

HOUGHTON VALLEY SCHOOL

MINUTES OF THE BOARD OF TRUSTEES MEETING

Date: 12 June 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), Anya Satyanand, Phil Walker (mintues), Susan Hall, Richard Carroll, Ian Long (H+S Chair), and Luana Carroll (principal)

Apologies: none

Guests: none

2. Update from Home and School - Ian

Currently considering the fair, thinking about what's worked, and what more could be done. Looking for community input, possibly construct a small questionnaire to gauge the main things people want to see changed or kept. Seeking nominations of people to lead areas.

H&S considering ways to make donations easy. Communications survey had some good insights which H&S can use. Looking at making H&S Facebook page a whole of school Facebook page. Have discussed use of What's App group for class based connections, however aware there are already a few class groups and the need to be alert to protecting privacy and maintaining an efficient suite of channels.

Discussion around attitudes toward consumption of alcohol on school premises – provisional board view is that no alcohol to be consumed when children are on school premises, however after 6pm provided no children are onsite there is no particular objection.

Money from the last school fair has gone toward IT devices and improved playground equipment.

Considering waste policy for the next fair and aiming to minimise landfill, will require monitoring of waste and recycling bins – AP: H&S to talk to council and ASB about supporting minimal waste approach to Fair 2018.

3. Leadership Review - Luana.

Goal is to develop leadership team. Proposal has been developed with the 2 DPs and through 1:1s with staff members. Discussion theme has included the need for development opportunities, while having 2 DPs has used a significant amount of management units.

Followed ERO evaluation model review process, starting with Noticing: not growing new leaders. See need to grow leadership to deliver NZ curriculum and make it real. The current arrangement (yrs 1-3 / 4-6) doesn't adequately reflect learning tiers. Considered different scenarios and talked to similar schools finding (almost) all had one DP (Island bay has two but with a bigger roll).

HVS with a roll of 220 gets 132 management units, these are distributed across DPs and other leadership positions.

Was being considered without time pressure, however Lara's departure (to a sole DP school) has created an opportunity. Current proposal includes sole DP and three team leaders (Yrs 1,2/3,4/5,6) but acknowledge need

to maintain holistic school wide view and connections. Proposal aims to utilise and grow Monies skills as DP, and have Principal and Deputy maintain a whole of school view.

Lara's Senco role to be determined. People with permanent management units might want to negotiate what those units are for. Luana has talked to NZSTA.

Monie keen to shape role, however need to include all staff in the development of the proposal and recruitment needs to be transparent and fair. Need to provide a variety of ways and channels for staff to provide input, however, need team leader in place for term 4 so need to progress.

4. Audit Report - Luana

Met with Daryl today, have remedied the recommendation around the need for two signatures on cash transactions already. They are considering the recommendation of Kiwipark model for cash flow, however Darryl (Education Services) doesn't agree with recommendation and asks we leave the issue with Education Services. Signed off and now need to put on website.

Board adopts report F2017: Moved –Anya

Seconded - Richard

5. Monthly finance report – Luana

Noted.

6. Principals report – Luana

Noted.

7. Minutes last meeting – Sarah

Approved (on the basis add action re school Facebook page).

8. New enrolment for transition to school and induction pack for transitioning students

Jos to circulate for comment.

9. Charter Review:

Timeframe: needs to be complete by end of year. Aim is to reflect the NZ curriculum and make real for our school community. Anya notes that recent Education summit focused on ways of learning, skills and abilities, with a focus on thriving in society. Wellbeing received a lot of focus as did whanaungatanga, creativity, belonging, and respect. The aim of the Charter is to give life to the NZ curriculum at HVS. The school curriculum needs to explicitly link to the NZ curriculum.

Process needs to be open, participatory, inclusive of children's views and perspectives. Aim to create something simple that people, including children, are able to explain

Next Steps:

- a) Phil to develop simple plan outlining steps and timeline and circulate by 19 June
- b) Anya and Luana develop some framing information, eg HAEWAI, national conversation and circulate by 26 June
- c) Anya to talk to engagement advisor by 30 June
- d) All to meet and discuss 2pm 1 July @ Richard's whare.

- 7 Health curriculum
- 8 Wellbeing survey, Me and My School survey.
- 9 Update on leadership structure
- 10 Master plan
- 11 Facebook
- 12 Reforecast budget
- 13 Health and safety – stocktake
- 14 Richard on property
- 15 Charter

10. Conflicts of interest

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

11. 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 Tuesday 3 July at 7.30pm

New Actions

Item	Action	Responsible	Due Date	Comment
1	Sarah and Luana to put together something for Home and School regarding what donations have been used for	sarah	July	
8	Jos to circulate new entrant information	Jos	July	
9	Phil to circulate draft charter plan/timeline	Phil	June	
9	Anya and Luana to pull together information relevant to charter planning	Luana and Anya	June	

Decisions

Item	Decision	Responsible	Meeting Date



Signed:

Sarah Graydon, Chair