

# **HOUGHTON VALLEY SCHOOL**

## **MINUTES OF THE BOARD OF TRUSTEES MEETING**

Date: Tuesday 16 August 2016

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

Open: 6.10pm

### **1. Welcome and Apologies**

Present: Sarah Graydon (Chair), Andrew Downes, Anya Satyanand, Jos Abernethy (Staff Member), Karen Parr, Phil Walker, Raewyn Watson (Principal), Melissa Thomas (Secretary)

Guests: Adrian Edwards (Education Services), Anna Ririnui, Geoff Hume-Cook

Apologies: Chris Taylor (H+S Chair)

### **2. Conflicts of Interest**

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

### **3. Financials**

#### **Monthly Financials**

Adrian introduced himself and walked the BoT through the July monthly Financial report. The BoT received the June 2016 and July 2016 Financial reports.

#### **July Budget Review**

Adrian walked the BoT on the July 2016 budget review, explaining what has been changed in the budget.

Adrian Edwards left the meeting at 7.10pm

The BoT approved the July 2016 budget review.

#### **Bike Track**

Anna updated the BoT on the bike track progress. There has been a lot of positive comments from the local community including the local Playcentre who are very keen to use the track. The Principal has also had a lot of positive feedback from the children, including a group who are already planning their own mountain bike club once the track is up and running.

The BoT agreed to co-opt Anna Ririnui as a Trustee for a period of up to 6 months subject to Anna Ririnui confirming to the Trustees that she is not ineligible to be a Trustee as per section 103 of the NZ Education Act 1989, (Certain persons ineligible to be trustees).

The BoT agreed that by co-opting Anna Ririnui the Trustees are working within section 94C of the NZ Education act 1989 (Limitations on co-option and appointment of trustees)

The BoT agreed that subject to advice from Education services that funds exist, that the Trustees will underwrite the project to the maximum value of \$40,000 with an expected actual contribution of \$16,500.00.

The BoT gave Anna Ririnui delegated approval to apply for grants for the project for the shortfall.

The BoT agreed that the Trustees will delegate management of up to \$20,000 to Anna Ririnui to progress the project with a review if more than \$20,000 is required.

The BoT agreed that Anna will be required to provide a monthly project report to the Trustees recording progress and finances.

The BoT agreed that ongoing maintenance will need to be budgeted for and that Anna will advise the Trustees of the requirements here, noting that it is expected to be between \$3-5k annually.

Reference: Agenda Item 03 - 06 Finance Report June 2016 BoT.pdf  
Agenda Item 03 - 07 Finance Report July 2016 BoT.pdf  
Agenda Item 03 - Budget 2016 REVIEW JULY 2016 V2.xls  
Agenda Item 03 - HVS Bike project and co-opting Anna Ririnui.docx

#### **4. In Committee Item**

The BoT moved to In Committee at 8.30pm.

*Action: Sarah and Andrew to update the In Committee item for review at Sep 2016 next meeting.*

The BoT moved out of In Committee at 10.20pm.

#### **5. Property**

**The BoT discussed issues that had been raised regarding the safety of the new steps that have been put in by the slide. It was agreed that Raewyn would seek advice on them from the playground company currently assisting with the playground. If necessary, remedial steps would be taken to modify or remove the steps.**

*Action: Raewyn to seek advice from playground company about stairs by Sep 2016 slides.*

#### **6. Previous Minutes**

The minutes of the BoT Meeting dated Tuesday 26 July 2016 were approved.

Reference: Agenda Item 06 - 2016-07-26 HVS BOT Meeting Minutes - Draft.docx  
Agenda Item 06 - 2016-07-26 HVS BOT Meeting Minutes In Committee - Draft.docx

## **7. Home and School Update**

This agenda item was not discussed.

## **8. Principals Report**

Raewyn gave a general overview of the Principals Report, discussions included curriculum development and national standards.

Raewyn updated the BoT on the Discovery/Curriculum Review & development and discussed the wording in the school vision. It was agreed that the school vision wording would be reviewed closer to the end of the year.

*Action: Sarah to add review of vision wording to the annual board plan. Sep 2016*

Reference: Agenda Item 08 - Principals Board Report August 2016.pdf

## **9. Curriculum**

### **National Standards Mid-Year Progress Report**

Raewyn updated the BoT on the national standards mid-year progress report. The update included an overview of how the reporting works, what has changed in the reporting and analysing the graphs.

Reference: Agenda Item 09 - National Standards Mid Yr Report to BoT 2016 (1).pdf

## **10. Health and Safety**

Raewyn gave an update on the general handy man maintenance planned at the school.

Anya discussed our health and safety plan with discussions on having a sub-committee for health and safety and property. Anya spoke to a parent at school who is willing to help with health and safety advice.

Anna suggested a hazard suggestion box.

*Action: Sarah and Raewyn to discuss health and safety plan. Sep 2016*

## **11. Action Points and Decisions**

### **ERO Pre Review Documentation**

Raewyn updated the BoT on the ERO pre review meeting that Raewyn and Sarah attended.

The BoT agreed to meet to go through the Board Assurance Statement and Self -Audit checklists.

*Action: Sarah to organise a time for the BoT to meet for the ERO pre review documentation. Sep 2016*

## 12. Review Outstanding Actions

This agenda item was not discussed.

Reference: Agenda Item 12 - 2016-05-10 Action Points and Decisions.xlsx

## 13. Communications

Anna to write a paragraph on the bike track and send through to Raewyn.

*Action: Anna to send through a paragraph on the bike track for newsletter. Sep 2016*

Geoff Hume-Cook left the meeting at 8.30pm.

## 14. Meeting Review

14.1 Governance v Management clarifications?

No

14.2 Was our time/expertise well spent?

Yes

14.3 Did everyone have the opportunity to participate?

Yes

14.4 Was enough time allocated for the big issues?

Yes

14.5 Any concerns? If so what are the suggestions?

No

The next BoT meeting is scheduled for Tuesday 13 September 2016 at 6.00pm.

Closed: 10.20pm

## New Actions as at 16 August 2016

Item	Action	Responsible	Due Date	Comment
15	Add review of vision wording to the annual board plan.	Sarah	Sep 2016	
16	Update the In Committee item for review at next meeting.	Sarah and Andrew	Sep 2016	
17	Seek advice from playground company about steps by slides.	Raewyn	Sep 2016	
18	Discuss health and safety plan.	Sarah and Raewyn	Sep 2016	
19	Organise a time for the BoT to meet for the ERO pre review documentation.	Sarah	Sep 2016	
20	Send through a paragraph on the bike track for newsletter.	Anna	Sep 2016	

Signed:   
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Sarah Graydon, Chair