

HOUGHTON VALLEY SCHOOL

MINUTES OF THE BOARD OF TRUSTEES MEETING

Date: Tuesday 17 December 2015

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

Open: 7.30pm

1. Welcome and Apologies

Present: Kevin Hales (Chair), Chris Taylor (H+S Chair), Geoff Hume-Cook, Jill Gower, Raewyn Watson (Principal), , Peter Holmstead (Staff Member), Sarah Graydon (Secretary)

Apologies: Andrew Downes, Renee Riddell-Garner, Melissa Thomas (Secretary)

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 17 November 2015 were approved.

Reference: Agenda Item 03 - 2015-11-17 HVS BOT Meeting Minutes - Draft.pdf

4. Home and School Update

The BoT received a written update from Chris Taylor, the Chair from Home and School. The update included the playground, the upcoming Poroporoaki, the fun day, plans for the BBQ in Term 1 and a handover manual for running the fair. The contribution of those long serving members of Home and School that are soon to leave was acknowledged.

5. Principals Report

Raewyn gave a general overview of the Principals Report, discussions included:

- Progress with Te Reo Maori PD.
- The final Leading edge course which she attended
- A recent development day on design thinking, which provided some interesting ideas on how to consult with the community and test ideas.
- The visit from Councillor Ray Ahipene Mercer.
- Patrol training with Year 5 students
- Staff planning for the coming year.
- The recent audit visit.

- Initial discussions with architects about possible plans for the main block and the likely extent of assistance from the Ministry of Education. Raewyn will report back to the Board once she has met with the Ministry to confirm the position.
- Work being done on safety including a session on lock downs.
- Feedback on the increased donation.
- The roll and enrolments for the coming year.

Reference: Agenda Item 05A - Principals Board report December 2015.pdf
 Agenda Item 05B - PAT Mathematics Report 2015 November.doc
 Agenda Item 05C - PAT Reading Comp Report Term 4 2015.pdf
 Agenda Item 05D - STAR Report November 2015.pdf

6. Finance Reports

The BoT discussed the November 2015 Finance Report.

Reference: Agenda Item 06 - Finance Report November 2015.pdf

7. Confirm 2016 Budget

The BoT discussed the working draft of the budget. The working draft is now available to review and Kevin and Geoff will progress it with Raewyn with a view to bringing it to the next meeting for approval.

Action: Kevin and Geoff to review the 2016 Budget. Feb 2016

Action: Kevin to add the 2016 Budget to the next meeting. Feb 2016

8. Principals Appraisal Summary - In Committee

The BoT moved to In Committee at 9.00pm.

9. Draft Alcohol Policy

The BoT discussed the draft alcohol policy. It was agreed that some further clarification and discussion would be useful and a revised policy brought to the next meeting.

Action: Kevin to amend and bring the draft Alcohol Policy to the next meeting after receiving any feedback from BoT members. Feb 2016

10. Parent Survey Results

The BoT reviewed the results of the survey. Feedback on three way conferences suggested that there is a need to emphasise the availability of teachers for direct discussions without the child present. Possibilities for further improvement of three way conferences were discussed such as promoting consistency of goal setting.

It was agreed that the BoT will review the full report with a view to sharing the results with all parents at the beginning of 2016.

Action: All BoT members to review the parents survey results. Feb 2016

Action: Kevin to share parent survey results with parents.

Feb 2016

11. General Business

After School Care Report

The BoT noted the report from Denise about after school care.

Library Report

The annual library report from **Joanna** was tabled.

Houghton Valley Progressive Society

The BoT noted that there had been discussions with the Society about the bike track plans and they had some good input and were generally supportive.

The BoT reiterated their gratitude for the Society running the plant stall at the fair.

Hautu

The BoT discussed using the Hatau self assessment tool in conjunction with the ERO self review tools in 2016 as part of preparing for the next ERO review.

Ministry Sessions

Kevin reported back on the health and safety session he attended. The Ministry will provide a toolbox which will be available in the New Year. There was also a session on the Vulnerable Childrens Act. This will be an agenda item for next year.

Action: Kevin to add the Vulnerable Children's Act to the March agenda. Mar 2016

Health Survey

This will be carried out early next year.

Returning Officer Role

There has been a successful applicant for the returning officer role and once formalities have been completed will be confirmed in the New Year.

The BoT moved a vote of thanks for the Chair's leadership and contribution.

The BoT discussed plans for the school website, content and timing for finalising. The goal is to have it ready for when school starts back in 2016.

12. Review BoT Annual Work Plan

The BoT noted that as the year is now complete the Chair is putting the plan together for 2016.

Action: Kevin to add student achievement to the standard agenda.

Feb 2016

Action: Kevin to put together a policy review schedule.

Feb 2016

13. Outstanding Actions

Updates to master spreadsheet:

Item	Action	Responsible	Due Date	Comment
96	Get answers to questions from	Raewyn	Feb 2016	

Item	Action	Responsible	Due Date	Comment
	insurance company.			
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	Closed
41	Geoff to share the pdf's for the Maori Awareness Self Review.	Geoff	Dec 2015	Closed
42	Work on the Asset Replacement Plan.	Kevin	Jul 2015	WIP
77	Finalise the school donation communications and put in Newsletter once finalised.	Kevin and Renee	Dec 2015	Closed
78	Review the Reserves Policy for the November meeting.	Kevin	Nov 2015	WIP
79	Organise a workshop to go through the 2016 Annual Plan.	Kevin	Dec 2015	WIP
80	Upload and share the draft budget for comment.	Raewyn	Dec 2015	Closed
81	Review the draft budget and send any comments or questions by email to Raewyn	All	Dec 2015	WIP
82	Contact the parent who came to the BoT meeting to discuss the proposed draft Alcohol Policy.	Kevin	Dec 2015	Closed
83	Rework on the draft Alcohol Policy and circulate.	Andrew	Jan 2016	Closed
84	Rework the Health Education Consultation document into a survey to be sent out by the end of the week.	Kevin	Nov 2015	WIP
85	Meet with Raewyn to discuss the ERO Self Review before the December Annual Plan Workshop.	Kevin	Dec 2015	Closed
86	Contact Denise to email out the parent survey link to all parents who receive the newsletter electronically.	Kevin	Dec 2015	Closed
87	Collate survey responses and bring to the December meeting.	Jill	Dec 2015	Closed
88	All to read Concerns and Complaints Policy and give feedback or comments to Andrew.	All	Dec 2015	WIP

Reference: Agenda Item 13 - 2015-11-17 Action Points and Decisions.xlsx

14. Correspondence

The monthly correspondence was accepted.

15. Communications

None.

16. Meeting Review

- 16.1 Governance v Management clarifications?
No
- 16.2 Was our time/expertise well spent?
Yes
- 16.3 Did everyone have the opportunity to participate?
Yes
- 16.4 Was enough time allocated for the big issues?
Yes
- 16.5 Any concerns? If so what are the suggestions?
No

The next BoT meeting is scheduled for Tuesday 16 February 2016 at 7.30pm.

Closed: 10.00pm

New Actions as at 15 December 2015

Item	Action	Responsible	Due Date	Comment
89	Review the 2016 Budget.	Kevin and Geoff	Feb 2016	
90	Add the 2016 Budget to the next meeting.	Kevin	Feb 2016	
91	Amend and bring the draft Alcohol Policy to the next meeting after receiving any feedback from BoT members.	Kevin	Feb 2016	
92	All BoT members to review the parents survey results.	All	Feb 2016	
93	Share parent survey results with parents.	Kevin	Feb 2016	
94	Add the Vulnerable Children's Act to the March agenda.	Kevin	Mar 2016	
95	Add student achievement to the standard agenda.	Kevin	Feb 2016	
96	Put together a policy review schedule.	Kevin	Feb 2016	

Signed: 
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Kevin Hales, Chair