

HOUGHTON VALLEY SCHOOL MINUTES OF THE BOARD OF TRUSTEES MEETING

Date: 11 September 2018

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

Open: 7.30pm

1. Welcome and Apologies

Present: Jos Abernethy (staff representative), Sarah Graydon (Chair), Luana Carroll (principal), Richard Carroll, Anya Satyanand and Teneti Ririnui

Apologies: Susan Hall

Guests: Ian Long (for Home and School update)

The Board welcomed Teneti Ririnui to the Board. The Board noted the decision to co-opt Teneti that was made by email resolution on 16 August 2018.

2. Conflicts of interest

None noted.

3. Minutes from last meeting

Minutes from meeting on 6 August were approved.

4. Literacy presentation

Stephanie Bosch gave a presentation on current literacy programmes and results. The Board thanked Stephanie for the update and interesting presentation.

5. Master plan

The Principal shared the draft master plan from an architect. The Board discussed the plan and agreed to progress to investigating the cost of the work. The Board noted the need to take prompt action on the library roof.

6. Lion foundation grant application

The Board resolved to apply for a grant from the LION FOUNDATION in order to purchase a flying saucer swing for the use of the children of Houghton Valley School, their siblings, future students and the local community. Based on the quotes received, the request will be for a grant of between \$7,000 and \$8,000. The application will be submitted by Karen Parr, Grants Officer on our behalf.

7. Charter review session

The Board discussed the feedback from students and teachers and themes that emerged. The Board agreed some questions to go out in a survey to the school community and a timeline for the rest of the charter review.

8. Me and my school survey results

The Principal briefed the Board on the survey results and actions that had been taken in response to the survey.

9. Finance

The report was noted and accepted by the Board.

10. Principal's report

The report was discussed by the Board.

11. In Committee item

12. 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 Charter review

Meeting closed at 9.45pm.

The next BOT meeting is scheduled for 29 October at 7.30pm.

New Actions

Item	Action	Responsible	Due Date	Comment

Decisions

Item	Decision
7	Approved coaching proposal for leadership team
8	Approved funding extra required for swings
13	Approved moving to school docs policies



Signed:

Sarah Graydon, Chair