

# **HOUGHTON VALLEY SCHOOL MINUTES OF THE BOARD OF TRUSTEES MEETING**

Date: Tuesday 4 July 2017

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

Open: 6.00pm

## **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) Sacha Wilson (Secretary).

Guests: Stu Birch, Education Personnel

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 Monday 12 June 2017 were approved.

Reference: Agenda Item 03 - 2017-06-12 HVS BOT Meeting Minutes - Draft.pdf

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

The Principals report was accepted. General discussion was held about our school being a community emergency hub and the year 6 camp at Kaitoke.

The BoT approved the camp for year 6. Raewyn to circulate a full list of the risks (RAM's) for the year 6 camp to all BoT members.

Moved: Anya Satyanand

Seconded: Phil Walker

Reference: Agenda Item 04A - Principals Board report July 2017.pdf  
Agenda Item 04B - Emergency Community Hub Info.docx  
Agenda Item 04C - WREMO Community-Driven Response Model.pdf  
Agenda Item 04D - EOTC event proposal Y6 Camp 2017.pdf

Chris Taylor left the meeting at 6.30pm  
Stu Birch arrived at 6.30pm

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

The BoT received a verbal update from Chris Taylor, the Chair of Home and School. The update included the quiz, the fair and the coordinators, burgers and chickens.

## **6. Property**

The BoT discussed the reallocation of 5YA funds. The BoT approved the reallocation of the 5YA.

Reference: Agenda Item 06 - 5YA alteration 28.06.2017.pdf

Moved: Sarah Graydon  
Seconded: Karen Parr

## **7. Financials**

The BoT accepted the May financials.

Reference: Agenda Item 07 - 05 Finance Report May 2017 BoT.pdf

## **8. Principal – Transition Plan**

The BoT discussed the transition plan for Raewyn leaving. It was agreed in principle that Monica Mercury and Lara Nemet should both act as Co-Principals. Raewyn will prepare a plan setting out how to give effect to this arrangements.

*Action: Raewyn to prepare transition plan.*

*Aug 2017*

## **9. Briefing on challenges for a new Principal**

The BoT discussed the challenges for a new Principal. These will form a useful context in the recruitment process. The BoT thanked Raewyn for her thoughts and reflections..

## **10. Process for appointing a new Principal**

The BoT discussed the process for appointing a new Principal. Stu Birch provided an overview on the process, the support that Education Personnel can provide and the associated costs.

## 11. Review Outstanding Actions

Updates to master spreadsheet:

Item	Action	Responsible	Due Date	Comment
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	
21.	Get a communication plan underway.	Sarah, Anya and Andrew	May 2017	Underway
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	
29.	Add Governance manual to the HVS website with a link to the complaints policy.	Raewyn	Aug 2017	Underway
30.	Add Hautu Evaluation to the July agenda.	Sarah	Jul 2017	Deferred until September

## 12. Communications

The BoT discuss communications for this month.

## 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 Wednesday 9 August 2017 at 6.00pm.

Closed: 8.30pm

**New Actions as at 4 July 2017**

<b>Item</b>	<b>Action</b>	<b>Responsible</b>	<b>Due Date</b>	<b>Comment</b>
31.	Prepare transition plan	Raewyn	August	



Signed:

Sarah Graydon, Chair