

HOUGHTON VALLEY SCHOOL

MINUTES OF THE BOARD OF TRUSTEES MEETING

Date: Tuesday 15 March 2016

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

Open: 6.08pm

1. Welcome and Apologies

Present: Andrew Downes, Kevin Hales (Chair), Chris Taylor (H+S Chair),
Raewyn Watson (Principal), Peter Holmstead (Staff Member),
Renee Riddell-Garner, 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 16 February 2016 were approved.

Reference: Agenda Item 03 - 2016-02-16 HVS BOT Meeting Minutes - Draft.pdf

4. Teacher Presentation

Monica Mercury gave a presentation on the Te Reo Maori programme that is being used at the school.

Monica Mercury left the meeting at 6.30pm

Chris Taylor arrived at 7.13pm

5. Home and School Update

The BoT received a verbal update from Chris Taylor, the Chair from Home and School. The update included the playground construction and the grand opening, the walkathon and picnic, the school fair and organisers, Monica's teacher presentation on Te Reo Maori, treasurers report, the AGM in April, the flying fox and burger sales.

6. Principals Report

Raewyn gave a verbal update for her Principals Report which included the Principal's breakfast, 5YA, building update, school playground and school donations.

7. Finance Reports

Raewyn gave a verbal overview of the February Finance Report as they were only received today.

8. Student Achievements Report

Raewyn gave an overview of the Student Achievements Report and the BoT had a general discussion about student achievements.

9. Confirm 2016 Charter

The BoT approved the 2016 Charter.

10. Draft Alcohol Policy

Renee gave an overview of the draft Alcohol Policy and the BoT had a discussion on the draft policy. The BoT agreed to the following amendments:

- Remove 2.1(c)
- Change 4.2 to during school hours (with a note on definition of school hours)
- Create an application form for a function to go with the policy.
- Check that the bottom field is part of 110 Houghton Bay Road.
- Check the definition of school on the MoE site.

The BoT confirmed the draft Alcohol Policy subject to changes above.

Action: Kevin to create an application form for a function including alcohol to go with the Alcohol policy. Apr 2016

Action: Andrew to check if the bottom field is part of 110 Houghton Bay Road. Apr 2016

Action: Andrew to check the definition of school on the MoE site. Apr 2016

11. Communication Strategy

This agenda item was not discussed.

12. Health Consultation Feedback

This agenda item was not discussed.

13. Vulnerable Children's Act Policy

The BoT discussed the proposed Children's Act Policy and agreed to Raewyn drafting a policy based on the templates given by MOE and presenting to Board meeting next month.

Action: Raewyn to draft the Children's Act Policy and present it at the next Apr 2016 meeting.

14. Discuss Election Process

Kevin gave an overview of the election process which will take place in June. The BoT agreed to move the June BoT meeting from 7 June to 14 June for better timings for the election.

Kevin announced he is going to the UK so will be standing down in June 2016. Geoff is away for 6 months and will be joining via facetime. Andrew has offered to put his name forward to be Chair for next 18 months if no one else would like to do it.

Action: Melissa to change the June BoT date. Apr 2016

15. Survey Results

This agenda item was not discussed.

16. General Business

This agenda item was not discussed.

17. Outstanding Actions

Updates to master spreadsheet:

Item	Action	Responsible	Due Date	Comment
29	Set up a hazard register.	Raewyn	Jul 2015	Closed
42	Work on the Asset Replacement Plan.	Kevin	Jul 2015	WIP
88	All to read Concerns and Complaints Policy and give feedback or comments to Andrew.	All	Dec 2015	Andrew to email to Renee again
91	Amend and bring the draft Alcohol Policy to the next meeting after receiving any feedback from BoT members.	Kevin	Feb 2016	Closed
92	Review the parents survey results.	Renee	Mar 2016	Closed
93	Share parent survey results with parents once review is completed.	Kevin	Mar 2016	WIP
94	Add the Vulnerable Children's Act to the March agenda.	Kevin	Mar 2016	Closed

Item	Action	Responsible	Due Date	Comment
1	Send out list of student reporting to all BoT	Raewyn	Mar 2016	WIP
2	Review student achievement reporting schedule to Board.	All	Mar 2016	
3	Incorporate the policy review for the next 3 years into the Annual Work Plan.	Kevin	Mar 2016	
4	Review the policy for the Principal Appraisal after meeting with Mark Sweeney.	Kevin	Mar 2016	Reporting back to next BoT
5	Provide a piece about BoT elections for the newsletter.	Andrew	Mar 2016	Closed

Reference: Agenda Item 17 - 2016-03-15 Action Points and Decisions.xlsx

18. Correspondence

The BoT agreed this agenda item is no longer needed.

Action: Kevin to remove correspondence from the agenda.

Apr 2016

19. Communications

The BoT discussed communications for the month, Andrew has provided a piece to Denise for inclusion in the newsletter.

20. Meeting Review

20.1 Governance v Management clarifications?

Yes

20.2 Was our time/expertise well spent?

Yes

20.3 Did everyone have the opportunity to participate?

Yes

20.4 Was enough time allocated for the big issues?

Not quite.

20.5 Any concerns? If so what are the suggestions?

Yes, we need to start the meeting on time even if people haven't arrived.

The next BoT meeting is scheduled for Tuesday 12 April 2016 at 6.00pm.

Closed: 8.00pm

New Actions as at 15 March 2016

Item	Action	Responsible	Due Date	Comment
6	Create an application form for a function including alcohol to go with the Alcohol policy.	Kevin	Apr 2016	

7	Check if the bottom field is part of 110 Houghton Bay Road.	Andrew	Apr 2016	
8	Check the definition of school on the MoE site.	Andrew	Apr 2016	
9	Draft the Children's Act Policy and present it at the next meeting.	Raewyn	Apr 2016	
10	Change the June BoT date.	Melissa	Apr 2016	
11	Remove correspondence from the agenda.	Kevin	Apr 2016	

Signed: 
 Kevin Hales, Chair