

HOUGHTON VALLEY SCHOOL

MINUTES OF THE BOARD OF TRUSTEES MEETING

Date: Monday 18 February 2019

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), Teneti Ririnui, Susan Hall (minutes), Richard Carroll, Angela Williams and Luana Carroll (principal)

Apologies: -

Guests: Ian Long (Home and School Chair)

2. Minutes last meeting

The minutes of the previous meeting were agreed as read.

3. Strategic *Decisions*

Budget for 2019

The budget for 2019 was discussed. Noted that our reserves are building and that projected depreciation is high due to significant asset purchases over the last 12 months. This means there will be a \$12K underspend on depreciation this year. This year's budget will be premised on running a deficit, but spending reserves to counter the deficit. This is a technical breach of the governance policy (which notes that the Board should not approve a deficit budget).

Board approved the budget, noting the technical breach, and noting that the deficit will be met from reserves, at the end of financial year.

Charter

Luana is looking to source a designer for the school community. We discussed how to report back to the school community on the final shape of the charter and strategic goals. The need to do so effectively was agreed. We will review upcoming school events to identify a good opportunity.

Discussed the remainder of the strategic plan. Agreed that it is taking great shape and is based on useful data. Discussed ways of ensuring the plan captures adventure, courage and risk as discussed at our school community meeting. Also discussed was the need to plain English some of the educational jargon. Otherwise the approach was generally supported. Board members to provide additional feedback by 1 March, when the charter is due with the Ministry.

New Trustee

Welcome to Angela Williams who has been co-opted onto the Board to replace Anya.

Elections will be coming up in May/June. We will have 3 vacancies to fill. Sarah has signalled her intention to step down after three busy years on the Board. The roles currently filled by Teneti and Angela will also need filling. The Board will invite parents to join us at the start of the next meeting so that people can get a feel for the role and get a chance to ask questions. Susan to action.

New Chair

Sarah Graydon resigned from the Chair role and Susan Hall was voted in as Chair in her place. Huge thank you Sarah for the massive load she has shouldered over the last three years.

Workplan

Susan and Luana will devise a new annual workplan for the Board, to be discussed at the next meeting.

Monitoring

Staff wellbeing

Luana has put changes in place aimed at reducing staff workload, and to encourage cross-pollination of ideas and experience between newer and older staff.

Jos and Luana will suggest a Board/Staff get together at Carlucci land.

Home and School Update

Home and School meetings will be the last Wednesday or Thursday of every month. Noted that the new swings are in place and looking great.

Finances will be presented at our next meeting.

The H&S committee is looking for a deputy chair and deputy treasurer for succession planning purposes. They will be looking to identify someone whose children are at the younger end of the school.

Karen Parr has generously agreed to organise the fair again. Ian is hoping to find someone to shadow her, to take over next year.

Noted the need to finalise our process around use of Facebook - Susan to action.

4. In committee item

The Board went into committee for an item between 9.18 - 9.30.

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
	Invite parents to next Board meeting	Susan	18 March	
	Provide further comments on charter	All	1 March	
	Finalise Facebook process	Susan	18 March	
	Look for graphic designer for charter	Luana and Sarah	18 March	
	Prepare new annual plan	Susan and Luana	18 March	

Decisions

Item	Decision
	Appoint Susan as Chair.

Signed: 

Susan Hall, Chair

