

# **HOUGHTON VALLEY SCHOOL**

## **MINUTES OF THE BOARD OF TRUSTEES MEETING**

Date: Monday 12 June 2017

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

Open: 6.00pm

### **1. Welcome and Apologies**

Present: Sarah Graydon (Chair), Anna Ririnui, Jos Abernethy (Staff Member), Karen Parr, Melissa Thomas (Secretary), Phil Walker, Raewyn Watson (Principal).

Guests:

Apologies: Andrew Downes, Anya Satyanand, Chris Taylor (H+S Chair)

### **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 Thursday 11 May 2017 were approved.

Reference: Agenda Item 03 - 2017-05-11 HVS BOT Meeting Minutes - Draft.pdf

### **4. Principal's report**

The Principals Report was accepted. The report included the property, the flood in Rata, a visit from MoE, support staff day and midyear reports.

Reference: Agenda Item 04 - Principals Board report June 2017.pdf

### **5. Home and School update**

The BoT received a verbal update from Anna who attended the Home and School (H&S) meeting. The update included the quiz, the fair and the coordinators, the chickens and a suggestion box.

### **6. Elections – Returning Officer**

The BoT approved the appointment of Katy McLeod as the returning officer for the elections.

Moved: Anna Ririnui  
Seconded: Jos Abernethy

## 7. Policy Reviews

The BoT discussed the policies in the governance manual that needed amending and discussed the timing of policy reviews.

The BoT agreed to amend the main policy so that policies only have to be reviewed every two years rather than annually.

The BoT made a few amendments to the draft Alcohol Policy and confirmed the Alcohol Policy.

The BoT approved changing the delegated schedule in the Governance manual so the Chair and Principal have specific delegation to approve and sign off the annual accounts and auditors.

Moved: Karen Parr  
Seconded: Anna Ririnui

*Action: Raewyn to add Governance manual to the HVS website with a link Aug 2017 to the complaints policy.*

## 8. Annual Plan – Progress Update

Raewyn and the BoT went through the annual plan and discussed the progress so far this year.

## 9. Hautu Evaluation

Sarah talked through the Hautu evaluation for our school and the BoT made a few amendments and additions to the evaluation document.

The next step is to get some goals with areas to improve at the next meeting.

*Action: Sarah to add Hautu Evaluation to the July agenda. Jul 2017*

## 10. Communities of Learnings

This agenda item was not discussed.

## 11. Review Outstanding Actions

Updates to master spreadsheet:

Item	Action	Responsible	Due Date	Comment
7.	Put together a one page communication document.	Harriet	Mar 2017	Completed
12.	Contact MoE for a timeframe	Raewyn	Mar 2017	Completed

Item	Action	Responsible	Due Date	Comment
	for the two classrooms being upgraded.			
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	Completed
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	Completed
21.	Get a communication plan underway.	Sarah, Anya and Andrew	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	
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	Completed
27.	Upload STA template and google sheet and add tracking board time to the agenda.	Sarah	Jun 2017	Completed
28.	Write a paragraph for the newsletter for May.	Sarah	Jun 2017	Completed

## 12. Communications

The BoT discussed communications for this month including the property breakfast, the survey and keeping communications going.

## 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 4 July 2017 at 6.00pm.

Closed: 8.30pm

**New Actions as at 12 June 2017**

<b>Item</b>	<b>Action</b>	<b>Responsible</b>	<b>Due Date</b>	<b>Comment</b>
29.	Add Governance manual to the HVS website with a link to the complaints policy.	Raewyn	Aug 2017	
30.	Add Hautu Evaluation to the July agenda.	Sarah	Jul 2017	

Signed:  .....

Sarah Graydon, Chair