

HOUGHTON VALLEY SCHOOL

MINUTES OF THE BOARD OF TRUSTEES MEETING

Date: Tuesday 17 November 2015

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

Open: 7.04pm

1. Welcome and Apologies

Present: Kevin Hales (Chair), Andrew Downes, Geoff Hume-Cook, Jill Gower, Mark Sweeny (Guest), Nicola O'Halloran (Teacher), Raewyn Watson (Principal), Peter Holmstead (Staff Member), Melissa Thomas (Secretary)

Apologies: Chris Taylor (H+S Chair), Renee Riddell-Garner

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 27 October 2015 were approved.

The minutes of the BoT In Committee Meeting dated Tuesday 27 October 2015 were approved.

Reference: Agenda Item 03 - 2015-10-27 HVS BOT Meeting Minutes - Draft.pdf
Agenda Item 03 - 2015-10-27 HVS BOT Meeting Minutes In Committee - Draft.pdf

4. Staggered Election Cycle

The BoT notified the community in our newsletter about the proposed staggered election cycle. There was no feedback from the community.

The BoT agreed to move to a staggered election cycle.

Moved: Geoff Hume-Cook
Seconded: Andrew Downes

5. Principals Performance Review Plan

Mark Sweeny introduced himself and gave an overview of the Principals performance review plan including the timing for next cycle.

Mark Sweeny left the meeting at 7.28pm

The BoT agreed to use Mark Sweeny for next year's Principals performance review.

6. Home and School Update

The BoT received a written update from Chris Taylor, the Chair from Home and School. The update included the school fair profits, the 2016 school fair, what the fair profits will be used for, the year 6 leaving function and the adventure playground upgrade.

7. Teachers Update

Nicola gave a presentation on emergency management. Nicola is the emergency co-ordinator and so far this year has updated the HVS Emergency Policy, reviewed and updated the emergency equipment and consulted with the Ministry of Civil Defence and Emergency Management.

Nicola suggested the BoT give 6 to 10 people access to the lock box at school in case of an emergency.

Nicola O'Halloran left the meeting at 7.50pm.

8. Principals Report

Raewyn gave a general overview of the Principals Report, discussions included PAT Mathematics Report, PAT Reading Comp Report, STAR Report, building update and the school roll for 2016.

Reference: Agenda Item 08 - Principals Board report November 2015.pdf

9. Finance Reports

The BoT discussed the October 2015 Finance Report.

Reference: Agenda Item 09 - Finance Report October 2015.pdf

10. Confirm 2016 Annual Plan & Charter Review

The BoT discussed the 2016 Annual Plan and Charter Review. It was agreed that a separate workshop will be organised for the Annual Plan in December.

Action: Kevin to organise a workshop to go through the 2016 Annual Plan. Dec 2015

11. Confirm 2016 Budget

The BoT discussed the 2016 Budget. It was agreed that Raewyn would share the draft budget for comment.

Action: Raewyn to upload and share the draft budget for comment. Dec 2015

Action: All to review the draft budget and send any comments or questions by email to Raewyn Dec 2015

12. Alcohol Policy

The BoT discussed the draft Alcohol Policy and the next steps in the process after the consultation with the community. Kevin to contact the parent who came to the BoT meeting to discuss the draft Alcohol Policy and Andrew to do some more on the policy and circulate it.

Action: Kevin to contact the parent who came to the BoT meeting to get Dec 2015 discuss the proposed draft Alcohol Policy.

Action: Andrew to do some more work on the draft Alcohol Policy and Jan 2016 circulate.

Reference: Agenda Item 12 - Draft Alcohol Policy

13. Health Consultation

The BoT discussed the Health Education Consultation document. It was agreed that Kevin will rework it into a survey to be distributed.

Action: Kevin to rework the Health Education Consultation document into Nov 2015 a survey to be sent out by the end of the week.

Reference: Agenda Item 13 - Health Consultation.docx

14. ERO Self Review

The BoT discussed the ERO Self Review. Raewyn and Kevin to organise a time to meet and discuss the ERO Self Review before the Annual Plan Workshop in December.

Action: Kevin to meet with Raewyn to discuss the ERO Self Review before Dec 2015 the December Annual Plan Workshop.

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

15. School Bike Track

The BoT received an update from Jill on the schools bike track, which included getting quotes, applying for grants and possibly discussing with the Progressive Association.

It was resolved that a request be made to Infinity Foundation for funding up to \$40,000.00 for the pump, skills track and bike storage.

It was resolved that a request be made to New Zealand Lottery Grants Funding for funding up to \$40,000.00 for the riding track and lighting.

It was resolved that a request be made to Pelorus Trust for funding up to \$30,000.00 for bikes and helmets.

16. General Business

Strategic and Annual Plan Reporting

Jill gave an update on the survey response, she didn't have a large response to the parent survey for strategic and annual plan reporting. It was agreed to send the survey link again.

Action: Kevin to contact Denise to email out the parent survey link to all Dec 2015 parents who receive the newsletter electronically.

Action: Jill to collate survey responses and bring to the December Dec 2015 meeting.

BoT Elections

Kevin updated the BoT on the BoT elections and the plan to recruit a new BoT member.

Review of Concerns and Complaints Policy

All BoT to read the Concerns and Complaints Policy and give feedback or comments to Andrew.

Action: All to read Concerns and Complaints Policy and give feedback or Dec 2015 comments to Andrew.

17. 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

18. Outstanding Actions

Updates to master spreadsheet:

Item	Action	Responsible	Due Date	Comment
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	Geoff to share the pdf's for the Maori Awareness Self Review.	Geoff	Dec 2015	WIP
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	Closed
57	Draft up a plan on how to implement BYOD including consultation.	Raewyn and Peter	Aug 2015	Closed
62	Advertise the staggered election cycle in the newsletter in October.	Kevin	Oct 2015	Closed
67	Bring the Principals Performance Review proposal	Kevin	Oct 2015	Closed

Item	Action	Responsible	Due Date	Comment
	to the next meeting.			
69	Draft up a communication plan for the next BoT meeting which will be circulated in Novembers newsletter.	Kevin	Oct 2015	Closed
70	Discuss timings with the BoT at the October meeting.	Jill	Oct 2015	Closed
71	Review the Complaints Policy for the Oct meeting.	Andrew	Oct 2015	Closed
73	Add BYOD to the November agenda.	Kevin	Nov 2015	Closed
74	Add 2016 Annual Plan to the November agenda.	Kevin	Nov 2015	Closed
75	Add Principals Performance Review to the November agenda after Raewyn has met with Mark Sweeney.	Kevin	Nov 2015	Closed
76	Check wording in Governance Manual regarding alcohol and gifting.	Kevin	Nov 2015	Closed
77	Finalise the school donation communications and put in Newsletter once finalised.	Kevin and Renee	Dec 2015	WIP
78	Review the Reserves Policy for the November meeting.	Kevin	Nov 2015	

Reference: Agenda Item 18 - 2015-10-27 Action Points and Decisions.xlsx

19. Correspondence

The monthly correspondence was accepted.

20. Communications

The BoT agreed to send out the parent survey reminder tomorrow.

The School Donations Communication will go out in two weeks.

The Health Education Consultation survey will go out as soon as completed, hopefully this week.

21. Meeting Review

21.1 Governance v Management clarifications?

Spent a bit of time trying to get the wording correct on the Alcohol Policy, needed to come back to next meeting.

21.2 Was our time/expertise well spent?

Yes

21.3 Did everyone have the opportunity to participate?

Yes

21.4 Was enough time allocated for the big issues?
Yes

21.5 Any concerns? If so what are the suggestions?
No


The next BoT meeting is scheduled for Tuesday 12 December 2015 at 7.00pm.

Closed: 9.20pm

New Actions as at 17 November 2015

Item	Action	Responsible	Due Date	Comment
79	Organise a workshop to go through the 2016 Annual Plan.	Kevin	Dec 2015	
80	Upload and share the draft budget for comment.	Raewyn	Dec 2015	
81	Review the draft budget and send any comments or questions by email to Raewyn	All	Dec 2015	
82	Contact the parent who came to the BoT meeting to get discuss the proposed draft Alcohol Policy.	Kevin	Dec 2015	
83	Rework on the draft Alcohol Policy and circulate.	Andrew	Jan 2016	
84	Rework the Health Education Consultation document into a survey to be sent out by the end of the week.	Kevin	Nov 2015	
85	Meet with Raewyn to discuss the ERO Self Review before the December Annual Plan Workshop.	Kevin	Dec 2015	
86	Contact Denise to email out the parent survey link to all parents who receive the newsletter electronically.	Kevin	Dec 2015	
87	Collate survey responses and bring to the December meeting.	Jill	Dec 2015	
88	All to read Concerns and Complaints Policy and give feedback or comments to Andrew.	All	Dec 2015	

Signed:


Kevin Hales, Chair