

HOUGHTON VALLEY SCHOOL MINUTES OF THE BOARD OF TRUSTEES MEETING

Date: Tuesday 14 March 2017

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

Open: 6.13pm

1. Welcome and Apologies

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

Guests:

Apologies: Anya Satyanand, Raewyn Watson (Principal).

2. Conflicts of Interest

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

Phil Walker arrived at 6.20pm.

3. Previous public minutes

The minutes of the BoT Meeting dated Monday 13 February 2017 were approved.

The BoT approved the 2017 Charter by email circulation on 7 March 2017.

Moved: Raewyn Watson

Seconded: Sarah Graydon

Reference: Agenda Item 03 - 2017-02-13 HVS BOT Meeting Minutes - Draft.pdf

4. Communications – update

The BoT received a written update from Anya on communications.

5. Property – update

The BoT received a verbal property update from Karen which included fixing the affected classrooms, 5YA and building maintenance.

6. Principal's report

The Principals Report was accepted. The report included test data which is to be discussed at the April meeting when Raewyn is back.

Action: Sarah to add test data from Principals report to April agenda for Apr 2017 discussion.

7. Confirm delegations

The BoT discussed and confirmed the delegations.

8. Financial report and budget

The BoT approved the final budget.

Moved: Sarah Graydon
Seconded: Karen Parr

The BoT noted the financial report.

9. Board work plan

The BoT discussed the board annual work plan. Discussions included the BoT election and communications, Principals appraisal, teacher presentations, H&S, communications, ka hikitia, acceleration assessment and property.

10. Board development

The BoT discussed areas that the board could focus on to develop themselves as a board. STA have free courses available for all BoT members.

It was agreed that it would be beneficial to have Education Services come in again to get a better understanding of our financials and answer any questions.

11. 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 poor turnout for the last meeting, the junior school breakfast, having a potential H&S class representative and the H&S elections.

12. Fundraising priorities for H&S

The BoT discussed some fundraising priorities. These included chicken coop, painting court, bike racks and a swing. It was agreed that we would give H&S a list of priorities by the end of April 2017.

Sarah and Raewyn to meet to come up with a list of fundraising priorities for H&S.

It was agreed that it would be good to know what the ICT donation was used for last year.

Action: Sarah and Raewyn to meet and come up with a list of fundraising Apr 2017 priorities for H&S.

13. Communities of learning

The BoT discussed becoming a community of learning. Andrew, Karen, Sarah, Raewyn went to a communities of learning workshop. Communities of learning was set up by MoE so schools can work together to share best practice and foster educational communities for best practice.

Andrew to meet with Raewyn to discuss communities of learning and discuss sending out a fact-finding letter to Chairs and Principals of local schools.

Action: Andrew and Raewyn to meet and discuss communities of learning. Apr 2017

14. Review Outstanding Actions

Updates to master spreadsheet:

Item	Action	Responsible	Due Date	Comment
5.	Look at annual plan and send comments to Raewyn by end of the week.	All	Feb 2017	Completed
6.	Circulate the annual plan for approval.	Raewyn	Feb 2017	Completed
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	Completed
9.	Create a google doc for how we communicate with stakeholders.	Sarah	Mar 2017	Completed
10.	Put a communication sheet up in staffroom for staff to write how we communicate with stakeholders.	Raewyn	Mar 2017	
11.	Get pre-approval from MoE for our financial ability to purchase a new library space.	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	Completed
14.	Work on the budget and circulate to the BoT for approval.	Raewyn and Sarah	Mar 2017	Completed
15.	Draft communications for the newsletter and send to all BoT.	Anya	Mar 2017	Completed

15. Communications

The BoT discussed the communications for this month. Karen to do a property update for the newsletter and include needing a return officer for the election later on in the year.

Action: Karen to do a property update including election for the school Mar 2017 newsletter.

16. Meeting Review

16.1 Governance v Management clarifications?

No

16.2 Was our time/expertise well spent?

Yes

16.3 Did everyone have the opportunity to participate?

Yes

16.4 Was enough time allocated for the big issues?

Yes

16.5 Any concerns? If so what are the suggestions?

Yes – getting papers out with enough time to read and getting an agenda finalised earlier.

The next BoT meeting is scheduled for Wednesday 12 April 2017 at 6.00pm.

Closed: 8.10pm

New Actions as at 14 March 2017

Item	Action	Responsible	Due Date	Comment
16.	Add test data from Principals report to April agenda for discussion.	Sarah	Apr 2017	
17.	Meet and come up with a list of fundraising priorities for H&S.	Sarah and Raewyn	Apr 2017	
18.	Meet and discuss communities of learning.	Andrew and Raewyn	Apr 2017	
19.	Do a property update including election for the school newsletter.	Karen	Apr 2017	

Signed:


Sarah Graydon, Chair