

**HOUGHTON VALLEY SCHOOL MINUTES OF
THE BOARD OF TRUSTEES MEETING**

Date: Monday 23 September 2019

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

Open: 7.00pm

1. Welcome and apologies

Present: Susan Hall (Chair), Richard Carol, Teneti Ririnui, Brett McKenzie, Angela Williams, Luana Carroll (Principal) and Ben Gittos (Staff Representative).

Apologies: Ian Long (Home and School Chair).

2. School Stewardship

- No conflicts of interest were declared and the minutes of the previous Board meeting were approved. No new financial summary, policies, documents or presentations were provided to review this month.

ERO Update

- Prior to the meeting, the Chair and Principal worked through the ERO *Guidelines for Board Assurance Statement and Self-Audit Checklist* (to be submitted to ERO prior to their visit) and considered the school generally well prepared for the ERO review visit scheduled for the first week of next term. However, some outstanding matters relating to how the Charter reflects the Education Act may need future consideration. The Principal noted the Leadership Team have been worked through various matters relating to the ERO review including the outcomes and recommendation of the previous ERO review report (2016). There are two planned ERO meetings involving the Board; the first on 29 October focussed on matters relating to outcomes for learners, strategic goals and review stewardship evaluation (also with the school Leadership Team) and the second on 1 November focussed on ERO sharing their initial draft review findings.
- The Board discussed evidence to support the ERO stewardship document initially discussed with the Principal and Leadership Team. While there was good evidence to support most areas under stewardship, the discussion raised potential areas for future focus, particularly around evaluating progress against the key themes and strategic outcomes of the Charter and self-review of how the Board is operating.
- The following actions were agreed:

- Evidence for the ERO stewardship document would be completed reflecting the discussion (Brett) and a pack of information circulated to the Board prior to the ERO review (Principal)
- Future Board agendas will connect Charter themes to strategic outcomes (Susan)
- The Board Governance framework will be reviewed inline with relevant NZSTA guidance with a potential focus around delegated roles and responsibilities and Board induction (Angela/Teneti)
- The Board will be kept up to date with future policy changes particularly before the Education Bill goes before the Select Committee (Principal) [see “*Shaping a Stronger Education System with New Zealanders*” report].

Principal’s report

- The Principal’s report attached the mid-year reports from each of the working group teams (sustainability, PB4L and Inquiry and Learning through Play) identifying achievements and key tasks for next term. The working groups were considered to be working well in driving the achievement of the school’s strategic goals and greater collaboration across the school. The report also noted that strengthened relationships with ECEs was actively improving transitions to school, necessary gasworks would be done over the next couple of weeks and Kahui Ako/Community of Learning met last week to clarify the action plan for 2020 including pooling funding for development opportunities.
- The following actions were agreed:
 - That the school roll be open now for Years 1’s term 2 and 3 for 8 places
 - The Deputy Principal to be on study leave to complete her Masters in Education in 2020 (noting the role will be backfilled)
 - Nicola to be on leave without pay for the first term of 2020 (noting the role will not be backfilled).

3. Student well-being, learning and achievement

- The results of the 2019 student well-being survey (alongside the 2017 and 2018 results) were discussed. There were a range of positive feedback about how students were feeling about belonging at the school, how their culture was valued and how teachers take action around issues of bullying. There was also a range of feedback that required further consideration around students knowing the school rules, knowing what to do if someone is hurt and knowing how to manage their feelings. The results have been shared with students and the PB4L student group have had input into the next steps. It will also be shared at the next Home and School meeting.

4. Staff well-being and engagement

- While its been a successful and busy term, the Principal noted through illness and recent work around Artsplash/Dancesplash staff were looking forward to

the break. It was noted that the staff engagement survey would be run on the first week of next term.

5. Whanau/Community engagement and feedback

- The Chair and Principal met the Home and School Chair recently to continue to discuss how best to work together, particularly on issues beyond fundraising activities. The next Home and School meeting is on 24 September.
- It was noted by the Chair and Principal that they had recently received a complaint about fundraising proposed for the Year 5/6 Noho Marae, scheduled next term. While the Chair has subsequently followed the matter up in writing, it will be followed up with an invitation to discuss the matter in more detail face-to-face.
- It was also noted that once staff have been informed and plans in place to replace them that the school community would be informed as soon as possible next term about the Deputy Principal and Nicola's leave next year.
- Ends 9.30pm.

Next meeting 21 October.

A handwritten signature in blue ink, consisting of a stylized, cursive script that is difficult to decipher. It appears to be a personal signature, possibly of the Chair or Principal mentioned in the text above.