


**HOUGHTON VALLEY SCHOOL
BOARD OF TRUSTEES MINUTES**


CARROLL
20-11-20

Date: Monday 21 September 2020

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

Open: 7:00pm

Present: Susan Hall, Teneti Ririnui, Luana Carroll, Steph Bosch (staff rep), Richard Carroll, Angela Williams, Georgie Ferrari, Vanessa Smith, Morgan

Apologies: Bret McKenzie

Conflicts: No conflict of interest declared

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

1. COVID-19 Response

Very pleased to be at Level 1. Production and fair can take place.

School will still be QR contact tracing but there will no longer be a teacher at the gate.

Awaiting confirmation from Ministry if there will be further COVID related funding for schools.

2. Strategic goals workshop

The school is reworking its strategic goals for the next year. Board workshopped ideas to ensure alignment with Charter.

3. Principal's report

Looking forward to the great community event of production. Special mention for Fiona who has done an amazing job; and amazing community support from Bret, Nell and Olivia.

The staff are thinking about annual goals for next year.

Maths PLD has been working really well, led by Steph.

The Kahui Ako lead met with year 4s in relation to the wellbeing at school survey - our kids showed great self-awareness and range of tools in their toolkit. Looking how teachers' language and school generally can help around kids being isolated. Teachers continuing to focus on their own toolkit and consistency.

Out of zone enrolments advertised and some interest.

Ministry have approved our 10 year property plan. Next steps are procurement plan and design. Property continues to take up a disproportionate amount of Luana's time. Board agreed in principle that if we can engage a caretaker for 10 hours per week we would approve a change to the budget from maintenance to fund it.

Luana and the Board acknowledge the hard work all the staff have done this term.

4. Governance Manual

The Board approved the new version of the Governance Manual. Discussion around the need for a Secretary. Richard will look at NZSTA guidance and advertise; through the newsletter and possibly Angela's contacts / student job search?

Agreed to add as an agenda item to discuss how we implement the intent of the Governance manual, especially around Te Tiriti o Waitangi.

5. Budget Review

Nothing further to report.

6. Committee item

The Board went into committee at 9.16pm; exited at 10pm.

7. Board of Trustees membership for next election term

We need to appoint Flic Morris as Returning Officer by 2 October. Election is Friday 4th December. Action for Richard to send letter appointing Flic.

Meeting closed: 10.15pm