

# HOUGHTON VALLEY SCHOOL

## MINUTES OF THE BOARD OF TRUSTEES MEETING

**Date:** 29 October 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), Susan Hall, Richard Carroll and Teneti Ririnui

**Apologies:** Anya Satyanand

**Guests:** Ian Long (for Home and School update)

### 2. Conflicts of interest

None noted.

### 3. Minutes from last meeting

Not available.

### 4. Home and school update

Ian acknowledged the massive effort from a range of people, particularly Karen and Mell, in the preparation of the school fair on Saturday. The preparation work on Friday was considered impressive, as was the huge effort from a range of wide range of parents and whanau on the day. Ian noted the turn over on the day was around \$34 (not including \$1k raised as part of the fashion evening) with costs to be paid shortly (estimated around \$7 - \$10k based on previous years). This was considered a great success, despite losing an hour and a half due to the poor weather in the afternoon, particularly affecting the outdoor activities. The next Home and School meeting is next week.

Action - The Board agreed to acknowledge with thanks the effort of all those who were involved in the school fair in the next newsletter, with Karen and Mel to be specifically recognised.

### 5. Board support

The Chair noted the need for a Board Secretary. A range of options were discussed, including approaching potential parents with younger children.

### 6. Charter review

The Chair noted progress to date on the Charter, including the great feedback received from staff, students and the survey also noting the limited feedback received from the Charter stand at the fair. The next planned step was to hold a final hui to discuss the process undertaken to date, present the key feedback received and consider any final feedback. While there was consistency in the key areas of focus, it was considered there were still some more detailed areas to explore and finalise (for example, what does being inclusive mean).

Action - The Board agreed to hold a final Charter hui on 21 November. Sarah will talk to Tess about the preparation and running of the hui and Susan will prepare wording on the hui for the next newsletter.

### 7. Leadership team coaching proposal

The proposal presented was to support professional development for the school leadership roles, including Principal, Deputy Principal and team leaders (five in total) to be delivered by Laura Snowden (currently

working with Principal). The proposal included individual as well as team-based leadership coaching and support.

Action - The Board supported the Leadership Team coaching proposal, to be reviewed at the end of the year based on the experience of those participating.

#### **8. Playground work**

Funding for the flying saucer triple swing for the playground was discussed. The total cost was \$23k and there is \$15k available from assets and Home and School funding and \$3k in grant funding. It was noted a permit from the Council would be required and that it could be installed during the school holidays. It was also noted older playground equipment would need to be removed.

Action - The Board approved the \$5k funding gap required for the swings for the playground, with a note to double-check the total quoted price.

#### **9. Finance**

The report was accepted by the Board as read. It was noted that school budget for next year will be prepared for Board's consideration in November/December.

#### **10. Principal's report**

The report was accepted by the Board as read. The Principal noted that there would be interviews for the Kahui Ako/CoL position next week and that industrial strike action was planned for Friday 16 November (noting Wellington was the last day of the rolling week of strikes across the country).

Actions - The Board agreed to inform parents and family of the strike action in the next newsletter.

#### **11. Camp**

Given the health and safety responsibilities of the Board, the Principal noted the Risk Analysis Management Strategies (RAMS) for the camp have been prepared by the camp itself. Children's dietary requirements have submitted to the camp. Teachers attendance, parent helpers and the use of a commercial bus service have also been finalised.

Action - The Board noted the health and safety arrangements put in place for the camp. Susan will consider and review in detail the Camp's RAMS.

#### **12. Staff wellbeing and morale**

A staff survey was undertaken in week 1 of the term. The Principal explained that the Leadership Team created the survey following discussion about staff engagement and wellbeing, particularly in light of the upcoming industrial action. Jos considered it worked well because time was specifically allocated in a staff meeting to complete the survey.

The Principal and Jos considered workload (in particular needing more release time) a key issue/concern raised in the staff survey. The Leadership team has started work on planning for next year - focussing on 'doing less but better' including finding more time for teachers to focus in the classroom. It was also explained that part of the purpose of creating new teams in the school was is to share planning and collaborate and in the process lessen the workload on teachers.

The Board acknowledged there were a range of responses in relation to staff culture and feeling valued and that it would have been preferable for prior Board engagement on the survey given the issues raised at the last meeting. However, the survey was considered by the Board an important step in identifying and understanding the underlying issues associated with staff engagement and an important gauge to monitor the culture needed to implement necessary future changes across the school.

Action - The Board acknowledged the survey and will communicate this directly with staff via email. The

Leadership Team will share and discuss the survey results and broadening it in the future to include all staff. The Principal will consider how the Leadership Team define and shape the operating culture of the teaching staff.

### 13 School docs policies

The Board reviewed the material from School Docs, with some members having used the test log on to look at the site. The challenge of keeping policies current was discussed, along with concerns about not having policies up to date and easily accessible to staff and whanau. The Board approved moving to School Docs as a basis for school policies, noting that policies can still be tailored to the school and particular decision.

#### 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
- 2 Budget for 2019

Meeting closed at 9.45pm.

The next BOT meeting is scheduled for 13 November at 7.30pm.

#### New Actions

Item	Action	Responsible	Due Date	Comment
4	Newsletter to be done including a thank you to all involved in fair and information about charter hui	Susan	1 November	
6	Confirm Tess Casey's availability for hui on 21 November	Sarah	2 November	
7	Add review of coaching arrangement to 2019 workplan	Sarah	13 November	
10	Inform families of strike action	Sarah/Luana	1 November	
11	Review RAMS for school camp	Susan	13 November	
12	Board email to staff acknowledging survey	Sarah	13 November	
12	Share and discuss survey results Consider operating culture	Principal	31 November Ongoing	

#### 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