

HOUGHTON VALLEY SCHOOL

MINUTES OF THE BOARD OF TRUSTEES MEETING

Date: Tuesday 13 September 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: Dave McArthur (Caretaker), Simon

Apologies: Anna Ririnui, 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. In Committee Item

The BoT moved to In Committee at 6.10pm.

The BoT moved out of In Committee at 6.38pm.

Phil Walker, Gabrielle Harvey and Simon arrived at 6.38pm.

4. Property

4.1 Property Tour

Raewyn gave a brief historical overview on the 10 year property plan and the property issues we have had at the school so far. Raewyn updated the BoT on the current building issues and the progress made so far.

The BoT discussed making a hot topic page on the website where they can update the community on the building issues, progress, areas of priority etc.

Action: Sarah to organise a property sub-committee.

Oct 2016

5. Finance

5.1 Finance Report

The August monthly finance report wasn't available; Raewyn will circulate the report when it arrives.

6. Year Six Camp

The BoT confirmed and approved the year six camp proposal at Kaitoke.

Moved: Sarah Graydon

Seconded: Karen Parr

7. Hautu

Anya gave an update on the self review tool and some ideas for the school in the future. Anya to send out some information to the BoT on the next planned event which will involve the BoT.

Action: Anya to email out information on the next event planned at the Oct 2016 school which will involve the BoT.

8. Communities of Learning

The BoT briefly discussed communities of learning.

9. Previous Minutes

9.1 Open Minutes

The minutes of the BoT Meeting dated Tuesday 16 August 2016 were approved.

Reference: Agenda Item 09.1 - 2016-08-16 HVS BOT Meeting Minutes - Draft.pdf

9.2 In Committee Minutes

The minutes of the BoT Meeting dated Tuesday 16 August 2016 were approved.

Reference: Agenda Item 09.1 - 2016-08-16 HVS BOT Meeting Minutes In Committee - Draft.pdf

10. Home and School Update

Sarah gave an update of the Home and School as Chris wasn't available.

11. Principals Report

The Principals Report was accepted.

Reference: Agenda Item 11 - Principals Board report September 2016.pdf

12. Curriculum

12.1 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 12.1 - National Standards Mid Yr Report to BoT Yr 1-2 2016.pdf

12.2 Teacher Report – Banks Math Programme

Gabrielle gave a presentation on the banks math programme that has been implemented into our school this year for the year 3 to 6 students.

13. Health and Safety

Raewyn gave a brief update on health and safety.

14. Action Points and Decisions

14.1 ERO Pre Review Documentation

Raewyn updated the BoT on the ERO pre review documentation.

14.2 Evaluation Indicators

Raewyn updated the BoT on the evaluation indicators.

15. Board Work Programme

The BoT discussed and updated the annual work plan.

16. Review Outstanding Actions

Updates to master spreadsheet:

Item	Action	Responsible	Due Date	Comment
3	Incorporate the policy review for the next 3 years into the Annual Work Plan.	Kevin	Sep 2016	
13	Send a letter to MoE asking if they can provide current and projected rolls for schools close to HVS.	Kevin	Sep 2016	
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	Sep 2016	

Item	Action	Responsible	Due Date	Comment
		Raewyn		
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	

17. Communications

This agenda item was not discussed.

18. Meeting Review

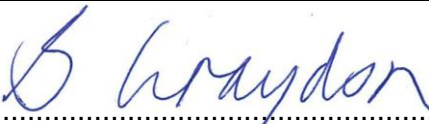
- 18.1 Governance v Management clarifications?
No
- 18.2 Was our time/expertise well spent?
Yes
- 18.3 Did everyone have the opportunity to participate?
Yes
- 18.4 Was enough time allocated for the big issues?
Yes
- 18.5 Any concerns? If so what are the suggestions?
Discuss next steps for follow ons.

The next BoT meeting is scheduled for Tuesday 11 October 2016 at 6.00pm.

Closed: 8.40pm

New Actions as at 13 September 2016

Item	Action	Responsible	Due Date	Comment
21	Organise a property sub-committee.	Sarah	11 Oct 16	
22	Email out information on the next event planned at the school which will involve the BoT.	Anya	11 Oct 16	

Signed: .....
Sarah Graydon, Chair