

HOUGHTON VALLEY SCHOOL MINUTES OF THE BOARD OF TRUSTEES MEETING

Date: Tuesday 19 October 2016

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

Open: 6.10pm

1. Welcome and Apologies

Present: Andrew Downes, Anna Ririnui, Anya Satyanand, Chris Taylor (H+S Chair),
Jos Abernethy (Staff Member), Karen Parr, Phil Walker, Raewyn Watson
(Principal), Melissa Thomas (Secretary).

Guests:

Apologies: Sarah Graydon (Chair)

1.1 Appoint Chair

The BoT agreed to appoint Andrew Downes as chair during Sarah Graydon's absence from 19 October 2016 to 16 November 2016.

Moved: Phil Walker

Seconded: Raewyn Watson

2. Conflicts of Interest

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

3. Previous Minutes

3.1 Open Minutes

The minutes of the BoT Meeting dated Tuesday 13 September 2016 were approved.

Reference: Agenda Item 03.1 - 2016-09-13 HVS BOT Meeting Minutes - Draft.pdf

3.2 In Committee Minutes

The minutes of the BoT Meeting dated Tuesday 13 September 2016 were approved.

Reference: Agenda Item 03.1 - 2016-09-13 HVS BOT Meeting Minutes In Committee - Draft.pdf

4. Home and School

4.1 Home and School Update

The BoT received a verbal update from Chris Taylor, the Chair from Home and School (H&S). The update included the H&S meeting, disco, assisting the school camp with funds, assisting the fun day or Wainuiomata pool day, year 6 leavers books, year 6 leavers bbq, chickens and the fair.

4.2 Fair Risk Plan

Karen Parr gave a brief overview of the fair risk plan that was generated by Siobhan. The BoT discussed a few of the risks, especially the fire and earthquake risk. The BoT approved the Fair Risk Plan. Andrew to add the Fair risk plan to the Annual board work programme.

Action: Andrew to add the fair risk plan to the annual board work Nov 2016 programme.

5. Principals Report and Annual Plan Review

The Principals Report was accepted. The BoT discussed the annual plan review, it was agreed that the BoT would discuss the ERO review when the draft report is received.

The BoT discussed the 2016 Annual Plan and how well everything is progressing. Discussions included our Enviroschool status, the playground, social media guidelines, grants, property, Worsler Bay School's admin function, Property Manager or property committee and communication plan.

Action: Anya to organise a card for Jill to thank and acknowledge the great Nov 2016 work she has done on the Enviroschool status.

Action: Andrew to reconsider grants officer resource for the 2017 Annual Nov 2016 Plan.

Reference: Agenda Item 05.1 - Principals Board report October 2016.pdf

6. Bike Track Update

The BoT received an update from Anna Ririnui about the bike track key dates, grants, the Houghton Valley Progressive Association and communication with the teachers and bike monitors.

Action: Andrew and Raewyn to confirm the maintenance of the bike track. Nov 2016

7. Finance Report

The August and September monthly finance reports were accepted. Raewyn is expecting an updated version of the September monthly finance report with the revised budget in it that she will circulate.

8. Board Work Programme

This agenda item was not discussed.

9. Charter/Annual Planning for 2017

The BoT discussed the charter/annual planning for 2017. It was agreed that all members would consider assisting with updating evaluation aspects of the charter and annual plan.

Action: All BoT to consider volunteering/assisting with updating evaluation aspects of charter/annual plan. Nov 2016

10. Communications Planning 2017

The BoT discussed the communications planning for 2017.

Action: All BoT to consider volunteering/assisting in the property and communications areas. Nov 2016

Chris Taylor left the meeting at 8.10pm.

11. Review Outstanding Actions

This agenda item was not discussed.

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.	Sarah	Sep 2016	
13	Send a letter to MoE asking if they can provide current and projected rolls for schools close to HVS.	Sarah	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 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	
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	

12. Meeting Review

This agenda item was not discussed due to meeting overrun

12.1 Governance v Management clarifications?

12.2 Was our time/expertise well spent?

12.3 Did everyone have the opportunity to participate?

12.4 Was enough time allocated for the big issues?

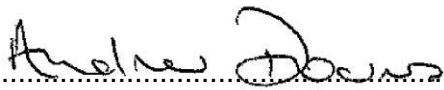
12.5 Any concerns? If so what are the suggestions?

The next BoT meeting is scheduled for Tuesday 15 November 2016 at 6.00pm.

Closed: 8.30pm

New Actions as at 19 October 2016

Item	Action	Responsible	Due Date	Comment
23	Add the fair risk plan to the annual board work programme.	Andrew	Nov 2016	
24	Organise a card for Jill to thank and acknowledge the great work she has done on the Enviroschool status.	Anya	Nov 2016	
25	Reconsider grants officer resource for the 2017 Annual Plan.	Andrew	Nov 2016	
26	Confirm the maintenance of the bike track.	Andrew and Raewyn	Nov 2016	
27	All BoT to consider volunteering/assisting with updating evaluation aspects of charter/annual plan.	All	Nov 2016	
28	All BoT to consider volunteering/assisting in the property and communications areas.	All	Nov 2016	

Signed: .....
Andrew Downes, Acting Chair