

HOUGHTON VALLEY SCHOOL BOARD OF TRUSTEES MEETING MINUTES

Date: Tuesday 25 July 2016 at 5.30pm

Venue: Library, Houghton Valley School

In attendance: Sarah (chair), Andrew, Karen, Phil, Jos, Raewyn, Anya

Standing Invite: Chair of Home and School Association

Item	Title	Papers for Review
1.	Welcome and Apologies	Everyone present- no apologies
2.	Home and School Update	<p>Home and School disco planned for Term Three- 15 September</p> <p>Quiz was a great success despite last minute change in organising committee.</p> <p>Generating Home and School FOMO after poor attendance at meeting straight after quiz.</p> <p>Bike track: Anna</p> <p>Bikes in schools- quotes are needed for each of the 5 components: loop/pump/skills/container for bikes/bikes+helmets. Tagged funding will be released once we can show quotes and expenditure. We have 10 hours of a professional fund application expert's time.</p> <p>2 resolutions needed from the board to cover the 40k shortfall for the project. Contingency needs to be built into the planning at this stage- on the board side of the register rather than the grants side.</p> <p>Funds for the project can be applied for on a rolling basis to cover the shortfall. The need for a financial commitment from school (up to half of the 40k) has to be balanced against the risk of appearing flush.</p> <p>Flying fox is a case in point for ongoing maintenance that needs to be factored into the bike track project. Contribution could be made from Home and School toward the 2.5-3k annual maintenance.</p> <p>Joint responsibility for health and safety planning for the project. Once build begins the contractors will manage health and safety on the site.</p> <p>Suggestion from Andrew: co-opting Anna to the board to streamline the project management of the bike track. To be discussed further and foreshadowed in the next newsletter.</p> <p>There was discussion about the ownership of the field.</p>
3.	Conflicts of interest	None noted

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4.	Previous minutes	Not available
5.	Principals reports Sign off May/June Present July	<p>3 way conversations: there was general reflection on the awesomeness of this year's conversations, and the board decided to provide a morning tea in acknowledgement of teachers' efforts.</p> <p>Meet and greet for BOT/staff (at Monterey)?</p> <p>Raewyn explained that formal reports are the product of overall teacher judgement which is holistic and takes in a broad view of a student's competencies over time. E-Asttle testing has been recently undertaken (as one of the dimensions of OTJ) across the school. Raewyn explained the process of moderation that HVS teachers go through to ensure that marking is consistent. E-Asttle supports assessment beyond surface features- ideas, structure, organisation and has shifted from the writing focus on genre. Raewyn identified the challenge of how to get the best out of the kids doing the exercise. Real focus on writing across the school, and E-Asttle is a powerful tool for informing teaching programmes.</p> <p>Banks: numeracy programme. Gabrielle will attend a subsequent board meeting to explain more. Focus on basic facts, times tables.</p> <p>Whaea Monnie to get in touch with Anya re whanau engagement review.</p> <p>Bek Galloway: inquiry and student agency Teacher Only Day- there is ongoing work by the senior management team to make an action plan to embed the learning from this.</p>
6.	Property overview	<p>Plan for upgrade of rooms 1 and 2 exists! (Hooray!) This is one our 5YA projects.</p> <p>No further information re new classroom</p> <p>The playground is underway and contractors have been very positive about what's already been built.</p>
7.	Financial reports	Not available
8.	Strategic planning	The board agreed to meet outside of normal meeting time to engage at a strategic level.
9.	Health & Safety	Hazard Register was shared with and reviewed by the board
10.	Action Points & Decisions	<p>Morning tea for staff: Raewyn</p> <p>Arrange social event for staff and BOT: Jos and BoT</p> <p>Strategic planning meeting: Sarah and BoT</p> <p>Skills matrix- what are our strengths and where are our gaps: Anya to circulate form</p> <p>Each board member to write a paragraph introducing themselves to the school community (<i>Should we send this to Raewyn?</i>)</p>
11.	Review Outstanding Actions	ERO preparation

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		Governance policy review cycle needs to be updated Review outstanding action and decision points from previous meetings to ensure that we don't miss anything
12.	Communications	Newsletter : Andrew to write something about the board meeting, and introduce Sarah as board chair. 1 paragraph from each trustee introducing the new board.
13.	Meeting Review	Any governance v management clarifications? No Was our time/expertise well spent? Yes Did everyone have the opportunity to participate? Yes Was enough time allocated for the big issues? Yes Any concerns.....if so what are the suggestions?
14.	Meeting End	8.11pm

The next BoT meeting is scheduled for Tuesday 16 August 2016 at 6.00pm.

Closed: 10.20pm

Signed:


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Sarah Graydon, Chair