

HOUGHTON VALLEY SCHOOL

MINUTES OF THE BOARD OF TRUSTEES MEETING

Date: Sunday 10 September 2017

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

Open: 6pm

1. **Welcome and Apologies**

Present: Jos Abernethy (staff member), Andrew Downes, Sarah Graydon (Chair), Anna Ririnui, Anya Satyanand, Raewyn Watson (Principal) – except for item 1

Apologies: Phil Walker, Karen Parr

Guests: Stu Birch, Paul Roche, Monica Mercury, Lara Nemet, Chris Hall

2. **Conflicts of interest**

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

3. **Previous public minutes**

The minutes of the BoT meeting dated 4 July, 19 July and 9 August were approved.

4. **Principal's Appointment**

Education Personnel provided a briefing on next stages of the recruitment process and discussed the draft questions that they have put together. Board to review and provide comments before the next meeting.

5. **Principal's report**

The Principal provided an overview of the matters in her report. Particular matters discussed included staffing for 2018 which cannot be finalised until final figures are received from the Ministry of Education. These are due soon.

The BoT accepted the Principal's recommendation to approve a ballot process as set out in her report.

The BoT acknowledged all the hard work that went into making Treemendous such a success. In particular Jill Holmstead was thanked for her efforts.

The BoT discussed attendance figures, noting that they are slightly lower than the average. The Principal advised that overall there are no patterns to be concerned about, but that this should continue to be monitored.

6. **Six year net report and updated achievement report**

The report was discussed noting that the results could be complicated to decipher. There were a few areas that looked potentially concerning. Some more recent initiatives such as phonological awareness seem to be having an impact. These children will continue to be tracked and their progress monitored.

7. **Finance report**

The BoT accepted the July finance report.

8. **PB4L**

Monica gave a briefing on this programme of work which is being started. Resource Teachers: Learning and Behaviour (RTLBs) are currently working with a team from HVS to create and implement a PB4L plan. One of the first tasks is to develop a purpose statement: an acronym that stands for our values and the positive behaviour expectation matrix.

The HVS team are proposing: HAEWAI: cherished wai- named by Taranaki Whānui ki te Whanganui a Tara: happy, active, engaged, wondering, achieving, inclusive. The BoT was asked for its feedback on the proposed statement. The BoT agreed that the statement was appropriate and fitting for the school. The PB4L staff team would like to finalise the statement so that an item can be included in the next newsletter.

PB4L aims to bring all the dimensions of VALUES IN ACTION at HVS into alignment- eg classroom treaties, KC cards. It was recognised that any changes around these need to be well communicated. Things that are being considered include Haewai cards- values highlighted when kids do the right things- and a HVS arm band with cool branding to be developed as a bigger reward.

9. Home and School Update

Chris provided a summary of Home and School matters. It was noted that space is going to be an issue for the fair given the building projects that will be going on. Usually the hall has been a wet weather space but this year will be unavailable. Feel the fair and do it anyway!

Andrew Downes will work with the Home and School crew on the Health and Safety plan for the Fair.

10. Policy reviews

The BoT discussed the changes that were proposed to the governance manual, noting that some of them were in the nature of 'tidying'. The BoT approved the proposed changes including the changes to the risk management policy proposed by Phil. (Anya/Anna)

11. BoT election date

The BoT confirmed 1 December 2017 as the election date for the two 3 year Board positions that will become vacant at the end of the year. Katie McLeod has agreed to be the returning officer.

12. Communications survey

The BoT discussed the results of the survey and approved the proposed plan of next steps to be taken. These steps start in term 4 of 2017 but are mainly for 2018. The survey will be shared with teaching staff – and discussion+action planning will take place in junior and senior syndicates about results.

13. Communications

The BoT discussed communications for this month, noting and approving the draft panui.

14. Meeting Review

- a. Governance v Management clarifications? No
- b. Was our time/expertise well spent? No
- c. Did everyone have the opportunity to participate? Yes
- d. Was enough time allocated for the big issues? Yes
- e. Any concerns? If so, what are the suggestions? No

The next BoT meeting is scheduled for Monday 16 October at 6.00pm

The meeting closed at 8.44pm

New Actions as at 10 September 2017

Item	Action	Responsible	Due Date	Comment
8	Board to give feedback on PB4L acronym and kupu by Wednesday	Everyone	Wednesday 13 September	
9	Andrew Downes will work with the Home and School crew on the Health and Safety plan.	Andrew	September	
12	Survey to be shared with teaching staff, whānau and community.	Anya will ensure that the pānui from Andrew gets out in the next newsletter		

Decisions

Item	Decision	Responsible	Meeting Date
3	Previous Public Minutes	Minutes of 4 July, 19 July and 9 August board meetings approved.	10 September
11	BOT Election	The board confirmed/approved the 1 December as election date for two 3 year Board positions	10 September
5	Enrolments	Accepted the principals recommendation to approve a ballot process	10 September
10	Policy Review	Risk Management Policy and other amendments	10 September
12	Comms Strategy	The outline plan noted in the summary and next steps plan will be the basis of the communications planning for the end of 2017 and majority of 2018.	10 September

Signed:



Sarah Graydon, Chair