

# HOUGHTON VALLEY SCHOOL

## MINUTES OF THE BOARD OF TRUSTEES MEETING

Date: Tuesday 28 July 2015

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

Open: 7.10 pm

### 1. Welcome and Apologies

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

Guests: Lara Nemet (Teacher), Denise (Home and School)

Apologies: Andrew Downes

### 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 23 June 2015 were approved.

Reference: Agenda Item 03 - 2015-06-23 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 their recent Financial meeting and the liquor licence for the school fair.

The BoT had a discussion about the liquor licence for the school fair and listened to the feedback from the wider community and parents. It was agreed that we won't have alcohol at the school fair and therefore won't be applying for a liquor licence. It was also agreed to create an alcohol policy.

Moved: Kevin Hales

Seconded: Geoff Hume-Cook

*Action: Kevin to schedule time in coming BoT meeting to have initial Aug 2015 discussion on alcohol policy.*

Renee Riddell-Garner arrived at 7.36pm.

Denise left the meeting at 7.39pm.

## **5. Teachers Report**

Lara Nemet presented information on Inclusion, her project focus for her National Aspiring Principals Project work.

Lara Nemet left the meeting at 8.15pm.

## **6. Principals Report**

Raewyn gave a general overview of the Principals Report with discussions on National Standards reporting, After School Care, Incredible Years, NZ Principals Federation Conference, Finances and Budget.

The BoT agreed that Andrew and Adrian from Education Services meet to discuss revising the Reserves section.

The BoT signed off the roof replacement.

The BoT signed off the 5YA.

The BoT agreed to give Kevin Hales Delegated Financial Authority for the Board until inclusion in the future review of the procurement policy.

The BoT approved the revised budget.

The BoT agreed to explore and fund fencing of the flying fox to better manage the bark levels.

Reference: Agenda Item 06A - Principals Board Report July 2015.pdf

*Action: Raewyn to advertise the streamline reporting process in the Jul 2015 notices tomorrow.*

*Action: Andrew and Adrian to meet to discuss revising the Reserves Jul 2015 section.*

## **7. Finance Reports**

The June 2015 Finance Report was accepted

Reference: Agenda Item 07 - Finance Report 30 June 2015.pdf

## **8. Mid Year Budget Review**

The BoT approved the revised budget.

Reference: Agenda Item 08A - Budget Revision 24 July 2015.xls

## **9. Principals Performance Review**

The BoT discussed the Principals Performance Review.

## **10. BYOD Initial Discussions**

The BoT had an initial discussion on BYOD including the BYOD webinar, what types of BYOD, connecting to google docs and starting a BYOD trial.

The BoT agreed that a plan needs to be developed on how to implement BYOD including a consultation phase.

*Action: Raewyn and Peter to draft up a plan on how to implement BYOD Aug 2015 including consultation.*

## **11. Logos and Branding**

The BoT discussed the school logo and branding. It was agreed that examples need to be circulated.

*Action: Raewyn to circulate logo and branding examples by email or bring them to the next meeting. Aug 2015*

## **12. Strategic and Annual Planning Update**

The BoT discussed the Strategic and Annual Planning.

## **13. Artificial Surface**

Jill gave a presentation on the possibility of getting artificial turf around the perimeter of the school field.

*Action: Jill to look into it in some more detail on getting artificial turf for the school field. Aug 2015*

## **14. General Business**

Peter showed the BoT the new school website that has been designed by Peter and Jill. The BoT thanked Jill and Peter for all their hard work making an awesome new website which will go live soon.

## **15. BoT Annual Work Plan Review**

Kevin updated the BoT on the new layout of the annual work plan review.

Reference: HVS annual work plan and schedule - 2015

## 16. 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. Present at August meeting.
96	Scan and email insurance documents to BoT.	Raewyn	Sep 2015	WIP. Email circulated and will follow up with insurance company.
11	Organise new photos and blurbs for the corridor.	Kevin	Mar 2015	WIP. Closed
28	Put the In Committee wording into the Governance Manual	Kevin	May 2015	WIP. Renee/Kevin to look at it before going into the manual.
29	Set up a hazard register.	Raewyn	Jul 2015	WIP
30	Obtain further information on Trustee Associations for the next BoT meeting.	Geoff	May 2015	WIP
38	Review Complaints Policy and bring review to next meeting.	Andrew	Jun 2015	WIP
41	Review the Maori Awareness Self Review and bring to next meeting.	Geoff	Sep 2015	
42	Work on the Asset Replacement Plan.	Kevin and Raewyn	Jul 2015	
44	Give an update on the liquor licence application at the next meeting.	Chris	Jul 2015	Closed
45	Draft up the annual plan/strategic plan monitoring and bring back to the July meeting for discussion.	Jill	Jul 2015	Jill is going to do some more work on this monitoring and bring it back to next BoT.
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.	Kevin	Jul 2015	
50	Add all the steps for performance agreement to the annual work plan.	Kevin	Jul 2015	Closed
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	Kevin	Jul 2015	Closed

Item	Action	Responsible	Due Date	Comment
	work plan.			
53	Draft an organisation chart for HVS.	Renee and Raewyn	Jul 2015	

Reference: Agenda Item 16 - 2015-06-23 Action Points and Decisions.xlsx

## 17. Correspondence

The monthly correspondence was accepted.

Reference: Agenda Item 17A - 20150728 Correspondence.docx  
 Agenda Item 15B - Ministry Bulletin for School Leaders.pdf  
 Agenda Item 15C - Ministry Bulletin for School Leaders.pdf

## 18. Communications

The BoT discussed communications and agreed to communicate the sale of alcohol at the school fair and the Alcohol Policy in the newsletter using the Secretary's email address for any feedback.

## 19. Meeting Review

19.1 Governance v Management clarifications?

No

19.2 Was our time/expertise well spent?

Yes

19.3 Did everyone have the opportunity to participate?

Yes

19.4 Was enough time allocated for the big issues?

It was a very full agenda.

19.5 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 25 August 2015 at 7.00pm.

Closed: 10.05pm

## New Actions as at 28 July 2015

Item	Action	Responsible	Due Date	Comment
54	Schedule time in coming BoT meeting to have initial discussion on alcohol policy.	Kevin	Aug 2015	

55	Advertise the streamline reporting process in the notices tomorrow.	Raewyn	Jul 2015	
56	Meet with Adrian to discuss revising the Reserves section.	Andrew	Aug 2015	
57	Draft up a plan on how to implement BYOD including consultation.	Raewyn and Peter	Aug 2015	
58	Circulate logo and branding examples by email or bring them to the next meeting.	Raewyn	Aug 2015	
59	Look into it in some more detail on getting artificial turf for the school field.	Jill	Aug 2015	

Signed:   
 Kevin Hales, Chair