

# **HOUGHTON VALLEY SCHOOL**

## **MINUTES OF THE BOARD OF TRUSTEES MEETING**

**Date:** Wednesday 12 December 2018

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

**Open:** 7.305pm

### **1. Welcome and Apologies**

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

**Apologies:** Anya Satyanand, Susan Hall

**Guests:** Ian Long (Home and School Chair)

### **2. Minutes last meeting**

The minutes of the previous meeting were agreed as read, except for a change to the reference to life education

### **3. Presentation of *Student Achievement Data***

The Principal provided an overview of student achievement data for reading, writing and maths. It was noted that children new to the school often started below where we expect them to be but there is evidence they progress positively during the year. Positive achievement levels in maths across the school and of Maori students were noted as was a need for focus on writing. The cumulative data is used to target children that may need support to accelerate their learning throughout the year and to also look at the effectiveness of additional programmes, like reading recovery and early words for example. It was agreed to communicate at a high level some of the key headline results to parents.

### **4. Strategic Decisions**

#### *Charter review*

The revised Charter was discussed. Overall, it was felt that the revised Charter prepared by Tess had captured the key concepts and ideas from all the feedback received to date, including the final hui. The focus of the discussion was on simplifying and condensing the wording of each of the four quadrants in the Charter and the vision statement. The need to graphically represent some of the key ideas and concepts within the Charter was considered important. Revised wording for the Charter was agreed and re-circulated to the Board for final approval by the end of the year.

#### *Budget for 2019*

A revised budget for 2019 will be circulated via email to the Board for approval.

#### *New Trustee*

It was noted that Anya has formally resigned from the Committee. The process to select a new trustee was discussed. Options were discussed and it was agreed to bring someone onto the Committee next year. It was agreed an advertisement be placed in the Cook Strait Times and notification will be put into the last newsletter of the year and on the facebook page. Board members would also actively engage with potential new members through their own networks.

## **Monitoring**

### *Finance*

The November budget was noted as read. It was noted that bike fleet and flying fox maintenance expenditure will be covered by Home and School funding.

### *Principals report*

The Principal and Susan are still working through documentation on school policies to be put in place by December so staff and teachers are informed of the key school policies in the new year. The building work is on track and new furniture has been ordered for the new rooms. Attendance at school has been a focus of Kahui Ako and it was noted some families had been taking extended holidays. Lateness is also a trend for future focus.

### *Staff Wellbeing*

The School Leadership Team acknowledged that more time was needed by teachers for end of year reporting which was agreed and appreciated by teachers. Inductions for new staff in the new year had been planned by the Principal and it was considered important to continue to focus on staff wellbeing and culture as new staff come onboard early in the new year.

### *Home and School Update*

Ian provided an update from Home and School. The Home and School meeting last week focussed on discussing the use of funds as it was noted they hadn't had any specific requests for use of funds this year. It was agreed to stick with the status quo (and encourage ideas) but with closer engagement with the Board in the new year around supporting efforts/ideas already identified by the school. Other issues discussed/agreed were \$5k for playground renovation work which was agreed for next year and planning events for 2019. This included a Welcome back picnic in mid Feb, the Quiz and a matariki even in term 2, the disco in term 3 and the fair in term 4. There was also discussion about exploring a music style event next year (like Strathmore school).

## **5. Conflicts of interest**

No conflicts of interest were identified.

## **6. 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

**New Actions**

Item	Action	Responsible	Due Date	Comment
4	Notice to go in newspaper of decision to fill board vacancy by selection	Sarah	20 December	
4	Revised budget to be circulated	Luana	20 January	
4	Review final charter wording	All	20 December	
4	Look for graphic designer for charter	Luana and Sarah	20 January	

**Decisions**

Item	Decision
4	To fill the casual vacancy left by Anya Satyanand's resignation by selection.



Signed: .....

Sarah Graydon, Chair