

# **HOUGHTON VALLEY SCHOOL**

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

Date: Thursday 26 January 2017

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

Open: 6.10pm

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

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

Guests:

Apologies: 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 Tuesday 13 December 2016 were approved.

Reference: Agenda Item 03 - 2016-12-26 HVS BOT Meeting Minutes - Draft.pdf

### **4. Appointment of Chair for 2017**

The BoT agreed to appoint Sarah Graydon as Chair for 2017

Moved: Phil Walker

Seconded: Anya Satyanand

Sarah Graydon arrived at 6.20pm

Raewyn Watson arrived at 6.25pm

### **5. Changes to Charter**

The BoT discussed the suggested changes to the Charter and made further changes. Raewyn circulated the most recent version of the charter to the BoT for any further comments before discussion at the teacher only day. Raewyn to email final draft after teacher only day.

*Action: All BoT to read and feedback on the charter before Monday.*

*Jan 2017*

Action: Raewyn to email final draft charter after teacher only day.

Feb 2017

Reference: Agenda Item 05A - 2017 HVS Charter.docx

Agenda Item 05B - Summary of suggested changes 2017 charter.docx

## 6. Draft annual plan for 2017

The BoT discussed the changes to the annual plan so it corresponds with the changes to the charter. Raewyn circulated the most recent version of the annual plan to the BoT for any further comments before discussion at the teacher only day.

Action: All BoT to read and feedback on the annual plan before Monday.

Jan 2017

Action: Raewyn to email final draft annual plan after teacher only day.

Feb 2017

## 7. Review Outstanding Actions

Updates to master spreadsheet:

Item	Action	Responsible	Due Date	Comment
3	Incorporate the policy review for the next 3 years into the Annual Work Plan.	Sarah	Sep 2016	
15	Add review of vision wording to the annual board plan.	Sarah	Sep 2016	
18	Discuss health and safety plan.	Sarah and Raewyn	Sep 2016	Completed
22	Email out information on the next event planned at the school which will involve the BoT.	Anya	11 Oct 16	Completed
23	Add the fair risk plan to the annual board work programme.	Andrew	Nov 2016	
24	Organise a card for Jill to thank and acknowledge the great work she has done on the Enviroschool status.	Anya	Nov 2016	Completed
25	Reconsider grants officer resource for the 2017 Annual Plan.	Andrew	Nov 2016	Completed
26	Confirm the maintenance of the bike track.	Andrew and Raewyn	Nov 2016	Completed
30	Update everyone on the building maintenance after meeting with MoE on Monday.	Sarah	Dec 2016	Completed
31	Email out the e-learning module from the NZSTA health and safety workshop.	Karen	Dec 2016	Completed
32	Work on the draft budget together and bring a final to the February BoT meeting.	Karen and Raewyn	Feb 2017	
33	Add a paragraph to the newsletter to announce the final ERO report is available online.	Raewyn	Dec 2016	Completed
34	Make some reflections from the ERO report and share them with the BoT.	Anya	Dec 2016	Completed

Item	Action	Responsible	Due Date	Comment
35	Email out a poll on days and times for next year's meetings.	Sarah	Dec 2016	Completed
36	Draft a one page communication from the BoT.	Anya	Dec 2016	Completed
37	Email cost estimates for changing the library to accommodate a new class room in 2017.	Raewyn	Feb 2017	
38	Communicate the change with the library to accommodate a new class room in the school newsletter and update the school website.	Comms Team	Dec 2016	Completed

## 8. Communications

The BoT discussed the communications.

## 9. Meeting Review


- 9.1 Governance v Management clarifications?  
No
- 9.2 Was our time/expertise well spent?  
Yes
- 9.3 Did everyone have the opportunity to participate?  
Yes
- 9.4 Was enough time allocated for the big issues?  
Yes
- 9.5 Any concerns? If so what are the suggestions?  
No

The next BoT meeting is scheduled for Monday 13 February 2017 at 6.00pm.

Closed: 8.10pm

## New Actions as at 26 January 2017

Item	Action	Responsible	Due Date	Comment
1	Read and feedback on the charter before Monday.	All	Jan 2017	
2	Email final draft charter after teacher only day.	Raewyn	Feb 2017	
3	Read and feedback on the annual plan before Monday.	All	Jan 2017	
4	Email final annual plan after teacher only day.	Raewyn	Feb 2017	

Signed: .....  
Sarah Graydon, Chair