

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

**Date:** Monday 21st October 2019

**Venue:** Houghton Valley School, 110 Houghton Bay Road, Houghton Bay **Open:** 7:00pm

### **1. Welcome and apologies**

**Present:** Susan Hall (Chair), Richard Carroll, Teneti Ririnui, Bret McKenzie,

Luana

Carroll (Principal), Ben Gittoes (staff representative).

**Present for ERO report preparation:** Monica Mercury, Stephanie Bosch, and Miriam Gaynor

**Apologies:** Angela Williams 1a. No conflicts of interest.

2. Presentation on the upcoming Education Out of the Class (EOTC) senior school Marae trip by Miriam Gaynor. Outlined the activities planned, discussed parent roles, and also went through fundraising and expected costs. The same presentation is planned for the senior school whanau tomorrow night.

3. Presentation on Gifted and Talented (GATE) and Maori Gifted and Talented by Miriam Gaynor. Outlined the strategies used to recognise students and systems in place to support them. Recognising talent is in many forms from maths, comprehension, vocabulary, listening, punctuation and grammar, as well as recognising Manaakitanga (generosity), Kaitiakitanga, (guardianship of knowledge, environment and resources), Rangatiratanga (to weave, - a company, leadership that inspires unity) Matauranga (knowledge), and Te mahi rehia (recreational pursuits - physical and artistic performance).

4. Annual Data Reports presented by Luana in preparation of the ERO report next week. Board members updated and brought up to date with current achievement reports and strategies.

### **5. School Stewardship**

The minutes from the September meeting were reviewed in advance of the meeting and approved.

The governance manual: Teneti had reviewed the current manual and reports it needs a comprehensive review to bring it up to date. Teneti is going to come back with a suggested plan for how this should be done.

Agreed that a Secretary should be hired to take minutes for the meetings. They will be paid the living wage hourly rate, for 4 hours of work each month. Two hours for the meetings and two hours to write the notes. An advert to be placed in the Newsletter as a first step. Luana suggested Student Job search as another option.

Bret McKenzie appointed Treasurer. Principal's report accepted.

Health and Safety for the fair. Agreed that there will be a strict No Alcohol rule for the fair, including set up and pack down. Will make this clear to all stall holders, that no alcohol is allowed on the school grounds.

The final School Charter Design was presented and signed off by the board.

## **6. Staff well being and engagement**

The staff survey was sent out this week and will be returned on Wednesday.

Luana wants to review Luara Snowden's position as Principal Appraiser for 2020.

Luana still in the process of appointing next years staff. Nothing to report.

## **7. Whanau/Community engagement –**

Meeting in committee at 2120 and out of committee at 2125

Home and School are focussed on the School Fair next month. Karen had great success recruiting volunteers at the School Disco.

Meeting closed at 21:30.