

HOUGHTON VALLEY SCHOOL MINUTES OF THE BOARD OF TRUSTEES MEETING

Date: 10 April 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), Luana Carroll (Principal)

Apologies Sussan Hall, Richard Carroll

Guests: None

2. Conflicts of interest

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

3. PB4L Presentation

The presentation was deferred until the next meeting.

4. Draft Advertising Policy

The BOT discussed the general principles underpinning the draft advertising policy. Based on this discussion a revised draft will be put together for review and approval at the next meeting

Action: Another Draft Advertising Policy is to be presented at the next meeting.

5. Home and School Update

Chris Taylor briefed the Board.

The main topic covered was the appointment of a new home and school chair.

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

6. Communication Plan Update

Sarah reported back on the working group discussion around priorities for 2018. It was agreed to focus on:

- The starter pack for the new parents
- Making it easier to find key information on the school website
- looking into whether a facebook page would be useful and the possibility of using the Home and School one for all school purposes.

7. Finance report

Luana briefed the board on the finance report, noting that expenditure and revenue are tracking in line with the budget.

8. Charter Review-Policy

The Board discussed the upcoming review of the Charter, noting that the details of the new requirements for school charters are yet to be advised by the Ministry. The Board agreed that, given that the timeframe for consulting on the new charter and getting it in place is going to be tight, advance work should be done on how to run an effective process.

9. Ka Hikitia-Plans for this year

The Board discussed work done in this area so far and the steps that are planned for this year. It was acknowledged that there are several key areas of focus in the annual plan, with this being one. Engaging effectively with Maori whanau and wider community needs to be an area of focus, including around the charter consultation.

10. What to cover next meeting

- PB4L
- Cohort Entry, what it is and why we are talking about it as a board? The Pros and the Cons.
- Charter Consultation

11. Approve Minutes

The minutes from the meeting dated the 19th March were read and accepted

12. Correspondence

None.

13. Principal's Report

The Principal's report was discussed and noted. If there continue to be issues with the budget for the new classroom it was agreed that the Board will contact the Ministry of Education to express concern.

14. Review Outstanding Actions

15. Communications

16. Meeting Review

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

The next BOT meeting is scheduled for 10 May 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	
47	Jos to organize new student starter packs.	Jos	May 10	
48	Another Draft Advertising Policy is to be presented at the next meeting.		May 10	

Decisions

Item	Decision	Responsible	Meeting Date



Signed:

Sarah Graydon, Chair