

# HOUGHTON VALLEY SCHOOL MINUTES OF THE BOARD OF TRUSTEES MEETING

**Date:** Monday 29 April 2019

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

**Open:** 7.30pm - following the BOT information session at 7pm for parents interested in standing for election. Those parents then remained for the meeting.

## 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:** Miriam Gaynor (staff), Andy Munkacsi (parent), Brett McKenzie (parent)

## 2. Minutes last meeting

The minutes of the April meeting were approved.

## 3. Presentations

Miriam provided the meeting with an overview of her role as Special Needs Co-ordinator (SENCO). She talked about the current areas of focus and plans for Term 2 including anti-bullying programmes, increasing resources for calm spaces in classrooms, targeted academic programmes such as Phonics and early words. Options for recognising and extended talented/gifted students are also being looked into.

The Board discussed behavioural trends or challenges including the increasing awareness of anxiety and how this can manifest at school. The PB4L programme was discussed and the reflective practice that is part of that to assess whether progress is being made. The Board discussed the benefits of sharing PB4L progress and changes with whanau.

## 4. Strategic discussions

The Board discussed Susan's upcoming absence for two months. Richard will act as Chair while she is away. The upcoming election was also discussed and how to have some continuity around this time. Current board members will actively encourage people to put themselves forward and include some reflections on their experience in the next newsletter.

## 5. Strategic Decisions

*Policies* The Board reviewed and approved the Legislation and Administration Policy and the Drug and Alcohol Policy using the policies produced by School Docs.

The Emergency Management policy is up for review. Luana discussed the recent practice evacuation - what worked well and things to think about. The Ministry is also updating guidelines in this area. Once this is done the Board will look at whether further specialist advice might be useful.

*Charter* The design work on the Charter is progressing.

*Wellbeing survey* The Board discussed the possibility of using the NZCER survey as the basis for the staff wellbeing survey. It was agreed that it could form a useful basis for it but might be lengthier than needed. Susan and Luana to look further into the full suite of questions that are included, the option for adding free text questions/answers and any costs.

## 6. Monitoring

*Staff wellbeing* The board discussed the suggested points to cover under staff wellbeing. It was agreed that staff development needs and initiatives could be addressed on a term basis. The check ins with Luana and staff can be monthly. If there are further things that the Board need to be aware of/act on, these will be raised but not addressed each month if not relevant. noted that there is a need to provide clarity to Luana around what to cover under this agenda item.

*Home & School update* Richard provided an update from the Home and School meeting. Feedback is that it is good to have a board member at the meeting. Communication could be improved and further information about what funds are spent on. Richard will report back to the on spend for last year and likely areas for this year.

*Finance report* The Board noted the finance report and that spending has been less due to staff working out what they need in some new focus areas. This should change this term.

*Asset management* Luana provided an update on work being done around asset planning and management for IT equipment. The board also discussed how to get a more comprehensive strategic view of assets and property.

*Principals report* The Board noted and discussed the Principal's report and industrial action developments.

Upcoming engagement - plans around new parents. Health survey coming up - there will be an information evening for parents so that they are aware what is being covered.

Positive feedback - shutdown and staff

**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 9.45pm

**New Actions**

Newsletter item about Board and election - all - due end of Wednesday 1 May

**Decisions**

Approved the Legislation and Administration Policy and the Drug and Alcohol Policy

Signed:  .....

Richard Carroll, Chair