ahead with RISE values. BOT congratulated the school on a great job. The new Values will launch in the latter half of term 4.</p> <p>Instead of GOTCHAs, the school is looking at moving to tokens in a RISE box - when they reach a certain level, have a Celebration Day. Better for the environment.</p>
UDL	In last week's newsletter, Stefan wrote about play-based learning.
2022 Term and ballot dates	<p>A teacher only day is in Accord (part of union agreement). These expire in July next year.</p> <p>Only used 4 out of 8. Two were missed due to Covid.</p> <p>2/2 whanau connection day – children not at school, but they make an appointment to meet the teacher for 10 mins.</p> <p><i>"The Hampton Hill School Board of Trustees moved to proceed with term dates and ballot dates."</i> Stefan/Matt/Agreed</p>
Roll/staffing	<p>Hopefully, staffing notice for 2022 will arrive soon then we can make decisions for next year. If we have surplus staff, there is a procedure to follow. A BOT committee will be formed rather than involving the whole BOT.</p> <p>Will get NZEI to come and talk to staff about this. Stefan will send notice to Matt, and Stephen then will meet next Tuesday to discuss. Committee: Matt, Stefan, Stephen.</p>

School Docs	We have communicated to the community via email and will be noted as a new regular item in the newsletter.
Accountant service agreement	Still to be actioned due to Covid.
Finance	The random check of payments: Noha
Principal's Appraisal	Mark has sent an email to Stefan re 360 going to do with staff. Stefan replied, saying that BOT should have input into some of this. Ian & Stephen to review targeted questions (feedback).
Property - Playground matting	ONGOING due to Covid.
Admin Block	Discussed under Property.
Chromebook charging cabinets	These have been purchased and in classrooms 5, 7-8, 10. We have received a lot of positive feedback from the staff on the new cabinets. Will purchase an additional cabinet (BOT agreed via email).
Library security alarm	Quote received. We are now waiting for installation. Stefan to check with Kenny on the installation date.
Annual Plan	Nil.

Rajinder arrived at 6.04 pm

LAND PURCHASE

Time: 6.10pm

A discussion took place noting the letter from MoE regarding Iwi's purchase of school land (letter received from MOE).

2022 TERM AND BALLOT DATES

Time: 6.15pm

School ballot - continuing on from Action Item, a discussion around allowing older children (other year levels) during the ballot.

Considerations discussed included:

- Would this step on other schools that children were in zone to go to?
- Is this possible if we are not at capacity?
- Discussions had about opening the ballot up as it's usually only for new entrants.

Stefan has received a couple of queries on this issue from people overseas wanting to come back and enrol their children here.

- Stefan to reply no at this stage.
- Can we hold another ballot later on?
- Timing of ballot important due to staffing notice outcome.

ACTION: Stefan to ring his advisor tomorrow to find out when a second ballot can be held.

Section 31 notes that the school can open a second ballot to all school levels, saying we now have spaces available for more children.

We currently have no one waitlisted after the previous ballot.

BOT decided to go ahead with a second ballot pending the outcome from the school advisor.

Years 1 and 2 have the lowest numbers of students. A further discussion took place where the varying numbers of students across all years were identified and discussed.

"The Hampton Hill School Board of Trustees moved to put through a second ballot, subject to confirmation of dates, then BOT to confirm via email."

Mat/Rajinder/Agreed

PRINCIPAL'S REPORT

Time: 6.31pm

Lockdown - Covid levels 3 and 4.

Following notifications of the impending COVID Level 4 & 3 restrictions, the school's response was immediate with the required protocols implemented successfully.

A fantastic effort from the staff went into getting Seesaw and Zoom applications activated and available to students.

- A week's worth of learning was created and sent out via the platform.
- The school received positive feedback from the community regarding our quick and effective response.
- Engagement with Seesaw with students was high.

The transition back to regular school hours (with mandatory restrictions in place) went ahead without issues.

- A couple of families weren't heard from, but students have returned. Mentally in terms of anxiety *have had a really good return. Some children have shown behaviours, but these were expected.*
- Zoom meetings were arranged with these students before they returned to help them to transition back to school.
- Twenty-five devices were issued to those families that needed them for online learning.
 - All devices have been returned following the introduction of Level 2.

There is a sense of happiness to be back on site, and children are happy with sanitising routine. Stefan "took his hat off to teaching and support staff in how they dealt with all this".

Didn't have to return under level 3 as families found carers. Only two families enquired but after talking to them they decided to find alternative. UDL, PB4L and leadership update.

Staff Personal Development

PD for staff was still run via Zoom and was well received. Abbey and Stefan worked well together to make this happen.

Stefan is meeting with Mark Sweeney around being a "moving school". A moving school is proactive, open to new ideas, pride, evolving

Camp RAMS Forms

Time: 6.35pm

These are to be done via email by the end of this term. The camp is at the same location as last year. RAMS should be very similar but do need to be reviewed.

Forms are to be returned with all comments by Monday, 27 September 2021.

Kahui Ako 2022

Time: 6.44pm

Carol is currently the across school lead and has been for two years. If she wants to do this again, she can for another two years. Stefan needs to talk to her about this.

FINANCE

Time: 6.44pm

"The Hampton Hill School Board of Trustees moved that payments of \$144,650.76 for July be ratified."

Matt/Stephen/Agreed

"The Hampton Hill School Board of Trustees moved that payments of \$51,728.91 for August be ratified."
Matt/Stephen/Agreed

"The Hampton Hill School Board of Trustees moved to adopt the July and August finance reports."
Matt/Rajinder/Agreed

Recently under the art curriculum, we spent \$2,500 on art supplies for school. Did expenditure did not need BOT approval.

Banked Staffing

The surplus currently stands at 2.12 - In the future, any teacher's sickness will be banked against this figure.

Released the SENCO and Enviro leaders from the science budget instead of banked staffing. The Science grant has been really helpful. We are still showing an underspend in the curriculum.

School Fire Evacuation Drill

The school fire drill has been completed with no issues or concerns reports as a result.

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

LENOVO CHROME BOOKS

Time: 6.56pm

All twenty-five devices are to be factory reset.

- Quite a process involved to factory reset old chrome books;
- Once the reset process is completed, the devices are to be offered to the community – at least 20 of these.
 - The school will offer the devices in lieu of a financial donation.
 - May have to put a limit – thinking \$50.00 per chrome book and limit one per family.
 - Still is a depreciation value associated with these devices. The school is still incurring a cost.
- It was agreed that Rajinder would look at what was required to reformat the devices and, if successful, would lead the reformatting of all devices.
 - Norrcom will charge the school to do this and will take a day.

ACTION: Rajinder will look into factory reset of chrome books.

ADMIN BLOCK

Time: 7.03pm

Ian is to arrange a meeting with Mark and Anna to review the progress made to date and the next steps. Additional external consultants have been engaged to support the project (asbestos etc.)

The investigation around the water tightness of the Admin Building is going to be a lengthy process when a final report and recommendations are provided to MoE for their consideration and approval.

Ian is to talk to Mark regarding getting the planning works underway to start the refurbishment of the top block. This project has stalled of late as a result of the Covid Levels 4 & 3 restrictions.

ANY OTHER BUSINESS

Spring Board Trust provides training to principals with the strategic plan development. Stefan would like to look into this 2022 is the last year of the existing five year plan.

- Stefan will find out at the end of the month if he has been accepted for the Spring Board programme.

2022 Strategic Plan

- Next year need to start work on a three-year strategic plan.
- Varying discussions were held regarding starting the Strategic Plan work in term four so everything is in place by the BOT elections in June 2022.
 - Good idea to start, but with the election, we could end up with a whole new BOT.
- Stefan proposed stating the strategic plan in term 1, 2022.

The Spring Board Trust development wouldn't start until February 2022.

Ian is keen to have values up and running by term four then start the strategic plan in term-1 of 2022.

The current Strategic Plan expires in 2022, with the Annual plan expiring at the end of 2021. A new planning and reporting plan will come into effect in 2023.

2022 is the last year that a School Charter is required.

Annual Plan - discussion had about what the requirements and information needed to be updated in the new plan.

- We need to review and update the school's – Vision, Values, Mission statements.
- Our Way forward – wait to see if Stefan is accepted into the Spring Board programme.
- A lot of the work has been started beginning with the new Values. Work on the Vision and Mission can begin in 2022.
- It is proposed to have a first draft for the new BOT to look in June 2022.

STAFF DINNER

Time: 7.20pm

The Chair proposed after speaking to Stefan that we hold a staff dinner in recognition of work done on values, lockdown work, and work done during the year.

Look to hold this in October at the beginning of term 4. This dinner will be separate from Christmas lunch. Support local – will hold in Tawa. Get a set menu and buy your own drinks.

We should plan to hold this dinner in Tawa supporting our community.

- Ask Sue to look into booking and where staff would like to go. Date early term 4 – 27/28 October.

Next meeting: **Monday, 1 November 2021 at 5.30 pm.** Stephen to provide the food.

The meeting closed at 7.25 pm.

ACTION ITEMS

Action Item	Responsible
Hillary Street Gate	ONGOING. Surveying on other gate ongoing due to Covid.
2022 Second Enrolment Ballot	Stefan to check with advisor when second ballot can be held
Camp	RAMS forms for BOT approval by Monday 27 September.
Kahui Ako	Stefan to talk to Carol.
PB4L	Launch RISE values in later half of term 4. Look at moving to tokens in a RISE box instead of GOTCHAS and a Celebration Day.

Roll/staffing	Committee - Matt, Stefan, Stephen to meet and discuss surplus when staffing notice received.
School Docs	To review policies term 4
Accountant service agreement	Still to be actioned due to Covid.
Finance	Random check of payments: Noha
Principal's Appraisal	Ian & Stephen to review targeted questions (feedback).
Property - Playground matting	ONGOING due to Covid.
Admin Block	Ian is to talk to Mark regarding the progress update and next steps.
Chromebook charging cabinets	Rajinder to look into factory reset of chrome books.
Library security alarm	Waiting for installation. Stefan to check with Kenny on a date. Kenny to follow up with the electrician as no date has been set yet.
Annual Plan	End of this year.
Staff Dinner	Sue to organise venue and date for early term 4.


01.11.2021.