

**Houghton Valley School Board of Trustees Meeting
19 October 2020**

*RC
CARROLL
20-11-20*

Meeting opened: 7pm

Present: Richard Carroll, Bret McKenzie, Angela Williams, Teneti Ririnui, Luana Carroll, Steph Bosch

Apologies: Susan Hall

Conflict of Interest: Steph regarding staff allocation

Last months Minutes: Approved

1. Covid-19 update

Increased normal practice at school including: playing outside before school; eating outside when weather permits. Still remaining vigilant regarding hygiene, staying home when sick, and using QR Code when coming into school etc. Planning events to make sure we have time for activities in case any future lockdown this term. Plenty of supplies (sanitiser etc) in stock, including for HVS Fair and Y5/6 camp.

2. Strategic Plan

Draft Strategic Goals 2021 – 2023 presented. Being developed with staff and Board involvement. A number of community hui planned for 2021.

Inclusion and diversity raises lots of issues within our community; noted this is a long journey we are on as a school and a community. Doesn't always fit into a tidy box. Need open and transparent engagement, irrespective of whatever form the engagement takes (ie. hui or otherwise).

3. Principal Report

Regarding student attendance we've seen an increase, but are still looking for ways to support our whanau to attend school.

Additional programmes provided this term to help friendships and social connections. Lulu (the dog) is being used to support anxiety in some children. Programmes being used to extend circle time type scenarios to help children work on relationships.

Professional Development being worked on by a number of staff through Kahui Ako.

Building projects approved for library and retaining wall. Money released to start design process. Approved engineer to do retaining wall procurement.

Proposal for Teacher Only Days for 2021. Didn't use allocation this year with Covid, so propose four days for next year.

4. Policy Review

New Privacy Act 2020 coming into force on 1 December 2020, so wait until then before reviewing *Privacy Policy*.

Salary Units and Classroom Release Times consistent with collective; Board in agreement.

5. Budget Review

Nothing to Report

6. Property Update

Covered in Principal's Report.

7. Board Nominations

Flic Morris confirmed as Returning Officer; election date confirmed as 9 November 2020. Board to advertise positions.

8. Any other Business

- HVS Fair – Board approves the HVS Fair Health and Safety Plan
- Staff Engagement Survey for 2020 – Teneti requested the Board undertake the staff engagement survey again as it had last year. Luana raised concerns about the anonymity of responses. Board vote to undertake the staff survey in week 4 and for responses to remain anonymous: APPROVED. It was noted that the questions would be the same as the previous survey with the addition on a question relating to COVID-19 (as per Luana's suggestion). It was also noted that Chair would provide clarity to Luana about how the survey would be used by the Board.

- Board Secretary – Angela and Rich to discuss.

Meeting into Committee: 8.30pm

Meeting out of Committee: 9.40pm

Meeting closed: 9.45pm