

HOUGHTON VALLEY SCHOOL

MINUTES OF THE BOARD OF TRUSTEES MEETING

Date: Wednesday 12 April 2017

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

Open: 6.00pm

1. Welcome and Apologies

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

Guests: Daryl Stewart (Education Services)

Apologies: Anna Ririnui, Chris Taylor (H+S Chair), Melissa Thomas (Secretary)

2. Finances

Daryl Stewart from Education Services gave an overview of HVS's finances, issues for Boards to be aware of and the services they provide and answered any questions from the BoT

The March monthly finance report was accepted.

Reference: Agenda Item 02B - 03 Mar 2017 HVS Accounts.pdf

Daryl Stewart left the meeting at 7.10pm.

3. Conflicts of Interest

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

4. Previous public minutes

The minutes of the BoT Meeting dated Tuesday 14 March 2017 were approved.

Reference: Agenda Item 03 - 2017-03-14 HVS BOT Meeting Minutes - Draft.pdf

5. Ka Hikitia audit session

The Board discussed the evaluation tool. Anya and Andrew to complete 'gathering the evidence' sections of the Hautu tool to bring back to the board for the next hui.

Action: Anya and Andrew to complete 'gathering the evidence' sections of the Hautu tool to bring back to the board for the next hui.

6. Property and Zoning Update

The BoT received a property update from Karen.

There have been promising noises regarding rooms 3 and 4. The HVS ministry representative indicated he'd work to include some of our recommendations that are currently out of scope for the project. The consent process is not underway yet, and it's unclear how much money HVS will need to find to top up.

There has been a slight delay to rooms 1 and 2 and we expect to get the scaffold and wrapping of the building done in the 3rd or 4th week in May. The contractors can't do the external demolition while the kids are on site so will be working early in the mornings and weekends.

The project is still on track to be completed within 13 weeks.

Contractors on site will need to be police checked- main contractor and foreperson plus anyone else who might have unsupervised access to children. Approval for the school access plan will need to be approved by the Board once it has been received. In the meantime, Sarah will ask Natasha to ensure that the main people are vetted. It was agreed to capture main points of action plan and that this be communicated to all staff.

There will be a decision in May to determine whether or not we are eligible for an extra class. After this decision we will be in a better position to make a decision about the enrolment zone. Discussion ensued about the degree to which the enrolment zone is an issue for the school.

There will be work undertaken by volunteers over the holidays to fix items on the Hazard and maintenance register, coordinated by Karen. The board agreed the school should acknowledge the efforts of these fabulous people.

7. Principal's report

The Principals Report was accepted with thanks from Raewyn for the level of detail provided.

The board approved spending between \$5k and \$6k on new lights for the hall.

Moved: Raewyn Watson
Seconded: Sarah Graydon

Reference: Agenda Item 07A - Principals Board report April 2017.pdf
Agenda Item 07B - WREMO Community Emergency Hub infographic vF.PDF
Agenda Item 07C - WREMO Hub blurb vF.PDF

8. Achievement Data and Targets

The BoT received the achievement data and targets.

9. Communications

The BoT discussed the communication plan. Sarah and Andrew to help Anya with getting the plan underway before the next meeting.

Action: Sarah, Anya and Andrew to get a communication plan underway. May 2017

10. Policies in need of review

This agenda item was deferred until the next meeting.

11. Home and School update

Sarah provided an update from Chris Taylor, the Chair from Home and School (H&S). The update included the good turnout for the H&S AGM where Susan Hall was appointed H&S secretary, Chris continues as Chair and no fair coordinator was appointed.

H&S are planning transfer money from Home and School account to board sooner rather than later in the year.

The BoT discussed our fundraising priorities for this year and the need to ensure there is BoT representation at the H&S meetings each month.

Action: Add fundraising priorities for H&S to the next agenda. May 2017

Action: Sarah will make a google doc for board members to volunteer for slots that suit them. May 2017

12. Fundraising priorities for H&S

This agenda item was deferred until the next meeting.

13. Communities of learning

The BoT discussed communities of learning. Raewyn will follow up with other schools in the area to see what they are doing and report back to the BoT.

Action: Raewyn to follow up with other schools in area to see what they are doing for communities of learning and report back to the BoT. May 2017

14. Review Outstanding Actions

Updates to master spreadsheet:

Item	Action	Responsible	Due Date	Comment
7.	Put together a one page communication document.	Harriet	Mar 2017	
10.	Put a communication sheet up in staffroom for staff to write	Raewyn	Mar 2017	Completed

Item	Action	Responsible	Due Date	Comment
	how we communicate with stakeholders.			
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	
16.	Add test data from Principals report to April agenda for discussion.	Sarah	Apr 2017	Completed
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	Property completed. Election outstanding.

15. Communications

The BoT discussed the many concerns that have been expressed to board members about the classroom situation. Some of these concerns relate to the tensions of retaining the special character of the school and our strong connections to our community.

The board agreed to host a May breakfast meeting where discussion can take place with parents in an informal, relational context about our property issues.

The board thanked Jos and the junior syndicate for organising the junior breakfast meeting which was successful.

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 Thursday 11 May 2017 at 6.00pm.

Closed: 8.40pm

New Actions as at 12 April 2017

Item	Action	Responsible	Due Date	Comment
20.	Complete 'gathering the evidence' sections of the Hautu tool to bring back to the board for the next hui.	Anya and Andrew	May 2017	
21.	Sarah, Anya and Andrew to get a communication plan underway.	Sarah, Andrew and Anya	May 2017	
22.	Add fundraising priorities for H&S to the next agenda.	Sarah	May 2017	
23.	Make a google doc for board members to volunteer for slots that suit them.	Sarah	May 2017	
24.	Follow up with other schools in area to see what they are doing for communities of learning and report back to the BoT.	Raewyn	May 2017	

Signed: 
Sarah Graydon, Chair