

HOUGHTON VALLEY SCHOOL MINUTES OF THE BOARD OF TRUSTEES MEETING

Date: Wednesday 30 November 2016

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

Open: 6.15pm

1. Welcome and Apologies

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

Guests:

Apologies: Chris Taylor (H+S Chair)

1.1 Appoint Chair

The BoT agreed to re appoint Sarah Graydon as chair after her absence from 19 October 2016 to 16 November 2016.

Moved: Anya Satyanand
Seconded: Anna Ririnui

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 19 October 2016 were approved.

Reference: Agenda Item 03.0 - 2016-10-19 HVS BOT Meeting Minutes - Draft.pdf

3.1 Approve September Finance Report

The September monthly finance report was accepted.

3.2 Approve October Finance Report

The October monthly finance report was accepted.

4. Home and School Update

The BoT received a verbal update from Karen Parr on behalf of Chris Taylor, the Chair from Home and School (H&S). The update included the fair, sausages at the fun day, a seedling and leaving book for year 6 and the Poroporoaki.

4.1 Formal request to Home and School re supporting bike track maintenance

The BoT agreed to ask the Home and School Association to contribute 50% of the annual maintenance fee or no more than \$1,500.00 annually if the annual fees are greater than \$3,000.00 per annum for the bike track maintenance from January 2018.

Action: Sarah to ask H&S to contribute to the bike track maintenance. Dec 2016

5. Principal's Report

The Principals Report was accepted. The report included 5YA, building refurbishments, library use next year and roll growth.

Action: Sarah to update everyone on the building maintenance after Dec 2016 meeting with MoE on Monday.

5.1 Annual Plan Review

The BoT discussed the annual plan review.

5.2 Finance Report Review

The BoT discussed the Finance Report review.

Reference: Agenda Item 05.0 - Principals Board report November 2016.pdf

6. Health and Safety feedback

Karen attended a NZSTA workshop on implementing a work health and safety culture at our school. The BoT had a general discussion on the main points of the workshop which included having a health and safety representative and committee, our health and safety policy, looking at health and wellbeing of staff, reviewing policy and registers and communication with wider school community and sorting our school as a civil defence meeting point.

Action: Karen to email out the e-learning module from the NZSTA health and safety workshop. Dec 2016

7. Draft budget for 2017

The BoT discussed the draft budget for 2017. Discussions included asset replacement plan, cyclical maintenance, cleaning and caretaking allocations, furniture and fittings and ICT.

Action: Sarah and Raewyn to work on the draft budget together and bring a final to the February BoT meeting. Dec 2016

8. ERO Report

The BoT discussed the draft ERO report, our feedback and the final report.

8.1 Response from ERO to comments on draft report

The BoT discussed the response from ERO on the comments on the draft report.

8.2 Actions for HVS from ERO review

The BoT discussed the actions and plans for HVS from the ERO review.

Action: Raewyn to add a paragraph to the newsletter to announce the final ERO report is available online. Dec 2016

Action: Anya to make some reflections from the ERO report and share them with the BoT. Dec 2016

9. Communications Planning for 2017

The BoT discussed the communication plan for 2017.

9.1 BoT volunteers

Anya and Sarah volunteered for Communication planning.

10. Charter Evaluation Planning for 2017

The BoT discussed the charter evaluation planning for 2017.

10.1 BoT volunteers

Phil, Raewyn and Andrew volunteered for Charter Evaluation Planning.

11. In Committee Section

The BoT moved to In Committee at 7.48pm.

12. 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.	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	Completed
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	Completed
17	Seek advice from playground company about steps by slides.	Raewyn	Sep 2016	Completed
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	Completed
20	Send through a paragraph on	Anna	Sep 2016	Completed

Item	Action	Responsible	Due Date	Comment
	the bike track for newsletter.			
21	Organise a property sub-committee.	Sarah	11 Oct 16	Completed
22	Email out information on the next event planned at the school which will involve the BoT.	Anya	11 Oct 16	
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	Completed
28	All BoT to consider volunteering/assisting in the property and communications areas.	All	Nov 2016	Completed

13. Communications

The BoT discussed their communications for the next month which included the ERO report, cleaning and caretaking changes and building maintenance and the library and the opening of the bike track on the fun day.

Anya to draft a one page communication from the BoT.

Action: Sarah to email out a poll on days and times for next year's Dec 2016 meetings.

Action: Anya to draft a one page communication from the BoT. Dec 2016

14. Meeting Review

This agenda item was not discussed due to meeting overrun

14.1 Governance v Management clarifications?

No.

14.2 Was our time/expertise well spent?

Floated a bit.

14.3 Did everyone have the opportunity to participate?

Yes.

14.4 Was enough time allocated for the big issues?

No, but trying to be better.

14.5 Any concerns? If so what are the suggestions?

No.

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

Closed: 8.30pm

New Actions as at 30 November 2016

Item	Action	Responsible	Due Date	Comment
29	Ask H&S to contribute to the bike track maintenance.	Sarah	Dec 2016	Completed
30	Update everyone on the building maintenance after meeting with MoE on Monday.	Sarah	Dec 2016	
31	Email out the e-learning module from the NZSTA health and safety workshop.	Karen	Dec 2016	
32	Work on the draft budget together and bring a final to the February BoT meeting.	Sarah and Raewyn	Feb 2017	
33	Add a paragraph to the newsletter to announce the final ERO report is available online.	Raewyn	Dec 2016	
34	Make some reflections from the ERO report and share them with the BoT.	Anya	Dec 2016	
35	Email out a poll on days and times for next year's meetings.	Sarah	Dec 2016	
36	Draft a one page communication from the BoT.	Anya	Dec 2016	

Signed: 
Sarah Graydon, Chair