

HOUGHTON VALLEY SCHOOL

MINUTES OF THE BOARD OF TRUSTEES MEETING

Date: Tuesday 22 September 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, Raewyn Watson (Principal), Peter Holmstead (Staff Member), Melissa Thomas (Secretary)

Apologies: Andrew Downes, Jill Gower, Renee Riddell-Garner, Chris Taylor (H+S Chair)

2. Conflicts of Interest

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

Peter Homestead has a conflict of interest with one item in agenda item 14 - general business.

3. Previous Minutes

The minutes of the BoT Meeting dated Tuesday 25 August 2015 were approved.

Reference: Agenda Item 03 - 2015-08-25 HVS BOT Meeting Minutes - Draft.pdf

4. Home and School Update

The BoT received an update from Chris Taylor, the Chair from Home and School. The update included the disco, fair and the adventure playground.

5. Teachers Report

Jill Homestead gave a presentation on our Enviroschool programme. She gave an overview of what the school has done so far with the programme and where she would like to see the school in the future.

Jill Homestead left the meeting at 7.40pm

6. Principals Report

Raewyn gave a general overview of the Principals Report.

Reference: Agenda Item 06A - Principals Board Report September 2015.pdf
Agenda Item 06B - National Standards Snapshot 2015.pdf

7. Finance Reports

The August 2015 Finance Report were circulated.

Reference: Agenda Item 07 - Finance Report 31 August 2015.pdf

8. Principals Performance Review

Kevin updated the BoT on the Principals Performance Review and the consultant that will be used.

Kevin will bring a proposal to the October BoT meeting, any BoT members to email Kevin if there are any particular items to be included or removed.

Action: Kevin to bring the Principals Performance Review proposal to the Oct 2015 next meeting.

Action: All BoT to email Kevin with any additions or removals to the Oct 2015 Performance Review.

9. Communication Plan

The BoT discussed the draft Communication Plan. The BoT agreed to adopt the draft Communication Plan for 2016 and to finalise the plan as part of the approval of the 2016 Annual Plan and Board Measurement Framework.

Reference: Agenda Item 09 - Communications Plan Cover Notes.docx
Agenda Item 9 - HVS Draft Communications Plan V0.2.docx

10. Alcohol Policy - In Committee

The BoT moved to In Committee at 7.58pm.

Reference: Agenda Item 10 - Draft Alcohol Policy for HVS

11. Review of School Donations - In Committee

Action: Kevin to draft up a communication plan for the donations for the Oct 2015 next BoT meeting which will be circulated in November's newsletter.

12. Strategic and Annual Plan Reporting

The BoT approved the parent and teacher and student survey's that Jill Gower created. Timing for the surveys will be discussed at the October Board Meeting.

Reference: Agenda Item 12A - HVS Board Parent Survey 2015
Agenda Item 12B - HVS Board Teacher Survey 2015

Action: Jill to discuss timings with the BoT at the October meeting. Oct 2015

13. Governance Manual Policy Review

The BoT reviewed and approved the Complaints Policy in the Governance Manual.

The next policy review will be the Reserves Policy.

Reference: Agenda Item 13 - Review of Complaints Policy.docx

Action: Andrew to review the Reserves Policy for the Oct meeting. Oct 2015

14. General Business

The BoT would like to acknowledge and thank Denise for her exceptional work with Afterschool care over the past years. The BoT agreed to purchase a gift from the BoT to give to Denise.

Action: Kevin to work with Raewyn to organise the gift from the BoT. Oct 2015

The BoT viewed the cycle track application presentation. The application is due with WCC at end of September.

Renee Riddell-Garner joined the meeting by phone for the Staff Leave Request In Committee.

Staff Leave Request - In Committee

Reference: Agenda Item 14A - In Committee - LWOP 2016 Letter.pdf
Agenda Item 14B - HVS Bikes in Schools Project

15. Review BoT Annual Work Plan

The BoT reviewed the annual work plan review, everything is on track at the moment.

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	Closed
96	Get answers to questions from insurance company.	Raewyn	Feb 2016	
28	Put the In Committee wording into the Governance Manual	Kevin	May 2015	Closed
29	Set up a hazard register.	Raewyn	Jul 2015	WIP
30	Obtain further information on Trustee Associations for the next BoT meeting.	Geoff	Nov 2015	WIP
38	Review Complaints Policy and bring review to next meeting.	Andrew	Jun 2015	Closed
41	Review the Maori Awareness Self Review and bring to next meeting.	Geoff	Dec 2015	WIP Geoff, Kevin and Raewyn to meet and discuss.
42	Work on the Asset Replacement Plan.	Kevin	Jul 2015	WIP
46	Look over the ERO Evaluation Indicators for school reviews for discussion.	Kevin	Jul 2015	WIP
53	Draft an organisation chart for HVS.	Renee and Raewyn	Jul 2015	
56	Meet with Adrian to discuss revising the Reserves section.	Andrew	Aug 2015	Closed
57	Draft up a plan on how to implement BYOD including consultation.	Raewyn and Peter	Aug 2015	WIP
59	Look into it in some more detail on getting artificial turf for the school field.	Jill	Aug 2015	Closed
60	Work on the parent, teacher and student survey for the strategic and annual plan reporting.	Jill and Andrew	Sep 2015	Closed
61	Put staggered election information on the BoT site.	Andrew	Oct 2015	Closed
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	Closed
64	Make minor amendments to the Communications Plan and bring to September meeting.	Andrew	Sep 2015	Closed
65	Investigate alcohol policies	Kevin	Sep 2015	Closed

Item	Action	Responsible	Due Date	Comment
	at schools and bring examples to the next BoT meeting.			
66	Bring a proposal on the school donation to the September meeting.	Kevin	Sep 2015	Closed

Reference: Agenda Item 16 - 2015-09-22 Action Points and Decisions.xlsx

Geoff, Kevin and Raewyn to meet and discuss the Maori Awareness Review. Due Feb 2015

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

There is no communications plan for September.

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?
Yes
- 19.5 Any concerns? If so what are the suggestions?
No

The next BoT meeting is scheduled for Tuesday 27 October 2015 at 7.00pm.

Closed: 9.00pm

New Actions as at 22 September 2015

Item	Action	Responsible	Due Date	Comment
67	Bring the Principals Performance Review proposal to the next meeting.	Kevin	Oct 2015	
68	Email Kevin with any additions or removals to the Performance Review.	All	Oct 2015	

69	Draft up a communication plan for the next BoT meeting which will be circulated in Novembers newsletter.	Kevin	Oct 2015	
70	Discuss timings with the BoT at the October meeting.	Jill	Oct 2015	
71	Review the Complaints Policy for the Oct meeting.	Andrew	Oct 2015	
72	Work with Raewyn to organise the gift from the BoT to Denise.	Kevin	Oct 2015	

Signed: 
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Kevin Hales, Chair