

HOUGHTON VALLEY SCHOOL

MINUTES OF THE BOARD OF TRUSTEES MEETING

Date: Monday 13 February 2017

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, Chris Taylor (H+S Chair), Jos Abernethy (Staff Member), Karen Parr, Melissa Thomas (Secretary), Phil Walker, Raewyn Watson (Principal).

Guests: Harriet Palmer

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 Tuesday 26 January 2017 were approved.

Reference: Agenda Item 03 - 2016-12-26 HVS BOT Meeting Minutes - Draft.pdf

4. Approve Charter and Annual Plan

The BoT discussed and made minor amendments to the charter and annual plan including amending charter introduction, changing cultural diversity, adding actions in annual plan and a last fix of headings and tables.

The BoT agreed to look at the Annual Plan and send any comments to Raewyn by the end of the week, Raewyn will then circulate the final Annual Plan to the BoT for approval.

Action: All BoT to look at annual plan and send comments to Raewyn by Feb 2017 end of the week.

Action: Raewyn to circulate the annual plan for approval. Feb 2017

Harriet Palmer joined the meeting at 6.45pm.

5. Communications Plan

Harriet Palmer introduced herself and gave a brief overview of her background with communications.

The BoT had a discussion on the communication plan, discussing what we do now, what works, what could be done better, how we would like to communicate with stakeholders and how we would like to communicate in the future.

Discussions and suggestions included:

- A parent rep for each class or a home and school rep for each class that could introduce new families in classes and be a point of contact.
- Different communication channels - the newsletter might not always be the best avenue, layout of newsletter, beginning of year parent evening,
- Having long term vision and goals for difficult questions so parents can see what we are aiming for.
- Come up with a communication plan. Do an communications audit with a survey on where we are now, how stakeholders want to be communicated with, what works etc.

Harriet to put together a one page document on communications to circulate.

All BoT to think about all the ways the school communicates with stakeholders. Sarah to make a google doc for all BoT to add to on how we communicate, Raewyn to put up a sheet in staffroom.

Harriet left the meeting at 7.30pm

Action: Harriet to put together a one page communication document. Mar 2017

Action: All BoT to think about how the school communicates with stakeholders and put them on the google doc sent by Sarah Mar 2017

Action: Sarah to create a google doc for how we communicate with stakeholders. Mar 2017

Action: Raewyn to put a communication sheet up in staffroom for staff to write how we communicate with stakeholders. Mar 2017

6. Library options

Karen updated the BoT on the library options for the school. Discussions included porta cabins, a classroom on a trailer as a teaching prep space, building and a caravan.

The BoT agreed to get approval from the Ministry of Education (MoE) to purchase a new classroom even if we don't go ahead with this option.

Sarah, Karen and Raewyn to work as a sub group on the library options.

Raewyn to contact MoE to get a timeframe for the two classrooms that need to be upgraded.

The BoT discussed and agreed on the loan of a caravan called Dotty from a HVS family. It was agreed that this would be a great teaching and meeting space and that the arrival of Dotty will need to be communicated in the newsletter.

Action: Karen and Raewyn to get approval from MoE for a new classroom Mar 2017

Action: Raewyn to contact MoE for a timeframe for the two classrooms being upgraded. Mar 2017

Action: Raewyn to communicate Dotty's arrival in the newsletter. Mar 2017

7. Finance

The December monthly finance report was accepted.

The BoT discussed the 2017 budget and made minor amendments. Raewyn and Sarah to work on budget and circulate to BoT for approval.

Action: Raewyn and Sarah to work on the budget and circulate to the BoT Mar 2017 for approval.

8. 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 great turnout, the workplan for the year, maintenance on the school, a BoT wish list for the coming year and elections.

9. Fundraising priorities for Home and School

The BoT discussed fundraising priorities for Home and School.

10. Communities of learning

This agenda item was not discussed.

11. 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	Completed
15	Add review of vision wording to the annual board plan.	Sarah	Sep 2016	Completed
23	Add the fair risk plan to the annual board work programme.	Andrew	Nov 2016	Completed
32	Work on the draft budget together and bring a final to the February BoT meeting.	Sarah and Raewyn	Feb 2017	Completed
37	Email cost estimates for changing the library to accommodate a new class	Raewyn	Feb 2017	Completed

Item	Action	Responsible	Due Date	Comment
	room in 2017.			
1	Read and feedback on the charter before Monday.	All	Jan 2017	Completed
2	Email final draft charter after teacher only day.	Raewyn	Feb 2017	Completed
3	Read and feedback on the annual plan before Monday.	All	Jan 2017	Completed
4	Email final annual plan after teacher only day.	Raewyn	Feb 2017	Completed

12. Communications

The BoT discussed communications for the month. It was agreed to add a welcome back to the newsletter, add in a paragraph about our property and the big picture with a link to the website for more details and announce the arrival of Dotty the caravan.

It was also agreed to communicate why the assembly has been split in two.

Anya to draft communications for the newsletter and send out to all BoT.

Action: Anya to draft communications for the newsletter and send to all Feb 2017 BoT.

13. Meeting Review

13.1 Governance v Management clarifications?
No

13.2 Was our time/expertise well spent?
Yes

13.3 Did everyone have the opportunity to participate?
Yes

13.4 Was enough time allocated for the big issues?
Yes

13.5 Any concerns? If so what are the suggestions?
No

The next BoT meeting is scheduled for Tuesday 14 March 2017 at 6.00pm.

Closed: 8.40pm

New Actions as at 13 February 2017

Item	Action	Responsible	Due Date	Comment
5.	Look at annual plan and send comments to Raewyn by end of the week.	All	Feb 2017	
6.	Circulate the annual plan for approval.	Raewyn	Feb 2017	
7.	Put together a one page communication document.	Harriet	Mar 2017	

8.	Think about how the school communicates with stakeholders and put them on the google doc sent by Sarah	All	Mar 2017	
9.	Create a google doc for how we communicate with stakeholders.	Sarah	Mar 2017	
10.	Put a communication sheet up in staffroom for staff to write how we communicate with stakeholders.	Raewyn	Mar 2017	
11.	Get approval from MoE for a new classroom	Karen and Raewyn	Mar 2017	
12.	Contact MoE for a timeframe for the two classrooms being upgraded.	Raewyn	Mar 2017	
13.	Communicate Dotty's arrival in the newsletter.	Raewyn	Feb 2017	
14.	Work on the budget and circulate to the BoT for approval.	Raewyn and Sarah	Mar 2017	
15.	Draft communications for the newsletter and send to all BoT.	Anya	Mar 2017	

Signed: 

Sarah Graydon, Chair