

HOUGHTON VALLEY SCHOOL

MINUTES OF THE BOARD OF TRUSTEES MEETING

Date: Tuesday 23 June 2015

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

Open: 7.00 pm

1. Welcome and Apologies

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

Apologies: Geoff Hume-Cook

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 26 May 2015 were approved.

Reference: Agenda Item 03 - 2015-05-26 HVS BOT 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 playground report, the quiz night and also the school fair.

An initial discussion was held about obtaining a liquor licence for the fair. It was agreed that if the feedback from the wider community isn't positive then Home and School won't go ahead with the application. The BoT agreed with the concept with an update from Chris at the next meeting.

Action: Chris to give an update on the liquor licence application at the next Jul 2015 meeting.

Chris Taylor left the meeting at 7.26pm.

5. Principals Report

Raewyn gave a general overview of the Principals Report with discussions on Fab Lab, After School Care, the sewer blockage, the roof damage from the wind and the playground space. The June 2015 Principals Report was accepted.

Discussion was held about the strategic plan and annual plan monitoring and the Education Review Office Evaluation Indicators for School Reviews.

Reference: Agenda Item 05A - Principals Board Report June 2015.pdf
Agenda Item 05B - May 2015 ASC Monthly Report.doc

Action: Jill to draft up the annual plan/strategic plan monitoring and bring back to the July meeting for discussion. Jul 2015

Action: Kevin to look over the ERO Evaluation Indicators for school reviews for discussion at the July meeting. Jul 2015

6. Finance Reports

The May 2015 Finance Report was accepted

Reference: Agenda Item 06 - Finance Report 31 May 2015.pdf

7. Communication Plan

Andrew gave an update on the draft Communication Plan and discussed student achievements, school branding, BoT updates and reporting on our school website.

Action: Andrew to work on the Communication Plan and then circulate it. Jul 2015

8. Principals Performance Review

Renee updated the BoT on the Principals Performance Review. Renee talked through the draft performance agreement template and the draft policy and procedure.

Kevin, Andrew, Jill and Renee to work together to draft a performance agreement for the Principal. The BoT agreed to pick up the performance agreement from the progress review in September.

Action: Kevin, Andrew, Jill and Renee to work together to draft a performance agreement for the Principal. Jul 2015

Action: Andrew to update the performance review section of the governance manual. Jul 2015

Action: Kevin to add all the steps for performance agreement to the annual work plan. Jul 2015

9. Board Progression Planning

The BoT discussed having a staggered cycle. Andrew to investigate how we would go about doing this.

Action: Andrew to investigate how to have a staggered cycle and report back to the BoT Jul 2015

10. Reserves

Kevin gave an overview of the reserves. The BoT confirmed the reserves.

11. Board Focus

The BoT discussed the Board focus and identified that teachers coming to the beginning of the BoT meeting to give a presentation related to their areas of responsibility is important and should be a priority on the agenda.

Action: Kevin to add presentations from teachers to the annual work plan. Jul 2015

12. Governance Manual Policy Review

Andrew to work on the policy review to work it into the Communication Plan.

13. BoT Annual Work Plan Review

The BoT reviewed the BoT Annual Work Plan.

Reference: HVS annual work plan and schedule - 2015

14. Outstanding Actions

Updates to master spreadsheet:

Item	Action	Responsible	Due Date	Comment
95	Bring an outline of our school donation fee plan based on the new decile rating and bring to the next meeting.	Kevin	Dec 2014	WIP
96	Scan and email insurance documents to BoT.	Renee	Dec 2014	WIP
4	Do a performance process for next meeting.	Renee	Mar 2015	Closed
11	Organise new photos and blurbs for the corridor.	Kevin	Mar 2015	WIP. Almost completed.
21	Organise a staggered election cycle of the BoT members so not everyone leaves in the same year.	Geoff	Jun 2015	Closed
22	Assess legal responsibility if any between the Board and H&S.	Kevin and Andrew	Apr 2015	Closed
27	Get some quotes for rent to own devices for discussion at the May meeting.	Peter	May 2015	Closed
28	Put the In Committee wording into the Governance Manual	Kevin	May 2015	WIP
29	Set up a hazard register.	Raewyn	Jul 2015	WIP
30	Obtain further information on Trustee Associations	Geoff	May 2015	WIP

Item	Action	Responsible	Due Date	Comment
	for the next BoT meeting.			
35	Email out BoT members to organise a quiz team.	Kevin	Jun 2015	Closed
36	Add Review of the Budget to the July agenda.	Kevin	Jul 2015	Closed
37	Organise a meeting with the Director of Kelly Club and invite any BoT members to attend.	Raewyn	Jun 2015	Closed
38	Review Complaints Policy and bring review to next meeting.	Andrew	Jun 2015	WIP
39	Email the BYOD webinar link to all BoT.	Peter	Jun 2015	Closed
40	Discuss reserves with Adrian from Education Services	Raewyn	Jun 2015	Closed
41	Review the Maori Awareness Self Review and bring to next meeting.	Geoff	Jul 2015	
42	Work on the Asset Replacement Plan.	Kevin and Raewyn	Jul 2015	
43	Provide a paragraph to Chris on BoT and H&S alignment.	Andrew	May 2015	Closed

Reference: Agenda Item 14 - 2015-05-26 Action Points and Decisions.xlsx

15. Correspondence

The monthly correspondence was accepted.

Reference: Agenda Item 15A - 20150623 Correspondence.docx
 Agenda Item 15B - EDUCANZ.pdf
 Agenda Item 15C - Ministry Bulletin for School Leaders.pdf
 Agenda Item 15D - The Education Council.pdf
 Agenda Item 15E - Ministry Bulletin for School Leaders.pdf

16. Communications

The BoT discussed this month's communications.

It was agreed that all BoT will introduce themselves at the Quiz night again this year.

Raewyn gave an overview on the communication plan for After School Care/Kelly Club.

Renee and Raewyn to draft an organisation chart for HVS.

Action: Renee and Raewyn to draft an organisation chart for HVS. Jul 2015

17. Meeting Review

17.1 Governance v Management clarifications?

No

17.2 Was our time/expertise well spent?
Mostly

17.3 Did everyone have the opportunity to participate?
Yes

17.4 Was enough time allocated for the big issues?
It was a very full agenda.

17.5 Any concerns? If so what are the suggestions?
Agenda to be sent out a week before the meeting and papers on the site by the Friday before the meeting.

The next BoT meeting is scheduled for Tuesday 28 July 2015 at 7.00pm.

Closed: 9.45pm

New Actions as at 23 June 2015

Item	Action	Responsible	Due Date	Comment
44	Give an update on the liquor licence application at the next meeting.	Chris	Jul 2015	
45	Draft up the annual plan/strategic plan monitoring and bring back to the July meeting for discussion.	Jill	Jul 2015	
46	Look over the ERO Evaluation Indicators for school reviews for discussion at the July meeting.	Kevin	Jul 2015	
47	Work on the Communication Plan and then circulate it.	Andrew	Jul 2015	
48	Work together to draft a Performance Agreement for the Principal.	Andrew, Kevin and Jill	Jul 2015	
49	Update the performance review section of the governance manual.	Andrew	Jul 2015	
50	Add all the steps for performance agreement to the annual work plan.	Kevin	Jul 2015	
51	Investigate how to have a staggered cycle and report back to the BoT	Andrew	Jul 2015	
52	Add presentations from teachers to the annual work plan.	Kevin	Jul 2015	
53	Draft an organisation chart for HVS.	Renee and Raewyn	Jul 2015	

Signed: 
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Kevin Hales, Chair