

HOUGHTON VALLEY SCHOOL MINUTES OF THE BOARD OF TRUSTEES MEETING

Date: Monday 16 October 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), Anya Satyanand, Phil Walker, Karen Parr, Lara Nemet, Monica Mercury, Sacha Wilson (Secretary)

Apologies: Anna Ririnui

Guests: Katy MacLeod

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 10 September 2017.

4. **Principal's report**

The term 3 assessments are completed and overall great progress has been made- and happy teachers.

COLs: The Capital Kāhui Ako Community of Learning is currently looking to be established

Kapa Haka Festival – 40 children are performing – open for families to watch.

More funds are to be spent on the decking as came in over budget.

Classrooms inspected and signed off and ready to be moved into.

New classroom renovations starts two days after the fair.

5. **New Signage**

School signs need a refresh and better locations. Funding is not included in the budget – will need to come out of Capital.

Motion: BOT approved moving ahead with signage and installation. Moved by Phil, seconded by Anya.

BOT wishes to thank Aaron for working on the signage project.

6. **Home and School Update**

Fantastic disco this year and we would like to thank SWIS for hosting.

The school fair is coming along nicely but many volunteers are still needed. H&S request 2 teachers to sign a letter to approve the float for the fair.

The H&S committee has offered to help with Year 6 leaver books and the school fun day.
The first day of school for 2018 is the 1st February.

H&S requests bikeracks for next year down on the bike track.

7. Communities of learning

Monica provided an update to the BOT.

8. Student Achievement Workshop

Phil Wheeler attended and reported workshop impressive and it is up to school to monitor achievement and student wellbeing is equally important as academic achievement.

Action: Look at 'Me and my school survey' results – and compare to last year & share results.

9. Policy reviews

The BOT discussed policy for restraint and seclusion as new rules have come in and now need to have a policy.

BOT needs to agree the policy and how to deal with challenging behaviour. BOT is in agreement that the school does not use restraint or seclusion.

Action 39: Sarah and Monica to put together a policy for the next meeting

10. Finance report

BOT accepted finance report from October meeting.

Action: Sarah and Lara to discuss next years budget

11. Hautu – Next Steps

The next steps are to engage with Maori Whanau and Tamariki.

12. Review Outstanding Actions

Actions reviewed

13. Communications

Parents are to be notified when the new classrooms will be ready to move into.

14. Meeting Review

- a. Governance v Management clarifications? Yes
- b. Was our time/expertise well spent? Yes
- 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 Tuesday 14 November at 6.00pm

The meeting closed at 8.10pm

New Actions as at 16 October 2017

Item	Action	Responsible	Due Date	Comment
37	Compare and share this year with last years results from 'look at me and my school' survey	Phil		
38	Anya and Monica to catch up about hautu and plan to set some time aside at the teachers only day	Anya and Monica		
39	Put together policy for next meeting for restraint and seclusion	Sarah and Monica	14/11/2017	
40	Discuss next years budget	Sarah and Lara		

Decisions

Item	Decision	Responsible	Meeting Date
	BOT approved moving ahead with signage and installation.		16 Oct 2017



Signed:

Sarah Graydon, Chair