

HOUGHTON VALLEY SCHOOL

MINUTES OF THE BOARD OF TRUSTEES MEETING

Date: 3 July 2018

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

Open: 6.35pm

1. Welcome and Apologies

Present: Jos Abernethy (staff representative), Sarah Graydon (Chair), Phil Walker, Susan Hall (minutes), Richard Carroll, Ian Long (H+S Chair), and Luana Carroll (principal)

Apologies: Anya Satyanand

Guests: Siobhan Isles

2. Phil Walker standing down

Phil announced his resignation from the Board due to his secondment to Ministry of Education, and resultant conflict of interest.

Discussed appointment options, which are to have an election or select a new member. Rules allow Board to select a member because of number of existing parent electees. Determined to select a temporary member with appropriate skill set, due to recent elections; cost of a subsequent one; and need for a further election in June next year.

Selection requires giving the school community 28 days notice. If 10% or more want a by-election, one will be held.

3. Minutes last meeting

Approved.

4. Cancellation of school bus

Siobhan Isles joined the meeting to discuss concerns about Metlink's decision to cancel the school bus servicing HVS. Metlink have acknowledged that their consultation may have been inadequate. Despite Metlink's proposal that HVS tamariki use public buses, it was noted that the decision makes it harder for the community to use bus, has an impact on families on bus route, especially after school, raises concerns about kids having to walk up the bus stop, potentially missing the bus, safety, and will have an impact on parental traffic at drop off and pick up.

Siobhan reported that councillor Sue Kedgley suggests the Regional Council might be interested in helping the school find a better solution.

Noted that had better consultation taken place, HVS could have run a consultation process and looked at ways of either increasing bus usage or proposed an alternative route.

Agreed to draft a letter from Board to Sue Kedgley and Metlink, to seek the opportunity to allow us to do the work we would have done had we been consulted. Board will then consult school community and seek alternatives.

5. Upcoming student surveys

“Me and my school” survey is due once a year, for years 4 to 6. Will be done during the next term, along with goal setting. Yr 4-6.

Also, health consultation survey is due this year. (Takes place every 2 years.) Discussed the need to have clear things to consult about. Put on agenda for next meeting.

6. Exit interviews

Board agreed to institute a practice of performing exit interviews for departing staff, effective from end June. Noted the need to do this consistently, with a consistent purpose and set of questions.

Board will prepare questions, and run first interview with Lara once she is back from holiday.

7. Finance

No report to review yet for June. Luana and Sarah to assess whether reforecast needed. Tracking well, so unlikely.

8. Principal's report

New carpeting of the junior block will happen over holidays. And furniture for rooms 3 and 4 has arrived.

Staff have worked really hard to get mid year reports out. They no longer follow a national standards framework, and staff have worked to include each student's voice.

Coffee morning was held this morning with 5 or 6 parents attending. PB4L came up, with parents wanting to know how can support at home.

Mazlinah has started with the new entrants - Luana thanked Jos for working and planning with her. Jenny Cossey will be coming back in term 3. The staff have held a further meeting around leadership structure. Stephanie Bosch will be the acting team leader for years 4, 5, 6. The role will be advertised in term 4.

Discussed communities of learning. We are not in the existing COL. Discussion as to whether we want to be. Acknowledged there are pros and cons. Luana will attend next COL hui and feedback so that we can make an informed decision.

9. In Committee item

The Board went into committee for an item at 8.12 pm, concluding at 8.33 pm.

10. Charter review

Sarah to discuss with Anya whether we should get expert consultation assistance.

Discussed need to be clear about our purpose and objectives in reviewing the charter. Broadly this is to make sure we know and understand our community's priorities and aspirations for our children; what we want them to achieve at the school; and engaging whanau in a relationship with the school. The change of focus on education with the new government provides an opportunity to do this afresh.

Discussed consultation plan, assigned roles, and discussed potential output/design of final charter.

11. Home and School update

Ian Long reported positive attendance at the last meeting. The fair was discussed, with some new ideas promoted. There is still not coordinator or team in place. A note will go home to make contact with community and alert as to purpose of H&S Committee and where fundraising goes. Discussed following up with email towards end of school holidays.

The quiz will take place at the end of August. SWIS disco, date to be confirmed.

Agreed to check calendars to try to minimise clash of home and school and Board meetings.

12. Conflicts of interest

A conflict of interest was identified amongst the Board of Trustees (BOT) members (see point 2 above).

13. 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

Agenda items next meeting:

- 1 Health curriculum
- 2 Wellbeing survey, Me and My School survey.
- 3 Update on leadership structure
- 4 Master plan
- 5 Facebook
- 6 Reforecast budget
- 7 Health and safety – stocktake
- 8 Richard on property
- 9 Charter

The next BOT meeting is scheduled for 6 August at 7.30pm

New Actions

Item	Action	Responsible	Due Date	Comment
2	Notice to go in newspaper of decision to fill board vacancy by selection	Sarah	10 July	
4	Write to Metlink to see if other options for school bus	Sarah /Siobhan	10 July	
6	Put together exit interview questions	All	August	
9	Anya and Luana to pull together information relevant to charter planning	Luana and Anya	June	Done

Decisions

Item	Decision
2	To fill the casual vacancy left by Phil Walker's resignation by selection.
6	To conduct exit interviews with staff who leave the school. Review after a year to see whether interviews have been useful.

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S Graydon

Signed:

Sarah Graydon, Chair