

# HOUGHTON VALLEY SCHOOL

## MINUTES OF THE BOARD OF TRUSTEES MEETING

**Date:** 6 August 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), Susan Hall (minutes), Anya Satyanand and Luana Carroll (principal)

**Apologies:** Richard Carroll, Ian Long, Teneti Ririnui

**Guests:** Rachael Isaac-Kupenga

### 2. Conflicts of interest

None noted.

### 3. Minutes last meeting

Approved.

### 4. Charter

The MoE has sent out some guidance on how schools should develop Charters, with the focus to be on equity, what we can do for non achieving groups, Maori achieving as Maori. It stresses the importance of achievement data. The aim is for simplicity.

Board agreed to engage Tess Casey to assist with analysis of feedback on Charter consultation. Some consultation (with recent leavers and existing students) has taken place. The remainder of the consultation plan was settled.

### 5. Facebook page proposal

Adopted with one amendment - editors to be BOT, Luana, Megan.

### 6. Communities of Learning

Noted that there has been a big shift in what MoE expects from COLs, as they are no longer to be tied to national standards. [See Principal's report for areas of focus.]

Provisional decision made to approve joining the South Wellington COL, pending Luana consulting staff at next week's PL&D.

BoT thinking is that we want to be involved to influence development of the COL, but can always pull out if we develop concerns about direction.

### 7. Finance

Report noted. Tracking well against budget. Noted that carpet cleaning was not budgeted for.

### 8. Principal's report

Applauded achievement data report. Noted that some year 4 and 5 boys are behind in reading and writing. Discussed plan for tackling this, and changes in approach to maths learning (with a shift from a focus on numeracy towards more collaborative rich problem solving).

Noted the decision to include year 5 students in the year 6 camp this year, and decisions for this (as reflected in Principal's report). Noted parent meeting tomorrow night.

**9. Home and School update**

Ian is unable to attend but provided an update to Sarah. Noted the upcoming events - next one being the quiz. Karen Parr is confirmed as the fair co-ordinator. The disco will be at SWIS again.

**10. School bus**

Despite promises from bus company, the bus has been late twice in the first week (once 45 mins, once 20 mins) and one day didn't arrive.

Luana has complained to the company. Noted that we are down to a very small amount of kids taking the bus (3 some days) Agreed to monitor, but possible that we may have to take away staff oversight of bus departure times.

**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

Agenda items next meeting:

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

The next BOT meeting is scheduled for 11 September at 7.30pm

**New Actions**

Item	Action	Responsible	Due Date	Comment
4	Various charter consultation tasks allocated	All	September	

**Decisions**

Item	Decision
4	To engage Tess to assist with Charter consultation
6	To join COL, pending Luana's consultation with staff.
5	Facebook proposal approved.

*S Graydon*

Signed: .....

Sarah Graydon, Chair