

Houghton Valley School Board of Trustees Meeting Minutes

Monday 6 December 2021

Meeting opened: 7:05pm

Present: Bret McKenzie (Chair/Presiding Member), Luana Carroll (Principal), Mike Brough, Georgie Ferrari (via Zoom), Vanessa Smith, Stephanie Bosch (Staff Trustee), Emily Faith (Secretary)

Conflicts of interest: None

Last month's minutes: Approved

1. End of Year Data

Data has been collated by teachers and reviewed against mid-year and 2020 data.

In reading, 91% of children are achieving at or beyond their expected level. Drop in year 5/6 achieving above level (compared to last year); keen to explore this in 2022. Next year starting the BSLA (Better Start Literacy Approach) programme through the University of Canterbury. This will be instead of reading recovery – interested to see if this picks up kids at an earlier stage.

Writing remains a weaker achievement area, with 80% of children working at or above the expected level. This is a nationwide trend.

Overall, in terms of results it is good to see we are still holding our own after two years of disrupted learning.

Will be using a new evaluation tool next year - Progress and Consistency Tool (PaCT) (<https://curriculumprogress.tools.education.govt.nz/pact/learn-about-pact/>) - which tracks progress in reading, writing, and maths.

Miriam will be leading development work (SENCO, assessment and professional development for teachers) on her days out of the classroom next year, for the first two terms.

2. Principal's Report

COVID update: Luana suggested we form a committee comprising her as principal, Miriam as deputy principal, a Board member, and Denise as administrator, to prepare for the possibility of COVID being in the school next year. While it would be a Ministry of Health decision to close the school if necessary, messages from the centre are constantly changing, and it is important that as many people are across these messages as possible. Having a COVID team would help navigate the messaging, and ensure that communications going out to parents are clear and consistent.

Vanessa volunteered to be the Board representative.

The COVID Safety Plan is attached to the report. This will be circulated to parents before the start of the new school year.

The retaining wall should be completed in the holidays.

Looking at reviewing the school vision (Caring, exploring and inspiring together): at a governance level, what does the Board need to see from Luana each month to show that the school is achieving the vision/living the charter? Caring and togetherness comes through very strongly, with wellbeing a focus over the last two years, but exploring and inspiring is demonstrated to a lesser degree. Staff are looking to leverage off our strengths to develop our approach for 2022 to support exploration and inspiration. Need to be proactive in these areas even in a COVID world. Suggestion to engage with parents/school community to see what others think about these aspects of our vision.

Acknowledged the amazing work by Sarah and her fantastic team at the Not Fair, which was a great community event.

Two more teacher only days need to be in place by the end of June 2022, as part of the teachers' collective agreement. The dates suggested were 25 March and 7 June 2022. The Board approved these dates.

3. Budget

Finances tracking as expected. Still waiting on some accounts to come through.

Discussion about the 2022 budget, which was approved last month. A deficit was approved, to come out of cash reserves. Noted that cash reserves are still at an appropriate level for a school of our size.

As the school fair wasn't able to proceed as usual due to COVID restrictions, Bret will put a note in the school newsletter to ask parents to consider making a voluntary one-off donation to offset some of the lost revenue.

4. Board Election

By-election needed early in the year. Board will need to approve a returning officer to oversee the election process.

5. Meeting Dates for 2022

Agreed to meet Monday 21 February, Monday 21 March, Monday 9 May, and Monday 13 June. The remaining 2022 dates will be set next year.

6. Closing Remarks

Bret thanked Luana for all her hard work this year, and Steph on behalf of the teachers.

Meeting closed: 8.30pm

Signed:

