

HOUGHTON VALLEY SCHOOL

MINUTES OF THE BOARD OF TRUSTEES MEETING

Date: 21 February 2018

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

Open: 7.35pm

1. Welcome and Apologies

Present: Jos Abernethy (staff member, Sarah Graydon (Chair), Anya Satyanand, Phil Walker, Sacha Wilson (Secretary), Chris Taylor (H+S Chair),

Welcome to new Board Members: Susan Hall, Richard Carroll, and new principal Luana Carroll.

Apologies:

Guests:

2. Conflicts of interest

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

3. Previous public minutes

The minutes of the BOT meeting dated 7 December 2017 were approved.

4. Meeting Dates

Meeting dates for 2018 were discussed.

5. Budget and Finance Reports

The BOT discussed the December 2017 end of year report.

The Budget for 2018 was accepted, moved Anya Satyanand, seconded Phil Walker.

6. Principal's report

Luana briefed the Board on the following matters

-The new build

-The meet the staff picnic was very successful

-Luana has met the staff and reports that great ideas were shared.

-The main focus this year will be annual plan and professional development (PD)

-Teaching and learning will also be a focus for 2018.

-Luana thanks staff and board for their support to date.

7. Home and School Update

Board received an update from Chris Taylor

Topics covered included:

-Moveathon

-Meeting dates for H&S

-Donations to the Board from home and school

-Finding a new date for the AGM

8. Delegations – Principle and Property

Sarah discussed with the Board a review of Delegations. The Board confirmed that Karen will continue representing the Board in relation to decisions on rooms two and three.

For Room Ten - the Board approved that Karen continues to represent the Board with potential help from Richard or Susan.

9. Principle Appraisal

Sarah briefed the Board.

Laura Snowden will be retained to for the appraisal the Board approves the appraisal and the cost.

10. Annual plan and BOT Work Plan

The BOT approved the 2018 Annual Plan. BOT will discuss the work plan at the March meeting.

11. Communities of Learning

No update

12. Actions and Decisions

13. Communications

The BOT has agreed along with the school we will no longer be following national standards in 2018.

Susan Hall will talk to Karen Parr about the property portfolio.

The Board wishes to congratulate Luanna Carroll on her great start to the year.

The pōwhiri will take place week 5 9 March 11.30am.

14. Meeting Review

- a. Governance v Management clarifications? No
- 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 Monday 19 March at 7.30pm

New Actions

Item	Action	Responsible	Due Date	Comment

Decisions

Item	Decision	Responsible	Meeting Date



Signed:

Sarah Graydon, Chair