

HOUGHTON VALLEY SCHOOL

MINUTES OF THE BOARD OF TRUSTEES MEETING

Date: Monday 18 March 2019

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

Open: 7.00pm

1. Welcome and Apologies

Present: Jos Abernethy (staff representative), Susan Hall (Chair), Teneti Ririnui, Sarah Graydon, Richard Carroll, Angela Williams and Luana Carroll (principal)

Apologies: Ian Long (Home and School Chair)

Guests: Stephanie Bosch and Monica Mercury

2. Minutes last meeting

The minutes of the February meeting were approved.

3. Presentations

Technology strategy

Stephanie provided an overview on the approach being taken in relation to using technology in learning. Work has been done surveying staff and looking at the current state that the school is at - which is seen as emerging. The aim is to move towards engaging. There was some discussion around current barriers, areas of focus and the support available from the Ministry (or lack thereof).

PAT Results 2019

Monnie presented that PAT result data for the beginning of the year. In all result areas the school is ahead of national norms - with some variance up and down from previous years. The results are used at an overall level but also and individual level to plan and target students.

4. Strategic discussions

Board priorities

The Board discussed some potential areas of focus for the coming year including:

- have a settled, happy and engaged staff
- Confirmed our approach to communications
- taking a broader view on the wellbeing of students and how this can be promoted
- helping with the process of making and communicating change effectively

5. Strategic Decisions

Kahui Ako

The Board discussed the draft achievement plan for the Capital City kahui ako and the MOU to be signed. The Board approved signing the MOU and progressing the draft Achievement Plan. The Board agreed that Luana could act on behalf of HVS in relation to decisions that need to be made to get the Kahui Ako underway - eg advertising positions and appointment decisions. The board noted that the achievement plan was done with a view to utilising existing reporting and minimising extra work for teachers. Luana confirmed that the commitment would be manageable.

Charter

Discussions around the design are underway and are being informed by some subsequent discussions around PB4L etc.

Workplan

Susan and Luana have pulled together a draft workplan. It is still a work in progress and will be shared at the next meeting.

Tomorrow's schools

The Board discussed the Tomorrow's schools proposed changes and consultation process.

6. Monitoring

Staff wellbeing

The board noted that there is a need to provide clarity to Luana around what to cover under this agenda item. Sarah and Teneti are working on some ideas which they will bring to the next meeting.

Home and School Update

Apology from Ian but provided following briefing. There is a new co-treasurer. Attendance has been down.

Home and school would like more information about what the funds raised are spent on. Maintenance costs for bikes (including container) and the flying fox have been increasing.

Finance report

The Board noted the finance report and the great work done by Denise in getting everything done at what is a busy time of year with finances.

Principals report

The board discussed the Principal's report, noting the new format. The Principal highlighted that there is work around property coming up now that the Maynard Marks report has been received. There was also discussion around the staff agreement that is being worked on. Luana clarified that the agreement was not intended to be a formal code of conduct but a positive way of being clear on how the staff want to deal with each other.

The Board discussed the ideas behind changing the assembly times so that they worked better in terms of children not being too tired. It is useful to share the ideas and rationale with the school community.

7. Conflicts of interest

No conflicts of interest were identified.

8. 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

The meeting closed at 10.15pm


New Actions

| Item | Action | Responsible | Due Date | Comment |
|------|---|-------------|----------|---------|
| | Share staff agreement | Luana | 29 April | |
| | BoT panui including communication refresh | Ange/Sarah | 29 April | |
| | Invite parents to next Board meeting | Susan | 18 March | |
| | Finalise Facebook process | Susan | 18 March | |

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|--|---------------------------------------|-----------------|----------|----------|
| | Look for graphic designer for charter | Luana | 18 March | Underway |
| | Prepare new annual workplan | Susan and Luana | 18 March | Underway |

Decisions

| Item | Decision |
|------|---|
| | Sign MOU for Kahui Ako and progress the draft achievement plan. |
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Signed: 

Susan Hall, Chair

