

# HVS Board of Trustees Meeting Minutes

**Date: November 21<sup>st</sup> 2021**

Present: Vanessa, Bret, Stephanie, Luana

Apologies: Georgie, Mike

## **Board position**

Bret has spoken to NZSTA and we need to do a by-election to fill the vacant role after Kelly's resignation. It is too late to do it this year but we will do this in March/April next year.

There will be a second election in September

There will be an extra cost next year in the budget for elections

## **Principals Report**

Acknowledge all the work that Charles has done this term with athletics as well as the noho marae. Then going on parental leave. The marae was a successful event and Lauren was also acknowledged for her work during the noho

**Staff PL& D:** Staff have started UBRS (understanding behaviour, responding safely) training and have had a session with Inside out

**Covid:** Taking up a lot of time. Schools may not close if there is covid within the school. Ensuring staff don't feel overwhelmed or panic. Continue to remind staff about the hygiene protocols. Impacting on what and how we do things. We are expecting changes for the new school year with the new traffic light system. Our one event we will do our best to run is the year 6 leavers assembly

## **Finance**

Items of significance:

Building - has been offset with the insurance from the building leak

Playground – lots of trees trimmed

ICT consumables – new desktop for the office which was unexpected

Teachers salaries (Bulk Grant) – relieves budget over, due to teachers having to stay home longer waiting for covid tests etc

Teacher from bulk grant – the 1 ½ teachers the board has funded

Fundraising expenses – noho marae fundraising outgoing costs

Equipment – the new phone system, hearing aids for children that we hold as an asset but go with the children to their new schools

### **Budget**

Bret and Georgie met with Luana and Mabina to set the budget. They are happy with the set budget for next year.

The board approves the budget for 2022.

Annual fee/donations – Board agrees that we should keep this the same for 2022

### **Policy**

Educational success for Maori and Harassment Policy were reviewed by the board. Approved expect for the change in wording in the harassment policy from parent to whanau

Change parent to whanau

### **Staff wellbeing**

Looked at the NZCER staff survey

Whole kahui ako use the survey and they want to use this data to collate across the schools

Bret proposes to do the quick 5 question multi choice at the end of the year and do this survey too.

Luana proposes that we do the 5 quick questions this term and then the NZCER one next year maybe term 3

Board agrees to do the 5 questions at the end of the year and then the NZCER wellbeing one sometime next year – possibly half way through 2022. Communicate that the NZCER one will be the one we use next year and that we have heard feedback about the survey about needing to

Send out the survey now so that staff can complete it over the next couple of weeks

Action: Bret will send the survey out to staff

### **Property**

Will lose the view from the staffroom window! The roof will be pitched over the library and Ngaio. The covered walkway will go outside the front of the library due to the new roof.

Luana has asked that this is put back into the design – which it has been put back into the plan

Toilets will all be gender neutral – there will be 4 toilets

The plan addresses the key things we have asked for.

The wooden windows will stay but will be painted and new gears will be put on so that they can be opened easier

All classes in the main block will get new lighting and autex on the walls

The library will be darker now and so will the hall so consideration is needed for the lighting in these spaces.

The next stage is to upgrade the main corridor so students can use this as breakout spaces – this will happen depending on budget. Sinks in the corridors will be put into mahoe and ngaio

There may be a delay in the building work being started due to the amount of work that is available for builders as well as the Covid mandates.

The board approves the plans, keeping in mind that we would like the library to be kept as light as possible and to note the effects on the hall lighting.

Action: Luana will go back to the Architects and approve the plan

#### **Staff Christmas Party**

We would purchase the food for the party. The board is happy to approve \$500 towards the food and to give a gift of a \$25 book voucher as end of year staff gift. This will come out of the wellbeing budget.

#### **School Website**

Vanessa has been working on the website, she will continue working on this over the break.

BOT morning tea shout – 2<sup>nd</sup> December

Last meeting for this year 6<sup>th</sup> December

A handwritten signature in blue ink, appearing to read 'Paul M. M.', is written below the text.

