

Houghton Valley School Board of Trustees Meeting Minutes

Monday 3 May 2021

Meeting opened: 7:00pm

Present: Georgie Ferrari (Acting Chair), Luana Carroll (Principal), Mike Borough, Vanessa Smith, Kelly Williams, Stephanie Bosch (Staff Trustee), Fiona Crossett (Staff – Inquiry presentation only), Morgan Jones (Staff – Inquiry presentation only), Emily Faith (Secretary)

Apologies: Bret McKenzie

Conflict of interest: None

Last month's minutes: Approved (Georgie moved and Mike seconded) with one amendment: the roll has dropped by 45 on last year.

1. Inquiry Learner Qualities

Morgan (for the junior school) led a presentation with input from Stephanie (middle school) and Fiona (senior school). The purpose of this work is to implement the learner qualities that were identified last year by staff as skills that we want our Year 6s to leave with. We have used the research and guiding principle from Kath Murdoch to inform our learner qualities. We believe that learning is as important as what they are learning about. A rubric has been developed for each of the learner qualities: Thinker, Collaborator, Reflector, Self-Manager, Resilient, and Creator. The rubric has four steps for each quality: Emergent, Developing, Proficient, and Extended. Morgan explained how the Thinker quality could be demonstrated at different levels. The new entrant class worked on a bug design topic (showing working at the Emergent level: I can talk about and draw my thinking). The middle school used brainstorming a topic to show working at the Developing level (I can use a strategy to organise my ideas). By using paragraphs and illustrations to write on a topic, and using different tools such as an information report or a poster, the senior school is working at the Proficient and Extended levels (I can use different strategies to organise my ideas and present my thinking, and I can choose the best strategies to make my thinking visible to others based on what I am doing).

The goals for 2021 are to use the rubric to teach the learner qualities, and assess them via Spotlight (on the @school app), which shows evidence and comments. The qualities will be displayed in class and embedded in planning. Children are responding positively as learning is embedded in several different ways. It is good for goal setting. The topics have led to action, such as the new entrants' bug hotel. Luana added that the learner qualities came out of the school charter, with Thinker a school-wide goal for 2021.

The Board thanked Morgan, Fiona and Stephanie for their presentation, and their work in this area.

2. Meeting with Ministry of Education to discuss roll/enrolment scheme

Following on from last month's meeting, Gina Gonzales our Senior Advisor and Shelley Govier the Lead Advisor - Network | Wellington Region, Ministry of Education joined us to discuss the zone and the future of the area. The purpose of the visit is for the board to understand what our options are for increasing enrolment numbers. Shelley noted that the National Education Growth Plan 2030 (Ministry of Education 2019) and Wellington Regional Growth Framework might be useful, though the former was pre-COVID.

Shelley tabled some information to demonstrate that within the the HVS zone, 67% of children go to HVS, 9% to Lyall Bay (the zone overlaps with Lyall Bay), 7% to St Francis de Sales, 2% to Island Bay, and 15% to other schools (18 other different schools). There is a downward enrolment trend across the eastern and southern suburbs: the same trend is also evident in some of the northern suburbs, and is attributed to COVID-19. The cost of housing was also noted: young families can't afford to buy into the area. We discussed the possibility of opening the roll to out of zone children to increase our enrolment. This involves advertising the number of spaces available, and at which Year levels; receiving applications; selecting applicants based on the criteria; and advising successful applicants. We discussed using local facebook community pages (etc) rather than local newspapers to advertise the ballot. (The Ministry was going to check the requirement to advertise via newspaper.) The Ministry does not recommend removing the zoning restriction altogether, although it could be possible to look at extending the zone (which would involve consulting with affected schools).

Luana noted that she gets regular enquiries from out of zone parents interested in enrolling their children, but it is difficult to communicate that enrolment is not automatic and contingent on getting a place through the ballot if the roll is opened. A ballot to enable children to start in Term 3 will enable HVS to fill a second new entrant class in 2021, though an extra teacher will be needed.

The board thanked Shelley and Gina for their time and contribution.

Action: The board agreed to open the ballot for Terms 3 and 4. Luana will circulate proposal with specific details (numbers and Year levels) to members in the next week, as the ballot process will take 6-8 weeks.

3. Principal's Report

Luana spoke to the following points from her report:

- Broken arms: two out of three were from falls from the monkey bars onto the safety matting.
- A good Kahui Ako Staff Development Day was held recently.
- Dr Melinda Webber (University of Auckland) gave a presentation 'Understanding and Affirming Māori Success and Potential'. A Māori Whānau hui will be held this Wednesday 5 May to discuss what Māori learners want.

- Bret and Luana are going to look at Māori Governance tool - Hautu, to ensure that we are meeting our obligations under Te Tiriti. Two staff meetings this term will use a Te Ao Māori lens. (We have 31 Māori students on the roll, representing around 23 families.)

Actions:

1) The board asked Luana for some information on school-wide needs; without identifying individual students, it would be useful to understand the wide range of needs that students have. Luana also noted that Miriam will attend next month's meeting to talk about her SENCO role (Special Educational Needs Coordinator).

2) Luana will also provide some health and safety qualitative comparisons.

4. Policy Reviews

Three of our policies are due for review this term. These were discussed and the BoT had some amendments to make to the Reporting to Parents policy.

We will await feedback from the staff and school community before finalizing and approving these policies. This is due by the end of the term.

Protected Disclosure - no amendments suggested

Reporting to Parents on Student Progress and Achievement

Staff and parents will be invited to give feedback on this policy. Amendments identified at the meeting were:

1. Reflect the real time reporting via the parent app, as well as the formal twice-yearly reporting.
2. Note that hard copy information will be provided to parents who are unable to access the parent app, on an exception basis.

We discussed whether the reference to 'parents' is the most appropriate term given that not all caregivers are biological parents. Is 'whānau' preferable? Luana will check with staff. It was noted that the preferred wording should be used consistently in all policies as they come up for review.

Visitors – no amendments suggested

5. Property Update

Following on from the last meeting, Mike, Bret, and Luana will form a Property subcommittee. Vanessa noted she is happy to help also. A hot water pipe burst during the school holidays, and has needed to be fixed twice at a cost of \$4000. The retaining wall work is waiting on council consent, and the building project on design concepts from the architects.

6. Budget

Georgie reminded members she will take on the Treasurer role after a handover from Bret. We are under budget, though only 25% of the way through the year. This is likely to change and we are still planning for a deficit of \$50,000. Luana noted how grateful she was for the number of families/whānau who have paid their donations.

7. Community/Whanāu feedback

Luana asked for items to be discussed to be shared with her in advance, to enable her to respond fully to them.

Action: Agreed to send any feedback to Bret so items can be included on agenda.

8. Communication

Bret is working on the next newsletter. A Board member is needed for the Home and School AGM at 7.30pm Tuesday 25 May, to give a quick update on Board activities. Kelly volunteered to attend.

Action: All members to provide a short bio and photo for the school website.

Meeting closed: 9.05pm

Next Board meeting: Monday 21 June 2021 including a presentation from the Sustainability Team.

A handwritten signature in blue ink, appearing to read "Paul McKenna". The signature is written in a cursive, flowing style.