

# **HOUGHTON VALLEY SCHOOL**

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

Date: Tuesday 27 October 2015

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

Open: 7.00pm

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

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

Apologies: Geoff Hume-Cook

### **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 22 September 2015 were approved.

The minutes of the BoT In Committee meeting dated Tuesday 22 September 2015 were approved.

Reference: Agenda Item 03 - 2015-09-22 HVS BOT Meeting Minutes - Draft.pdf  
Agenda Item 03 - 2015-09-22 HVS BOT Meeting Minutes In Committee - 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 school disco and the fair.

Chris Taylor left the meeting at 7.16pm.

### **5. Principals Report**

Raewyn gave a general overview of the Principals Report, discussions included BYOD and the MLE Symposium which talked about learning in the 21<sup>st</sup> century, the playground and the increasing roll.

*Action: Kevin to add BYOD to the November agenda.*

*Nov 2015*

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

## **6. Finance Reports**

The BoT discussed the September 2015 Finance Report.

Reference: Agenda Item 06 - 09 September 2015.pdf

## **7. 2016 Budget and Annual Plan**

The BoT discussed the 2016 budget and annual plan.

*Action: Kevin to add 2016 Annual Plan to the November agenda. Nov 2015*

## **8. Principals Performance Review**

The BoT discussed the principal's performance review cycle and performance agreement.

*Action: Kevin to add Principals Performance Review to the November agenda after Raewyn has met with Mark Sweeney. Nov 2015*

Reference: Agenda Item 08 - Draft Performance Agreement 2016.docx

## **9. Alcohol Policy - In Committee**

The BoT moved to In Committee at 7.45pm.

*Action: Kevin to check wording in Governance Manual regarding alcohol and gifting. Oct 2015*

Reference: Draft Alcohol Policy

## **10. Cleaning and Caretaking - In Committee**

The BoT moved out of In Committee at 7.58pm.

## **11. Review of School Donations**

The BoT discussed and amended the suggested communications for the school donation increase.

*Action: Kevin and Renee to finalise the school donation communications. Nov 2015*  
*Action: Kevin to put the school donation increase communication in the newsletter once finalised. Nov 2015*

Reference: Agenda Item 11- Suggested Comms for change to suggested Donation

## **12. Sign off RAMs for Camp**

The BoT approved the 2015 Year 6 camp.

Reference: Agenda Item 12A - RAM travelling.docx  
Agenda Item 12B - RAM CAMP SITE.docx  
Agenda Item 12C - RAM Camp Swimming.docx  
Agenda Item 12D - RAM Mt Bruce.docx  
Agenda Item 12E - RAM TRAMP.docx  
Agenda Item 12F - EOTC Procedure for Extreme 2015.docx

## **13. Annual Charter Review**

The BoT agreed to discuss the annual charter review against the annual plan at the November meeting.

## **14. Strategic and Annual Plan Reporting**

The BoT discussed the parent, teacher and student surveys and the communications plan for sending out the survey.

## **15. School Bike Track**

The BoT received an update from Jill on the bikes in schools project.

## **16. Governance Manual Policy Review**

The BoT the Complaints Policy in the Governance Manual.

The next policy review will be the Reserves Policy.

*Action: Kevin to review the Reserves Policy for the November meeting. Nov 2015*

## **17. General Business**

The BoT had an initial discussion on the school's consistent branding and logos.

The Governance Manual has been updated with the In Committee wording.

## **18. 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

## 19. 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	
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
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	
57	Draft up a plan on how to implement BYOD including consultation.	Raewyn and Peter	Aug 2015	WIP
62	Advertise the staggered election cycle in the newsletter in October.	Kevin	Oct 2015	
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	

Reference: Agenda Item 16 - 2015-10-27 Action Points and Decisions.xlsx

## 20. Correspondence

The monthly correspondence was accepted.

## 21. Communications

There will be a lot communications in the newsletters in the next two or three weeks regarding various items discussed tonight.

## 22. Meeting Review

- 22.1 Governance v Management clarifications?  
Yes - performance appraisal
- 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, there wasn't enough time for the charter
- 22.5 Any concerns? If so what are the suggestions?  
No

The next BoT meeting is scheduled for Tuesday 17 November 2015 at 7.00pm.

Closed: 9.51pm

### New Actions as at 27 October 2015

Item	Action	Responsible	Due Date	Comment
73	Add BYOD to the November agenda.	Kevin	Nov 2015	
74	Add 2016 Annual Plan to the November agenda.	Kevin	Nov 2015	
75	Add Principals Performance Review to the November agenda after Raewyn has met with Mark Sweeney.	Kevin	Nov 2015	
76	Check wording in Governance Manual regarding alcohol and gifting.	Kevin	Nov 2015	
77	Finalise the school donation communications.	Kevin and Renee		
78	Put the school donation increase communication in the newsletter once finalised.	Kevin	Nov 2015	
79	Review the Reserves Policy for the November meeting.	Kevin	Nov 2015	

Signed: .....

Kevin Hales, Chair