

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

**Date** Monday 19<sup>th</sup> August 2019

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

**Open: 7.00pm**

**1. Welcome and apologies**

**Present:** Susan Hall (Chair), Angela Williams, Bret McKenzie, Luana Carroll (Principal), Ben Gittos (staff representative), Ian Long, Kevin Hales, Megan Laking

**Apologies:** Richard Carroll, Teneti Ririnui,

**Present for learning through play presentation:** Monica Mercury, Miriam Gaynor, Jos Abernethy, Michelle Pontiflex

BoT received and thanked staff for excellent presentation on learning through play.

**2. School stewardship**

- The minutes from the July meeting were reviewed in advance of the meeting and approved.
- Financial summary - noted.
- Discussion of roll for next year. Capacity is 253, we have 225 at moment. Roll expected to be lower next year due to a reduction in numbers (a few families moving away) and low anticipated enrolments next year. Noted also that we will lose 41 yr 6s at the end of 2020.  
Proposal to open roll for year 1s in term 4 2019 and term 1 2020, to be capped at 14.  
Proposal agreed.
- Agreed to hold a workshop with BoT and leadership team Monday 9th September, 6.30pm.
- Policies - Health, Safety and Welfare, and Performance Management - reviewed and approved.
- Bret approved as BOT delegate on Kahui Ako - 3 meetings per year.
- Appointment of privacy officer approved.
- Principal report presented and accepted.
  - Approved Jenny Cossey's request for leave for term 2, 2020.

- Wellbeing survey for kids discussed.
- Job adverts to go out soon for existing 3 fixed term roles at school; one to remain fixed term (to cover Jill), two permanent roles.

### **3. Staff well-being and engagement**

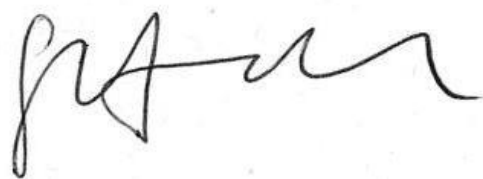
- Luana noted some staff illness.
- Principal industrial action hopefully close to resolution.

### **4. Whanau/Community engagement and feedback**

- Board welcomed H&S committee members and discussed role of H&S.
- Agreed the importance of H&S to community engagement; and the need to make H&S meetings appealing and meaningful so that parents see the benefit in coming along and getting involved. Noted importance of this to a healthy, engaged school community, and flow on positive impacts to organising H&S events and fundraising.
- Actions:
  - Ian, Susan and Luana to meet to plan how we can get H&S involved in school events and improve school/H&S communication. This could include staff presentations and external speakers.
  - Ian and Luana to meet more frequently to share updates/plans.
  - Board and Principal items to be on H&S agenda.
- Discussion of community feedback on year 5/6 camp/Marae trip this year and lack of communication around decision. Some negative, some positive feedback received.
- Current plan is to alternate, with El Rancho trip one year (or similar) and Marae trip following year.
- Items for next newsletter/communication
  - alert community to upcoming job advert
  - update on yr 5/6 trip decision.

Meeting closed at 2149.

Next meeting 23rd September

A handwritten signature in black ink, appearing to be 'Susan', written in a cursive style.