

HOUGHTON VALLEY SCHOOL

MINUTES OF THE BOARD OF TRUSTEES MEETING

Date: Tuesday 25 August 2015

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

Open: 7.15 pm

1. Welcome and Apologies

Present: Kevin Hales (Chair), Andrew Downes, Jill Gower, Raewyn Watson (Principal), Chris Taylor (H+S Chair), Melissa Thomas (Secretary)

Apologies: Geoff Hume-Cook, Renee Riddell-Garner, Peter Holmstead (Staff Member),

2. Conflicts of Interest

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

3. Previous Minutes

The minutes of the BoT Meeting dated Tuesday 28 July 2015 were approved.

Reference: Agenda Item 03 - 2015-07-28 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 financials, the school disco and the adventure playground.

5. Principals Report

Raewyn gave a general overview of the Principals Report with discussions on sickness, school buildings, national standards and how busy everything is at the moment.

Reference: Agenda Item 05 - Principals Board Report August 2015.pdf

6. Finance Reports

The August 2015 Finance Report was accepted

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

7. Strategic and Annual Plan Reporting

The BoT discussed the parent, teacher and student survey which is part of the strategic and annual plan reporting.

Jill and Andrew to meet to finalise the survey.

Action: Jill and Andrew to meet to work on the parent, teacher and student survey for the strategic and annual plan reporting. Sep 2015

Reference: Agenda Item 07 - HVS Board Measurement Framework.xlsx

8. Staggered Election Cycle

Andrew updated the BoT on the proposed staggered election cycle.

Andrew to put staggered election information on the BoT site.

Kevin to advertise the staggered election cycle in the school newsletter in October.

Action: Andrew to put staggered election information on the BoT site. Oct 2015

Action: Kevin to advertise the staggered election cycle in the newsletter in October. Oct 2015

9. Principals Performance Review

The BoT discussed the Principals Performance Review. Kevin to engage with independent assessors to organise something for the rest of the year. This will enable the BoT to decide what approach to take from the beginning of 2016.

Action: Kevin to engage with independent assessors for the Principals performance review. Oct 2015

10. Communication Plan

Andrew gave an overview of the proposed Communication Plan and asked for suggestions and feedback.

Andrew to make minor amendments to the Communication Plan and bring to the September meeting.

Reference: Agenda Item 10- HVS Draft Communications Plan.docx

Action: Andrew making minor amendments to the Communications Plan and bring to September meeting. Sep 2015

11. Cycle Track

Jill updated the BoT on the proposed cycle track which is intended to extend the children's play area. Jill to work with Chris Taylor as the cycle track and adventure playground will be closely linked.

12. Alcohol Policy

The BoT had an initial discussion on the proposed alcohol policy. Discussions included the scope of the policy, the consultation process.

Kevin to investigate alcohol policies at schools and bring examples to the next BoT meeting.

Action: Kevin to investigate alcohol policies at schools and bring examples Sep 2015 to the next BoT meeting.

13. School Ballot

The BoT discussed doing a school ballot for a sibling of a child at school who isn't in zone. The BoT agreed to do a school ballot.

14. General Business

Kevin gave an update on his investigation into other school's donations compared to our school. Kevin to bring a proposal to the September meeting.

Action: Kevin to bring a proposal on the school donation to the September Sep 2015 meeting.

15. BoT Annual Work Plan Review

The BoT reviewed 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 board paper at September meeting
96	Scan and email insurance documents to BoT.	Raewyn	Sep 2015	WIP. Email circulated and will follow up with insurance company.
28	Put the In Committee	Kevin	May 2015	WIP. Renee/Kevin to look at it

Item	Action	Responsible	Due Date	Comment
	wording into the Governance Manual			before going into the manual. WIP September meeting.
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. September meeting.
41	Review the Maori Awareness Self Review and bring to next meeting.	Geoff	Sep 2015	
42	Work on the Asset Replacement Plan.	Kevin	Jul 2015	WIP
45	Draft up the annual plan/strategic plan monitoring and bring back to the July meeting for discussion.	Jill	Closed	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	WIP
47	Work on the Communication Plan and then circulate it.	Andrew	Closed	
48	Work together to draft a Performance Agreement for the Principal.	Andrew, Kevin and Jill	Closed	
49	Update the performance review section of the governance manual.	Kevin	Closed	
51	Investigate how to have a staggered cycle and report back to the BoT	Andrew	Closed	Finalise and document.
53	Draft an organisation chart for HVS.	Renee and Raewyn	Jul 2015	Drafted, WIP.
54	Schedule time in coming BoT meeting to have initial discussion on alcohol policy.	Kevin	Closed	
55	Advertise the streamline reporting process in the notices tomorrow.	Raewyn	Closed	
56	Meet with Adrian to discuss revising the Reserves section.	Andrew	Aug 2015	WIP
57	Draft up a plan on how to implement BYOD including consultation.	Raewyn and Peter	Aug 2015	WIP
58	Engage professional to help with logo and branding.	Raewyn	Closed	
59	Look into it in some more detail on getting artificial turf for the school field.	Jill	Aug 2015	WIP

Reference: Agenda Item 16 - 2015-08-25 Action Points and Decisions.xlsx

17. Correspondence

The monthly correspondence was accepted.

Reference: Agenda Item 17A - 20150825 Correspondence.docx
Agenda Item 17B - Ministry Bulletin for School Leaders.pdf
Agenda Item 17C - Ministry Bulletin for School Leaders.pdf

18. Communications

The communications plan for August is the Home and School meeting next week.

19. Meeting Review

19.1 Governance v Management clarifications?

No

19.2 Was our time/expertise well spent?

Yes, very efficient. Reading papers before the meeting has helped.

19.3 Did everyone have the opportunity to participate?

Yes

19.4 Was enough time allocated for the big issues?

Yes

19.5 Any concerns? If so what are the suggestions?

No

The next BoT meeting is scheduled for Tuesday 22 September 2015 at 7.00pm.

Closed: 9.05pm

New Actions as at 25 August 2015

Item	Action	Responsible	Due Date	Comment
60	Work on the parent, teacher and student survey for the strategic and annual plan reporting.	Jill and Andrew	Sep 2015	
61	Put staggered election information on the BoT site.	Andrew	Oct 2015	
62	Advertise the staggered election cycle in the newsletter in October.	Kevin	Oct 2015	
63	Engage with independent assessors for the Principals performance review.	Kevin	Oct 2015	
64	Make minor amendments to the Communications Plan and bring to September meeting.	Andrew	Sep 2015	
65	Investigate alcohol policies at schools and bring examples to the next BoT meeting.	Kevin	Sep 2015	

66	Bring a proposal on the school donation to the September meeting.	Kevin	Sep 2015	
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Signed: 
Kevin Hales, Chair