

Houghton Valley School Board of Trustees Meeting Minutes

Monday 20 September 2021

Meeting opened: 7:10PM

Present: Bret McKenzie (Chair/Presiding Member), Luana Carroll (Principal), Mike Brough, Georgie Ferrari, Vanessa Smith, Kelly Williams, Stephanie Bosch (Staff Trustee), Charles Daily (Staff), Miriam Gaynor (Deputy Principal), Emily Faith (Secretary)

Conflicts of interest: None

Last month's minutes: Approved with one change to reference to Home & School funds (Home & School previously had discretion over 20% of funds).

1. Staff Hauora/Wellbeing update from the Leadership Team (Luana, Miriam, Stephanie)

Discussed in committee (7.10pm – 7.40pm).

2. PB4L – presentation from Charles Daily

Positive Behaviour for Learning is a process used to build a culture where positive behaviour and learning is a way of life. About fostering strong relationships. Acknowledging and celebrating a child's best moments. Bringing school values and charter to life. Returning from lockdown – manaaki (kindness). Courage – being brave, speaking up.

Observed behaviour chart – celebrate expected and positive (green) behaviours (eg respectful, kind, inclusive, engaged learners). Each class works towards earning 100 tohu, which leads to a reward, and classes can collectively work towards a school reward. Chart also shows how to deal with less positive minor (yellow) and major (blue) behaviours.

Social systems – eg what kind hands look like. Coloured cards for teacher: eg, yellow card – 'My brain needs a rest'. Teacher will help student to choose a break task.

Zones of regulation - about self-regulation – how you can help yourself. For example, not usual to be happy all of the time – acknowledge feeling low, and do something about it. (Filling buckets, circle time, etc.)

Have received great feedback from PB4L practitioner Wendy Taylor, four years into the system at HVS.

Charles attended a PB4L course in August – some ideas for next steps, such as visuals, mural, certificates. Unfortunately as HVS is decile 10 we do not receive funding for this material.

Suggested that more could be done to communicate to whānau about PB4L. Charles will include an item in next week's newsletter, appending the behaviour chart, and also the feedback from Wendy.

3. Principal's Report

COVID update - All children who are well are back at school! Teachers did a fantastic job, and continue to do so. Probably will be a mix of highs and lows over the last two weeks of term. Have received some responses from parents on the COVID survey.

Two policies for review - Behaviour Management, and Concerns and Complaints

Staff have reviewed policies and suggested a wording change around Year 1 use of flying fox (Behaviour Management).

References to Board Chair and Deputy Board Chair need to be updated to Presiding Member and Deputy Presiding Member. We currently don't have a deputy. Kelly volunteered to take on this role.

Include reference to whānau for consistency with other policies reviewed recently.

Policies both approved, pending the changes noted above.

Budget - Some increased costs; in particular, water rates have doubled. Working with the council to try and find out what has caused this. Uneven usage pattern over months.

Out of zone enrolment and roll update - Will have 5 out of zone new entrants starting next year. Will get to total roll of 202 by the end of the year. Likely to get funding for the same number of staff for 2022.

4. Property

Have reviewed the overall plan with the architects. There are two projects underway. The first project is the roofing work needed in the junior school, as it has a mixture of different roof types, and is leaking in places. Also looking at improving flow of spaces. Principal's office and staffroom to move, non-gender toilets to be installed. The second project is the library. The project spaces are connected so despite being funded separately it makes sense to review them together.

5. Budget

Home and School update - H&S met last week. The amount of H&S funds that goes to the Board has been increased from 80% to 85%. However, the Board will have the responsibility for the ongoing maintenance of the flying fox, bike track, and the bark.

Noted that this entails a lot of work and HVS does not currently have a caretaker, so all these tasks fall to Luana to manage. Have previously advertised and appointed people to the role (8 hours per week) but have been unable to keep a permanent caretaker. Most companies want to take on the cleaning contract as well. Possibility of job-sharing with another school? Agreed to advertise next year for a caretaker, and to ensure there is funding in budget.

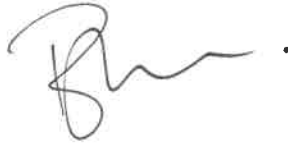
Some H&S ideas for use of funds: contributing to noho marae, mural and playground markers (top court), a t-shirt in the HVS welcome pack for new entrants, a social event to build community.

There is \$10,000 that was allocated for ? in the budget that could be used to install blinds in two classrooms.

Discussed what might happen if the annual fair (the major fundraiser) is unable to proceed due to COVID. Kelly offered to look into the possibility of community grants.

Meeting closed: 8.50pm

Next two meetings: Monday 18th October and Monday 15th November. Agreed the 18th October meeting will proceed; will focus on Hautū, and hold offsite.

A handwritten signature in black ink, consisting of a large, stylized initial 'B' followed by a series of connected loops and a horizontal line ending in a small dot.

