

HOUGHTON VALLEY SCHOOL MINUTES OF THE BOARD OF TRUSTEES MEETING

Date: Tuesday 25 February 2020

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

Open: 7:00pm

Welcome and apologies

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

Present for Leadership Team presentation: Miriam Gaynor (Acting Deputy Principal), Stephanie Bosch and Morgan Jones

In attendance: James Wallace (as observer)

Apologies: Susan Hall

No conflicts of interest were recorded.

Our roles at Te Kura o Haewai for 2020: The Leadership Team outlined the nature of their roles in their presentation by way of an introduction to the Board. Miriam is Acting Deputy Principal (while Monica is on study leave this year), SENCO and Y5-6 Team Leader, Stephanie Y3-4 Team Leader, Lead Maths, Literacy and Digital Technology and Morgan Acting Junior School Team Leader.

Student Support Trial 2020: Miriam outlined a presentation to the Board for a student support trial this year involving the use of her dog to support student reading/literacy and social skills. The presentation highlighted how dogs have been used in other schools. It also specified outcomes to support self-regulation and targeting the needs of younger readers. The decision to support the pilot would entail a change or exemption to existing school policy that does not allow dogs on school property. The Board asked for more information about how this pilot would run and fit in the context of other programmes run in the school to support reading before making a final decision.

School Stewardship

Previous minutes: The minutes from the December meeting were reviewed and approved. The minutes of the October meeting were sent in advanced and approved with one amendment under the whanau/community engagement item.

Principal's report: The Principal's report was accepted as read. Luana indicated targets were being reviewed with a focus on improving reading skills for a specific Y3 cohort and writing skills for a Y5/Y6 cohort. Luana noted work had begun in how to embed cultural responsiveness into everyday programmes, the school's ERO report is now available on-line and this year's PLD for teaching staff would focus on maths, which was endorsed by the Board.

In her report, Luana also noted the inspection report for the Flying Fox had been completed. Although no immediate issues were identified, the report noted the cables needed replacing in the future. The need for permanent safety signage was discussed. The Board agreed cable replacement would be a priority in the next 12 months and agreed the need for permanent signage.

Budget: Bret and Luana discussed the budget including their work with the school's accountant to consider in detail costs and available funding. It was noted that there was \$250k in savings and last year the Board agreed running up to a \$20k deficit. While there was no proposed changes to key teaching staffing levels in the budget, it was noted that given the reduction to the roll from a peak in

2018 (249) to current levels (200) we will need to monitor the role carefully. The budget also included \$15,000 for a 15 hrs per week replacement for the vacant librarian position. The Board agreed the budget including running up to a \$28,783 deficit.

Annual Board of Trustee Delegations: The Board agreed the annual delegations tabled at the meeting relating to finance (including the use of the school credit card), HR, assets and property and curriculum management.

Review of Governance Manual: Angela noted progress on reviewing the Board's Governance Manual noting that an initial revision of the Manual would be circulated for discussion at the next Board meeting.

Future Board meetings: The following dates were agreed for future Board meetings this year: 16 March, 28 April, 25 May, 15 June, 27 July, 17 August, 21 September, 19 October, 16 November and 14 December.


Staff well-being and engagement

No items were discussed relating to staff well being and engagement.

Whanau/community engagement

Meet the Teachers evening: Luana noted positive parent and whanau turn-out and feedback on the Meet the Teachers evening on 20 February.

Home and School: Richard noted the next Home and School meeting was on 9 March and AGM on 6 April. The Board agreed to discuss with Home and School funding priorities for the year, including maintenance of the Flying Fox and bikes.


RICHARD CREELAN
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