

HOUGHTON VALLEY SCHOOL MINUTES OF THE BOARD OF TRUSTEES MEETING

Date: 10 May 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), Anya Satyanand, Chris Taylor (H & School Chair), Susan Hall, Richard Carroll,

Apologies :

Guests: Denise Forrester, Peter Holmstead, Jill Holmstead, Louise Conwell, Monica Mercury, Ian Long (new H&S Chair)

2. Conflicts of interest

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

3. PB4L Presentation

Monica, Peter, Jill, Louise and Denise presented to the Board on the PB4L programme and how it has been going in the school.

Main points covered were:

- roles of the teachers and Denise,
- HVS School wide expectations matrix,
- HAEWAI cards data
- Celebrations and acknowledgments
- PB4L next steps

4. Draft Advertising Policy

Phil Walker briefed the Board on the amended policy. The Board approved the policy, subject to one amendment.

Action: Remove the second bullet point of 4.4 from the policy, "**donations, sponsorship and signage is approved prior by the Board of Trustees, or, the Bboard's agent (for example the fair co-ordinator).**"

Motion: The Board moved to approve the Advertising Policy. Moved by Sarah and seconded by Anya.

5. Home and School Update

The Board thanked Chris for his five years of service to HVS Home & School Association.

The Board welcomed Ian as the new Chair. Chris briefed the Board– the main points were:

- The quiz night either 2nd or the 9th August
- parent representatives for the classes
- Facebook and how we get it to work for the school

6. Communication Plan Update

Sarah and Susan briefed the Board on progress against the agreed priorities. Main points covered were:

- The Starter packs for new parents
- A more user friendly website
- How the school / H&S and the Board use Facebook

A subcommittee including Luana, Aaron, Peter, Susan and Anya, was formed to support Aaron in developing the website.

7. Finance report

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

8. Principals Report

Luana briefed the board. Main points covered were:

- The Ministry approving the plans for the new classroom
- the new build,
- new students entering the school

9. Cohort Entry

Cohort entry will be discussed at the next meeting.

10. Charter Review It was agreed that some dedicated time was required to begin planning for the charter consultation.

11. What to cover next meeting

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

12. Approve Minutes

The minutes from the meeting on 10 April were read and accepted

13. Correspondence

Anya to report back on education summit meeting

14. Review Outstanding Actions

Sarah and Sacha will update the action register.

15. Communications

None required.

16. Meeting Review

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

The next BOT meeting is scheduled for 12 June 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	

Decisions

Item	Decision	Responsible	Meeting Date



Signed:

Sarah Graydon, Chair