

HOUGHTON VALLEY SCHOOL MINUTES OF THE BOARD OF TRUSTEES MEETING

Date Tuesday 18th June 2019

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

Open: 7.00pm

1. Welcome and apologies

Present: Richard Carroll (Acting chair), Teneti Ririnui, Angela Williams, Bret Mckenzie, Luana Carroll (Principal)

Apologies: Susan Hall (Chair), Ben Gittoes (Staff representative), Ian Long (Home and School Chair)

2. Minutes from last meeting

The minutes from the May meeting were not available for this meeting. RC will discuss with Denise and Sarah

3. Board of trustees

The returning (TR, AW) and new (BM) trustees were welcomed, as was Flic Morris' work as the returning officer. Sarah and Jos have now both left their roles on the board, and their significant contribution over several years was also acknowledged. RC and LC will provide Denise with some words reflecting this for the next newsletter. It was agreed that plants would make appropriate gifts, and AW will purchase these.

4. School stewardship

A designer is working on a concept for the final charter design and would like to include some imagery that might be extended to other school material and documentation. The kereru has been suggested as a possible icon given its significance in Maori culture, and relative rarity in Houghton Valley. Conservation work around increasing the local numbers of Kereru could be done alongside the charter presentation. Ideally a finished design will be presented at the quiz night (4th July) but the designer has been unwell, so concepts are delayed. Hopefully a draft form will be provided this week.

Increased cost of placements in newspapers were reviewed. This included notices that the school are required to provide. Cook Straight now gone and Dom Post too expensive.

The budget was reviewed and approved. An underspend on staff cost was noted because of allowed staff time for reports.

Stephanie Bosch has reviewed IT assets to see what we will need to purchase going forward. This is likely to require 25% of asset budget.

Staff have provided helpful feedback on policies and would like policies on lockdown etc to reflect current practice. Policies are visible on the School docs site. A list of approximately Ten policies that require reviewing are currently available, and board members will add notes. The board agreed that policies for review could be delegated to a board member at each meeting, who will then lead a discussion on the policy at the following meeting. Policy review and the delegation of policy items will be an agenda item.

The principals report was discussed. There are concerns around the path leading from the playground to the northern school entrance. An email has been sent to the ministry without response. The proposed development of the main school block was discussed. Awaiting comeback from ministry following architecture concept and engineering survey.

5. Whanau/Community engagement and feedback

Quiz night is confirmed for 4th July and the date has been advertised. Staff have asked that the nature of events organized by class parent representatives is clarified; these are aimed at fostering relationship between parents, and the teacher would not attend. Home and School have raised the possibility of a school cook book as a fundraising activity.

Concerns around use of swearing were raised, and that this includes the use of racist language at school. This has been acknowledged as an issue, and the teaching staff are looking at utilizing PB4L work to address this. Discussions with parents about addressing this as a whanau.

Discussion around communications. Returning to a paper newsletter was suggested as this facilitates discussion between parents and children about school events. However, this is more costly than the current digital version and would have environmental impact. A more attractive digital newsletter is under review, and the designer involved in the charter has been asked to review this. The option of including the main points of the newsletter in the email will be considered. The board acknowledge that some parents have raised concerns about the timing of assemblies, but reasons for this have been communicated. The school will need to maintain several avenues of communication to meet all needs. The possibility of school app is being explored.

6. Student well-being, learning and achievement

In committee discussion commenced at 2055 and completed at 2110.

7. Staff well-being and engagement

Relief about the outcome of the recent industrial action is evident amongst the teaching staff, as a settlement seems hopeful. Unfortunately, ongoing discussions by

the principal's union seem less positive. A second survey is planned later in the year to follow that performed in May.

Meeting closed at 2125.