

HOUGHTON VALLEY SCHOOL

MINUTES OF THE BOARD OF TRUSTEES MEETING

Date: Tuesday 12 April 2016

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

Open: 6.00pm

1. Welcome and Apologies

Present: Kevin Hales (Chair), Raewyn Watson (Principal), Peter Holmstead (Staff Member), Renee Riddell-Garner, Melissa Thomas (Secretary)

Guests: Aaron

Apologies: Andrew Downes, Chris Taylor (H+S Chair), 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 15 March 2016 were approved.

Reference: Agenda Item 03 - 2016-03-15 HVS BOT Meeting Minutes - Draft.pdf

Aaron joined the meeting at 6.50pm.

4. Marketing and Branding

Aaron, a parent from our school a presentation on our school brand and marketing. Aaron spoke about our school logo and how we can show our commitment to tikanga and Te Reo Maori. The BoT discussed the schools marketing and branding.

Raewyn and Aaron to continue working together on the marketing and branding and update the BoT.

The BoT thanked Aaron for the amazing job he has done on our marketing and branding.

Aaron left the meeting at 7.40pm.

5. Home and School Update

The BoT received a written update from Chris Taylor, the Chair from Home and School (H&S).

The update included their AGM, the walkathon and picnic, end of year BBQ and the H&S donations to the school.

6. Principals Report

Raewyn gave a general overview of the Principals Report, discussions included health and safety and building improvement.

7. Finance Reports

The BoT discussed the March 2016 Finance Report.

The BoT discussed the financial delegations, reallocating the budget within categories and significant budget reallocations.

Action: Kevin to discuss financial delegations, reallocating and significant May 2016 reallocations with Adrian.

Reference: Agenda Item 07 - Finance Report March 2016.pdf

8. Student Achievements Report

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

9. Election Process

Kevin gave an update on the election process, updating the BoT on what has been organised to date and what is been planned over the next two months.

Kevin encouraged the BoT to speak with anyone that has shown an interest in joining the BoT.

10. School Zoning

The BoT discussed the current enrolment scheme and boundaries. It was agreed that the BoT would like to keep the current boundaries as it caters for families well, we have a high demand for people in zone to come to our school as well as people out of zone.

The BoT discussed asking for current and projected rolls for schools close to our school.

Action: Kevin to send a letter to MoE asking if they can provide current May 2016 and projected rolls for schools close to HVS.

11. ERO Evaluation Indicators Workshop Outcome

This agenda item was not discussed.

12. New Health & Safety Legislation and HVS

The BoT discussed the new Health and Safety legislation and the hazard assessment register. It was agreed that Health and Safety would be a regular agenda item each month.

Action: Kevin to add Health and Safety to the standard agenda.

May 2016

13. Signoff Board Underwriting Bike Track

This agenda item was not discussed.

14. Discuss Health Consultation Feedback

This agenda item was not discussed.

15. General Business

This agenda item was not discussed.

16. Outstanding Actions

Updates to master spreadsheet:

Item	Action	Responsible	Due Date	Comment
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
93	Share parent survey results with parents once review is completed.	Kevin	Mar 2016	WIP
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
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	Raewyn	Apr 2016	

Item	Action	Responsible	Due Date	Comment
	meeting.			
11	Remove correspondence from the agenda.	Kevin	Apr 2016	

Reference: Agenda Item 16 - 2016-04-12 Action Points and Decisions.xlsx

17. Communications

This agenda item was not discussed.

18. Meeting Review

18.1 Governance v Management clarifications?

No

18.2 Was our time/expertise well spent?

No, we spent too long on the marketing/branding agenda item.

18.3 Did everyone have the opportunity to participate?

Yes

18.4 Was enough time allocated for the big issues?

No

18.5 Any concerns? If so what are the suggestions?

Yes. The BoT discussed needing to be able to have robust conversations without anyone getting defence. If any of the BoT feel that this is happening it should be called as it happens.

The next BoT meeting is scheduled for Tuesday 10 May 2016 at 6.00pm.

Closed: 8.15pm

New Actions as at 15 March 2016

Item	Action	Responsible	Due Date	Comment
12	Discuss financial delegations, reallocating and significant reallocations with Adrian.	Kevin	May 2016	
13	Send a letter to MoE asking if they can provide current and projected rolls for schools close to HVS.	Kevin	May 2016	
14	Add Health and Safety to the standard agenda.	Kevin	May 2016	

Signed: 
 Kevin Hales, Chair