

HOUGHTON VALLEY SCHOOL MINUTES OF THE BOARD OF TRUSTEES MEETING

Date: Monday 20 May 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: Susan Hall

Guests: Monica Mercury, Ben, Fiona, Denise (staff), Ian Long (Chair, Home & School)

2. School Stewardship

The minutes of the April meeting were approved.

No conflicts of interest were identified.

Policies There are two policies up for review (Emergency Planning and Procedures and Curriculum and Student Achievement Policy). The staff will discuss them first and then they will come to the Board for approval next month.

Charter Luana has met with the designer and work on how present the Charter is progressing well.

Audit report The Board noted the audit report from Deloitte and approved the representation letter being signed by Richard as Acting Chair. The Board acknowledge the issue raised around segregation of duties but also the practical constraints in a small school.

Finance report The Board noted the finance report and that the item of interest in relation to \$19,000 on furniture which relates to the sum spent last year which the auditors have said must be journalled in this year. Luana is confirming that this is correct.

Principals report The Board noted and discussed the Principal's report. The Board acknowledged the excellent presentation by junior school teachers last week around learning through play. There has been

lots of positive feedback on it as well as the session that Jos did for families of new entrants.

3. Student well-being, learning and achievement

PB4L Presentation: Monnie, Ben, Fiona and Denise presented about the PB4L programme and how this has been changed this year. The aims of the changes are to simplify it for staff and students and make it easier to understand and more engaging. There is a reward system that is part of the programme that has a collective focus. The staff have identified minor and major behaviours and agreed consistent responses. Denise has produced fantastic material to refer to around the school and helps monitor incidents that have occurred in the playground. Most schools take 3-5 years to embed the programme. The ultimate aim is that it becomes part of the school culture.

4. Staff well-being and engagements

Staff wellbeing The board discussed the results from the staff well-being survey and areas of focus for the Board and management. Thank you to the staff for their engagement and contribution in the survey.

5. Whanau and Community engagement and feedback

Home & School update Ian provided an update from Home and School. There are challenges getting enough people involved and finding people to pick up organising events like the quiz. Home and School are keen to have visibility of the maintenance costs involved in the flying fox and bikes and to see the funds raised going just to those. The Board discussed with Ian possible ways of communicating more frequently – perhaps monthly meetings between the Chairs.

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

The meeting closed at 9.45pm

New Actions

Chair and Principal to discuss staff wellbeing survey further.

Decisions

None.



Signed:

Richard Carroll, Chair