

HOUGHTON VALLEY SCHOOL

MINUTES OF THE BOARD OF TRUSTEES MEETING

Date: Tuesday 10 May 2016

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

Open: 6.10pm

1. Welcome and Apologies

Present: Kevin Hales (Chair), Andrew Downes, Chris Taylor (H+S Chair), Geoff Hume-Cook, Raewyn Watson (Principal), Peter Holmstead (Staff Member), Melissa Thomas (Secretary)

Guests: Andrea

Apologies: Renee Riddell-Garner

2. Conflicts of Interest

No conflicts of interest were identified amongst any of the Board of Trustees (BoT) members.

3. Previous Minutes

The minutes of the BoT Meeting dated Tuesday 12 April 2016 were approved.

Reference: Agenda Item 03 - 2016-04-12 HVS BOT Meeting Minutes - Draft.pdf

4. Teacher Presentation

This agenda item has been postponed until July.

5. Home and School Update

The BoT received a brief verbal update from Chris Taylor, the Chair from Home and School (H&S) as the H&S school meeting is scheduled for this Thursday so there hasn't been a meeting since the last BoT meeting.

6. Principals Report

Raewyn gave a general overview of the Principals Report, discussions included the school roll, sewer problems and health and the hazard register.

7. Finance Reports

The April 2016 Finance Report wasn't available; and will be emailed to the BoT once received.

Due to timings of the meetings the BoT agreed that if the Finance Report isn't available it will be presented at the following meeting.

Action: Raewyn to email April Financial Reports to BoT once received. Jun 2016

8. Student Achievements Report

Raewyn gave an overview of the punctuation and grammar student achievement reports and a general discussion ensued.

Andrew Downes arrived at 6.35pm.

9. Health and Safety Update

The BoT discussed the Health and Safety hazard register. It was agreed that the register will be separate agenda item with a link to the hazard register on the BoT site.

Action: Kevin to add Health and Safety register to the agenda. Jun 2016

10. Election Process

Kevin gave a verbal update on how the election process is going.

11. Principal Performance Plan

Kevin gave an overview of the Principal performance plan and discussions with Mark Sweeney.

The BoT agreed it would be beneficial for Raewyn to update the new BoT in June on the Principal performance plan.

Action: Raewyn to update the new BoT in June on the Principals performance plan. Jun 2016

12. Communication Strategy

Andrew gave an update on the communication strategy. It was agreed it would be beneficial to add this to the agenda next month to update the new BoT.

Action: Kevin to add communication strategy to the June agenda. Jun 2016

13. Employment Discussion – In Committee

The BoT moved to In Committee at 8.14pm

The BoT moved out of In Committee at 8.37pm

14. Budget Review

The BoT discussed the budget review, asset replacement plan and the allocation of money which is currently shown as unbudgeted.

Action: Kevin to add Budget Review and Capital Expenditure Budget to Jun 2016 the June agenda.

15. Board Underwriting Bike Track

Raewyn gave an update on how the bike track is progressing and quotes that have been received so far.

Raewyn to meet with Paul to confirm details and get a clear understanding of the structure and present to the June meeting.

Action: Kevin to add Board underwriting bike track to the June agenda. Jun 2016

16. Health Consultation Feedback

The BoT discussed the health consultation feedback and comments. There are new guidelines that came out last year for sexuality and keeping yourself safe. It was agreed that more communication for parents would be good.

17. Annual Survey Results

The BoT discussed and were very pleased with the annual survey results summary. It was agreed that Kevin will add it to the annual work plan for the new BoT to discuss.

18. General Business

The BoT thanked Kevin for his role as Chair over the past year and wished him well overseas.

19. Outstanding Actions

This agenda item was not discussed

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

20. Communications

This agenda item was not discussed.

21. Meeting Review

- 21.1 Governance v Management clarifications?
No
- 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 14 June 2016 at 6.00pm.

Closed: 8.40pm

New Actions as at 10 May 2016

Item	Action	Responsible	Due Date	Comment
15	Email April Financial Reports to BoT once received.	Raewyn	Jun 2016	
16	Add Health and Safety register to the agenda.	Kevin	Jun 2016	
17	Update the new BoT in June on the Principals performance plan.	Raewyn	Jun 2016	
18	Add communication strategy to the June agenda.	Kevin	Jun 2016	
19	Add Budget Review and Capital Expenditure Budget to the June agenda.	Kevin	Jun 2016	
20	Add Board underwriting bike track to the June agenda.	Kevin	Jun 2016	

Signed: 
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Kevin Hales, Chair