

# HOUGHTON VALLEY SCHOOL MINUTES OF THE BOARD OF TRUSTEES MEETING

**Date:** 19 March 2018

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

**Open:** 7.35pm

## 1. Welcome and Apologies

**Present:** Jos Abernethy (staff representative), Sarah Graydon (Chair), Phil Walker, Sacha Wilson (Secretary), Susan Hall, Richard Carroll, Luana Carroll (Principal)

**Apologies:** Anya Satyanand, Chris Taylor

**Guests:** None

## 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 21 February 2017 were approved.

## 4. Appoint Chair

Sarah Graydon will continue as Chair for 2018.

**Action:** A potential new Chair is to be identified by September 2018

## 5. Finance Report

Luana briefed the Board on the current financial report. One point noted was \$20,000 of donations had been received by March from parents.

## 6. Principal's report

Luana briefed the Board on the following matters:

- The Hazard Register
- reporting incidents to the Ministry of Education

## 7. Home and School Update

Sarah briefed the Board on behalf of Chris Taylor.

Topics covered included:

- AGM date is April 12

**Action:** Sarah will put together a roster for the members of the Board to attend the Home and School Meetings

- Home and School are looking for a new Chair and a new Treasurer
- Parent Class representatives are still being sought for many classes
- Moveathon raised \$2000
- Fair date is set & a coordinator is required
- Donations from H & School to the Board arriving shortly

## 8. Seclusion & Restraint Policy

The seclusion policy has been looked at by the staff and a minor amendment was noted.

**Decision:** *The Board authorize teacher aides and the Office Manager (Denise) to be designated authorized staff for the purposes of the policy.*

Moved by Sarah Graydon, seconded by Phil Walker.

**9. Communications Plan**

The Board discussed the actions set down for this term. It was agreed that Susan, Sarah, Luana and Anya (if available) will meet and work through plans to bring back to the next board meeting.

The points discussed included:

- Other options for communicating
- Communicating via text message to parents
- Re-engaging in the conversation around the school website

**Action:** *Subgroup to be set up to bring the Communications Plan & policy together. The group will involve Sarah, Susan, and Luana.*

**10. BOT Work Plan**

The Board discussed the draft work plan for 2018, making some revisions. The work plan will go on the board site and be revisited each meeting.

**11. Annual Plan**

Luana briefed the Board. The Annual Plan has been reviewed with staff and is in final form. The BOT approved the Annual Plan.

**12. Asset Replacement Plan**

Luana briefed the Board on the Asset Plan for 2018/19. The Board supports the Plan and can add to the Plan where necessary.

**13. Communities of Learning**

No update

**14. Review Outstanding Actions**

17	Meet and come up with a list of fundraising priorities for H&S.	<b>Closed</b>
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.	<b>Closed</b>
29	Add Governance manual to the HVS website with a link to the complaints policy.	<b>Open</b>
34	Prepare plan for implementing living wage	<b>Open</b>
41	Draft policy on advertising and where the school stands.	<b>Open – next meeting April</b>

**15. Communications**

Phil proposed an idea for the school to hold a Matariki Celebration. Jos suggested the Board have a social function with teachers to introduce the new members. The Board panui will go out this week and will

mention that the Seclusion and Restraint policy has been approved.

**16. 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 10 April at 7.30pm

**New Actions**

Item	Action	Responsible	Due Date	Comment
44	A potential new Chair is to be identified by September 2018	BOT	By Sept 18	
45	Sarah will put together a roster for the members of the Board to attend the Home and School Meetings	Sarah	April 18	
46	Subgroup to be set up to bring the Communications Plan & policy together. The group will involve Sarah, Sussan, and Luanna.	BOT	April 18	Complete

**Decisions**

Item	Decision	Responsible	Meeting Date
	The Seclusion and Restraint policy was approved by the Board	BOT	19/3/18

Signed: .....

Sarah Graydon, Chair