

**Houghton Valley School Board of Trustees Meeting
16 November 2020**

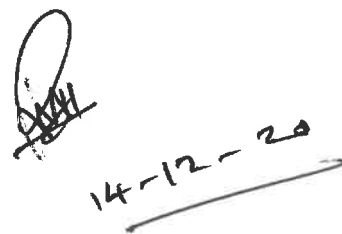
Meeting opened: 7pm

Present: Richard Carroll, Bret McKenzie, Angela Williams, Teneti Ririnui, Luana Carroll, Steph Bosch, Susan Hall, Miriam Gaynor

Apologies: None

Conflict of Interest: None

Last month's minutes: Approved



A handwritten signature, possibly 'Steph Bosch', is written above the date '14-12-20'. The date is underlined.

1. Accelerated learning

Steph reported back on the school's accelerated learning approach over the year and the extent to which they have helped students by targeting their specific accelerated learning needs. Conclusion that it has been a worthwhile intervention for the students, but also staff development. Funding has been applied for from the Ministry to continue this into 2021.

2. Evaluation of dog pilot

Biggest noticeable positive impact has been on student self-regulation, both individually and at a class level when Lulu is present. There has been universally positive feedback from parents, students and teachers from the recent survey. Families with students in the relevant classrooms were surveyed.

Now trialling having her on site 4 days a week. Also looking to see if there are opportunities to involve her more broadly across the school, including in the junior classes, where doing so may be of benefit. There will be ongoing evaluation of how the initiative is going.

Suggestion to share some of these stories with the wider community to assist broader understanding of the programme; and to focus further evaluation on the material impacts on behaviour, anxiety, etc.

3. COVID Update

The school continues to ensure it is maintaining all appropriate practices. There is a lot of illness at the moment. The school has to continue to be firm about sending students home if there is any sign of illness.

Planning events to make sure we have time for activities in case any future lockdown this term. Y5/6 camp can still go ahead at Level 2. Supplies are all well-stocked.

4. Principal Report

Luana spent 3 days at Te Akatea Māori Principals' Association conference. One key learning concerned te reo in schools and helping achieve success for Maori boys in particular.

The MoE needs us to review our enrolment scheme for future years. The roll is falling, which ultimately has an impact of staffing. Staffing is now set for 2021, but can be increased if necessary. Agreed that this is a very important piece of work that the Board needs to take a leadership role on in order to feed into any MoE decision-making. Agreed to invite the MoE to a Board meeting.

Auditor was here on Thursday. Noted that Denise did a great job of having everything in order which ensured it went smoothly.

Discussed the school donation. Agreed that there are no solid grounds to either increase or decrease the donation and that the figure will stay the same for 2021. Based on from feedback about practice at another school Luana will provide more information for parents about how to claim back tax on the donation.

Bret will review the RAMs for school camp and confirm approval on behalf of the Board by email by 20 November.

5. Budget

Budget will be ready for presentation at the next meeting.

Luana met with Michael and Kate from Home and School. Some discussion was had around how Home and School would like to spend fundraised funds. Bret will do some work to single out the annual cost of discretionary asset management costs (e.g. flying fox maintenance) to help inform H&S.

6. Board Elections

Three candidates have been nominated. Election date confirmed as 9 December 2020.

7. Any other Business

- BOT secretary – NZSTA have advised it is best practice to have a secretary. Agreed next step would be to define the role, salary etc before advertising. To be an agenda point for the first meeting in the New Year.
- Richard to check with NZSTA on whether we need to appoint an interim chair for the period between Richard and Susan’s term ending and a new chair being appointed in the New Year.
- Staff Engagement Survey for 2020 – deadline shifted to Friday 27th to give staff more time. To ensure continuity, Angela will receive the full responses to the survey along with Richard. Richard and Angela will work together on any next steps from the survey.
- Ange noted that someone raised a health and safety issue at the fair about the pou stored between the main block and the hall on the field and the need to ensure it they are secure. Luana to check.
- The Board also noted it is keen to contribute to the staff’s end of year event. In-keeping with precedent the majority of the Board agreed to contribute a lump sum of \$500 for the staff’s Christmas event; plus \$25 per head for a gift.
- Discussed the lack of a clear approach around Board contributions to leaving gifts and staff events. Agreed there was a need for a clear policy. Also agreed to review the gift register at the next meeting.
- In the meantime, the Board agreed it would contribute \$100 for each of Jos and Monnie’s leaving gifts/event in recognition of their long service.

Meeting into Committee: 9pm

Meeting out of Committee: 9.05pm

Meeting closed: 9.42pm