

# **HOUGHTON VALLEY SCHOOL**

## **MINUTES OF THE BOARD OF TRUSTEES MEETING**

Date: Tuesday 16 February 2016

Venue: Houghton Valley School, 110 Houghton Bay Road, Houghton Valley

Open: 7.35pm

### **1. Welcome and Apologies**

Present: Andrew Downes, Kevin Hales (Chair), Chris Taylor (H+S Chair), Raewyn Watson (Principal), Peter Holmstead (Staff Member), Renee Riddell-Garner, Melissa Thomas (Secretary)

Apologies: Geoff Hume-Cook, Jill Gower

### **2. Conflicts of Interest**

No conflicts of interest were identified amongst any of the Board of Trustees (BoT) members.

### **3. Previous Minutes**

The minutes of the BoT Meeting dated Tuesday 17 December 2015 were approved.

The In Committee minutes of the BoT Meeting dated Tuesday 17 December 2015 were approved.

Reference: Agenda Item 03 - 2015-12-17 HVS BOT Meeting Minutes - Draft.pdf  
Agenda Item 03 - 2015-12-17 HVS BOT In Committee Meeting Minutes - Draft.pdf

### **4. Home and School Update**

The BoT received a verbal update from Chris Taylor, the Chair from Home and School. The update included the walkathon to fundraise for the bike track, the picnic, the quiz in term 2, burger making, the disco in term 3, the fair and the coordination of the fair, the school fun day in term 4 and the Poroporoaki in term 4.

### **5. Principals Report**

Raewyn gave a verbal update for her Principals Report which included the recent beach trip, PAT tests, student surveys, annual plans, Health and Safety changes, the playground renovation, fire and earthquake drills, appraisal system, annual fire safety check, upcoming property meeting, teachers and teacher aids.

## **6. Finance Reports**

The BoT discussed the December 2015 Finance Report.

Reference: Agenda Item 06 - Finance Report December 2015.pdf

## **7. Student Achievement Report**

The BoT discussed student achievement plans for this year and the format of the report.

Raewyn to send out her list of student achievement reporting for all to review and add any additions for discussion at the March meeting.

*Action: Raewyn to send out list of student reporting to all BoT Mar 2016*

*Action: All to look at student reporting list for discussion at the March meeting Mar 2016*

## **8. 2016 Annual Plan and Budget**

The BoT discussed the 2016 Annual Plan including reporting, achieving the goals and the great work on how the annual plan is looking now.

The BoT discussed and confirmed the 2016 budget.

## **9. Confirm BoT Annual Work Plan for 2016**

The BoT confirmed the annual work plan for 2016.

Kevin to incorporate the policy review for the next 3 years into the Annual Work Plan.

Kevin to create a policy for the Principal Appraisal after meeting with Mark Sweeney to reflect what the BoT plan to do.

*Action: Kevin to incorporate the policy review for the next 3 years into the Annual Work Plan. Mar 2016*

*Action: Kevin to create a policy for the Principal Appraisal after meeting with Mark Sweeney. Mar 2016*

## **10. Confirm BoT Meetings**

The BoT agreed to change the BoT meetings so they start at 6.00pm and finish at 8.00pm with light refreshments. Anything that can't be discussed will be moved to the next meeting.

## **11. Confirm Delegations Schedule for the Principal**

The BoT confirmed the delegations schedule for the Principal.

## 12. Governance Manual Policy Review

The BoT discussed review of the Reserves Policy.

## 13. Confirm Available Funds for Year Ahead

The BoT confirmed the available funds for the year ahead.

The BoT resolved to not drop below \$54,500.00 for the reserves.

Moved: Kevin Hales

Seconded: Andrew Downes

## 14. Draft Alcohol Policy

This agenda item was not discussed.

## 15. Communication Survey

This agenda item was not discussed.

## 16. Survey Results

The BoT agreed that Renee will analyse the survey results and bring back to the March meeting for discussion.

## 17. Update on Bike Track

This agenda item was not discussed.

## 18. General Business

### Health Consultation

The health consultation survey has been put into a google form to be sent out shortly.

## 19. Outstanding Actions

Updates to master spreadsheet:

Item	Action	Responsible	Due Date	Comment
96	Get answers to questions from insurance company.	Raewyn	Feb 2016	Closed
29	Set up a hazard register.	Raewyn	Jul 2015	WIP
42	Work on the Asset Replacement Plan.	Kevin	Jul 2015	WIP
78	Review the Reserves Policy for the November meeting.	Kevin	Nov 2015	Closed
79	Organise a workshop to go	Kevin	Dec 2015	Closed

Item	Action	Responsible	Due Date	Comment
	through the 2016 Annual Plan.			
81	Review the draft budget and send any comments or questions by email to Raewyn	All	Dec 2015	Closed
84	Rework the Health Education Consultation document into a survey to be sent out by the end of the week.	Kevin	Nov 2015	Closed
88	All to read Concerns and Complaints Policy and give feedback or comments to Andrew.	All	Dec 2015	Andrew to email to Renee again
89	Review the 2016 Budget.	Kevin and Geoff	Feb 2016	Closed
90	Add the 2016 Budget to the next meeting.	Kevin	Feb 2016	Closed
91	Amend and bring the draft Alcohol Policy to the next meeting after receiving any feedback from BoT members.	Kevin	Feb 2016	March meeting
92	Review the parents survey results.	Renee	Mar 2016	
93	Share parent survey results with parents once review is completed.	Kevin	Mar 2016	
94	Add the Vulnerable Children's Act to the March agenda.	Kevin	Mar 2016	WIP
95	Add student achievement to the standard agenda.	Kevin	Feb 2016	Closed
96	Put together a policy review schedule.	Kevin	Feb 2016	Closed

Reference: Agenda Item 19 - 2016-02-16 Action Points and Decisions.xlsx

## 20. Correspondence

None.

## 21. Communications

The BoT discussed putting a piece in the newsletter about BoT elections.

*Action: Andrew to provide a piece about BoT elections for the newsletter. Mar 2016*

## 22. Meeting Review

22.1 Governance v Management clarifications?

No

22.2 Was our time/expertise well spent?

Yes

22.3 Did everyone have the opportunity to participate?

Yes

22.4 Was enough time allocated for the big issues?  
No, working on it.


22.5 Any concerns? If so what are the suggestions?  
Timing concerns discussed already.

The next BoT meeting is scheduled for Tuesday 15 March 2016 at 6.00pm.

Closed: 9.30pm

#### **New Actions as at 16 February 2016**

<b>Item</b>	<b>Action</b>	<b>Responsible</b>	<b>Due Date</b>	<b>Comment</b>
1	Send out list of student reporting to all BoT	Raewyn	Mar 2016	
2	Look at student reporting list for discussion at the March meeting.	All	Mar 2016	
3	Incorporate the policy review for the next 3 years into the Annual Work Plan.	Kevin	Mar 2016	
4	Create a policy for the Principal Appraisal after meeting with Mark Sweeney.	Kevin	Mar 2016	
5	Provide a piece about BoT elections for the newsletter.	Andrew	Mar 2016	

Signed:   
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Kevin Hales, Chair