

**HOUGHTON VALLEY SCHOOL
BOARD OF TRUSTEES MINUTES**

Date: Monday 17 August 2020

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

Open: 7:00pm

Present: Susan Hall, Teneti Ririnui, Bret McKenzie, Luana Carroll, Steph Bosch (staff rep), Richard Carroll, Angela Williams

Conflicts: No conflict of interest declared

Approved: Minutes of the July Board of Trustee's meeting

1. COVID-19 Response

Everyone is pleased to still be in Level 2 for now. Staff had prepared in case we needed to move into Level 3; knew what to expect from last time. Children took hard packs home, so they were all organised if things changed.

Any changes this time around if school moves to Level 3? Planned to have teachers on-line and available for two regular periods; Chromebooks available if whanau need them. 20 children allowed in Bubble Class if we open at Level 3, so just one class for HVS. We would engage a combination of teachers and support staff.

Board noted there had been excellent communication from school to community about COVID changes. Keep up cleaning, hygiene and contact tracing

2. Principal's Report

COVID management taking up a great deal of time. Writing moderation (usually done in Term 2) completed now. Also updated IEP / IBP's. Grant application made for at risk families to support them during COVID.

Monitor staff wellbeing during COVID response and be mindful of who needs support.

Possibility of opening roll for HVS in Term One of 2021. Have 211 students now. Need to make a decision by next month so we can advertise. Luana to circulate proposed numbers to Board for approval.

Policy review: need to review for next meeting (i) Learning Review (ii) Appointments Process, and (iii) Child Protection.

Bret and Luana met with Mubina to discuss budget. New COVID budgeting; select big project plans to focus on.

Safety matting being removed by children. Need to find better solution to keep everyone safe.

Proposed term dates for 2021: approved by Board

Fundraising biggest challenge at the moment with the COVID situation.

3. Dog Proposal Vote and Feedback

Board voted by majority to support dog proposal. Vicky from Animal Services has been into school to talk to children about safety around dogs. Vicky to come back and work with children who are anxious around dogs. Sonya (parent and dog handler) to work with staff to train them to handle dog before support dog is bought into school.

Luana presented video about benefits of having a dog at school.

Discussion around when the pilot would begin. Need clarification around where dog can access at school; length of trial period; opportunity for feedback by community. Proposal to have a dog on site, what it will look like, duration of period, opportunity for feedback.

Luana to prepare communication that will be go to Board for review before going to community for discussion.

4. Governance Manual

Luana has provided feedback on the draft Governance Manual. Any other feedback and comments welcome by 31 August 2020. Need to ensure there aren't policies duplicated across Manual and School Docs.

5. Budget Review

Nothing further to report.

6. Property Update

Tim (Maynard Marks), Kevin (MOE Property) met with Richard and Luana regarding the property plan.

Proposed work relates to library block, Block B (junior school), and other work (e.g. retaining wall). Need to make decision soon, so we don't lose budget to do work. Will need to do something along the lines of where current buildings are situated.

Kevin flexible with how we use the space we create; can reconfigure space to better suit our needs. But funding is capped. We would gain a small amount of floor space in the area between library/hall and classrooms. Need to make sure we future proof our plans. HVS not committing any additional money into plan. Ministry is contributing c. 1.6 million. SIP money (\$153,000) taken by Ministry.

Board approved proposed Ten Year Plan – with preference to have some SIP funds allocated for the court area.

7. Board of Trustees membership for next election term

Include reminder in HVS Newsletter to encourage people to consider joining Board. Election will be in November so only two more Board meetings before then. Flic Morris has agreed to be Returning Officer for the HVS Board elections.

8. Feedback on Pride Week

Mixed feedback was received from the school community; concerns raised. Luana to consult with InsideOUT, staff and community around what might be appropriate in light of feedback raised in meeting today. Plan hui with InsideOUT.

Meeting closed: 10.15pm

 05-11-20