

HOUGHTON VALLEY SCHOOL

MINUTES OF THE BOARD OF TRUSTEES MEETING

Date: Thursday 11 May 2017

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

Open: 6.15pm

1. Welcome and Apologies

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

Guests: Peter Homestead, Sacha Wilson

Apologies: Andrew Downes

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 12 April 2017 were approved.

Reference: Agenda Item 03 - 2017-04-12 HVS BOT Meeting Minutes - Draft.pdf

4. ICT session

Peter Homestead gave an overview of his ICT report. The BoT had discussions about how ICT is used at our school, BYOD, device ratios at our school and our vision for how ICT might look at our school in the future.

It was agreed that Peter would do a GAP analysis of where the ICT money from Home and School will be used on and where we want to get to in the future with ICT.

Action: Peter to provide a GAP analysis on how we will spend the ICT money and where we want to get to in the future with ICT. Jul 2017

Reference: Agenda Item 04 - ICT Report for BoT - May 2017.pdf

Peter Homestead left the meeting at 7.00pm

5. Principal's report

The Principals Report was accepted. The report included infinity learning maps, our bullying review, literacy and eTAP.

Raewyn gave a brief property update on the plans for rooms 3 and 4 and how rooms 1 and 2 are progressing.

Reference: Agenda Item 05A - Principals Board report May 2017.pdf
 Agenda Item 05B - Me and My School Survey 2017 Comparison Report.pdf
 Agenda Item 05C - HVS Draft Financial Statement 31-12-2016.pdf
 Agenda Item 05D - 04 Finance Report April 2017 BoT.pdf

6. 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 transfer of H&S funds, our H&S Facebook page, the school fair organiser, chickens, AGM and burgers.

7. Finance Report

The BoT accepted the April Finance report.

8. Policy Reviews

The BoT discussed the list of policies and all volunteered to do the first review of specific policies.

9. Elections

The BoT discussed the election process. The next BoT elections will be in December 2017.

Sarah to advertise in the newsletter for a returning officer and to encourage people to become a BoT member.

*Action: Sarah to advertise for a returning officer and BoT elections in Jun 2017
December.*

10. Policies

This is a double up of agenda item 8.

11. Tracking Board Time

Sarah gave an overview of tracking Board time for School Trustees Association (STA). It was agreed that each Board member would track their time at each BoT meeting to provide the information to STA at the end of the year.

Sarah to upload the STA template and google sheet to the BoT site for all members to fill in each month and add it to the standard agenda template.

Action: Sarah to upload STA template and google sheet and add tracking Jun 2017 board time to the agenda.

12. Fundraising Priorities for Home and School

The BoT briefly discussed a few fundraising priorities for Home and School, this will be discussed in more detail at the next meeting. Some suggestions were:

- More music in the school
- Purchase musical instruments for the school

13. Communities of Learnings

Raewyn gave an update on the local schools she has had discussions with for communities of learnings. Andrew to meet with Raewyn to discuss communities of learnings.

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 how we communicate with stakeholders.	Raewyn	Mar 2017	Completed
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 part completed. Election part still outstanding.
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.	Get a communication plan underway.	Sarah, Anya and Andrew	May 2017	
22.	Add fundraising priorities for H&S to the next agenda.	Sarah	May 2017	

Item	Action	Responsible	Due Date	Comment
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	

15. Communications

The BoT discussed communications for this month, Sarah to write a paragraph for the newsletter which will include the elections, returning officer and the property breakfast and date.

Action: Sarah to write a paragraph for the newsletter for May.

Jun 2017

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?

No

The next BoT meeting is scheduled for Monday 12 June 2017 at 6.00pm.

Closed: 8.35pm

New Actions as at 11 May 2017

Item	Action	Responsible	Due Date	Comment
25.	Provide a GAP analysis on how we will spend the ICT money and where we want to get to in the future with ICT.	Peter	Jun 2017	
26.	Advertise for a returning officer and BoT elections in December.	Sarah	Jun 2017	
27.	Upload STA template and google sheet and add tracking board time to the agenda.	Sarah	Jun 2017	
28.	Write a paragraph for the newsletter for May.	Sarah	Jun 2017	

Signed: .....
Sarah Graydon, Chair