

**Houghton Valley School Board of Trustee Minutes**  
**27th July 2020**

**Present:** Angela Williams, Teneti Ririnui, Richard Carroll, Stephanie Bosch, Luana Carroll, Bret McKenzie, Miriam Gaynor (Senior Syndicate Leader), Morgan Jones (Junior Syndicate Leader)

**Apologies:** Susan Hall

**Venue:** Houghton Valley School Staff Room

**Meeting opened:** 7pm

**Conflict of Interest:** No conflicts of interest were identified.

**Minutes from June Board Meeting:** To be approved next meeting.

**Ongoing Response to Covid-19**

The staff are looking at what needs to be strengthened in preparation for a potential future lock down.

Hygiene and health messages remain in place, and students and staff continue to be encouraged to stay home if unwell.

Continuing to adjust to the anxieties and sense of change the students and families are dealing with.

**Leadership Team Presentation**

Miriam Gaynor, Stephanie Bosch, and Morgan Jones presented the mid year data. There were some results that reflect the Covid lock down and the lack of progress achieved during that period, especially in the junior school. The staff are actively working to address these results.

**Principal's Report**

Luana reported the school role is slightly lower than where she would like it to be, but informed us this is a common issue for all schools in the area. She noted two children enrolled as a result of opening the role. The role is currently closed.

Luana requested to change the next Teacher Only Day. The Board approved.

**Principal's Appraisal**

The Board accepted the Principal appraisal end of cycle report.

**Budget Update**

Luana reported we are currently under budget, primarily because there were no relieve teaching costs during the lockdown.

### **Property Update**

Nothing to report.

### **Governance Manual**

Ange and Teneti tabled a new draft Governance manual, and the Board are to read and give feedback over the next few weeks.

### **Review of Dog Proposal**

Miriam's proposal to have a dog on site as a teaching aide was discussed again. Luana to write up a proposal for how the dog would be used and helpful and email the Board for a vote on whether to move ahead with a trial period.

### **2020 Board of Trustees Election**

It was agreed we need to engage the school community to attract new Board members. First step is to write a Board newsletter to the community.

Richard to address the Junior School at the Cross Country day on Friday to encourage junior parents to get involved.

### **Fundraising**

Sarah, the School fair co-ordinator, asked for some information on what the Board would spend this year's Home and School fundraising on. After discussion the following ideas were identified as priorities.

- a new front gate. installing Pou Whenua.
- the Library
- bikes, cycle track maintenance
- flying fox maintenance
- school gardens, sustainable planting, garden development,

### **Discussion of any whanau/community feedback arising**

Bret reported a parent spoke to him unhappy that children aren't allowed to climb trees at school. Luana and Stephanie said this is not true, children are allowed to climb trees and do so all the time.


*[Meeting in committee 9.43pm : Out of committee 10pm]*

### **Self Review**

Teneti suggested we try to incorporate the Charter into our meetings, perhaps choosing one charter point and reflecting, reviewing how we are addressing it each meeting.

**Meeting closed: 10.05pm**

The next meeting is scheduled for 7pm, 17th August 2020.

  
04-09-20

