

HOUGHTON VALLEY SCHOOL

MINUTES OF THE BOARD OF TRUSTEES MEETING

Date: Tuesday 13 December 2016

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

Open: 6.10pm

1. Welcome and Apologies

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

Guests:

Apologies:

2. Conflicts of Interest

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

3. Previous public minutes

The minutes of the BoT Meeting dated Wednesday 30 November 2016 were approved.

Reference: Agenda Item 03 - 2016-11-30 HVS BOT Meeting Minutes - Draft.pdf

4. Reports

4.1 November finance report

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.

4.2 Bike track report

The BoT received the bike track report which included maintenance options, budget, bike labelling, notices around the bike track and communicating to the community about using the track.

Chris Taylor left the meeting at 6.33pm

4.3 Report back on MoE meeting

The BoT discussed the meeting that Sarah, Karen and Raewyn had with MoE regarding roll growth, classrooms and the enrolment scheme.

4.4 Library Annual report

The BoT received the library annual report and discussed the plan for changing the library next year to accommodate an extra classroom in 2017. Raewyn to email cost estimates to BoT.

The BoT approved up to \$10,000.00 for fixtures and fittings to kit out the new library and classroom area subject to Raewyn emailing out cost estimates for final approval.

Action: Raewyn to email cost estimates for changing the library to Feb 2017 accommodate a new class room in 2017.

Action: Comms team to communicate the change with the library to Dec 2016 accommodate a new class room in the school newsletter and update the school website.

Reference: Agenda Item 04.3 - Bike Track Board update Dec 2016
Agenda Item 04.4 - Agenda Item 04.4 - Library Annual Report 2016.docx

5. Home and School update

The BoT received a verbal update from Chris Taylor, Chair of Home and School (H&S). The update included bike track, bikeathon, safety mat and the next meeting.

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

6. Draft annual plan for 2017

The BoT discussed the draft annual plan, strategic goals and the charter for 2017.

Tidy up the charter, tweak the wording in the strategic goals then look at the medium term goals in the annual plan.

Reference: Agenda Item 06 - Annual Plan 2016

7. Board work plan for 2017

The BoT discussed the board work plan for 2017.

Reference: Agenda Item 07 - HVS BoT Annual Work Plan and Meetings - 2016.xlsx

8. Previous in committee minutes

The in committee minutes of the BoT Meeting dated Wednesday 30 November 2016 were approved.

Reference: Agenda Item 03 - 2016-11-30 HVS BOT Meeting Minutes – In Committee.pdf

9. 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	
15	Add review of vision wording to the annual board plan.	Sarah	Sep 2016	
18	Discuss health and safety plan.	Sarah and Raewyn	Sep 2016	
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	
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.	Karen 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	

10. Communications

This agenda item was not discussed.

11. Meeting Review

This agenda item was not discussed.

11.1 Governance v Management clarifications?

11.2 Was our time/expertise well spent?

11.3 Did everyone have the opportunity to participate?

11.4 Was enough time allocated for the big issues?


11.5 Any concerns? If so what are the suggestions?

The next BoT meeting is scheduled for 26 January 2017 at 6.00pm.

Closed: 8.30pm

New Actions as at 13 December 2016

Item	Action	Responsible	Due Date	Comment
37	Email cost estimates for changing the library to accommodate a new class room in 2017.	Raewyn	Feb 2017	
38	Communicate the change with the library to accommodate a new class room in the school newsletter and update the school website.	Comms Team	Dec 2016	

Signed: 

Sarah Graydon, Chair