

Houghton Valley School Board of Trustees Meeting Minutes

Monday 25 July 2022

Meeting opened: 7:05pm

Present: Seb Bishop, Mike Brough, Georgie Ferrari, Bret McKenzie (presiding member), Luana Carroll (Principal), Stephanie Bosch (staff representative), Emily Faith (secretary)

Apologies: Vanessa Smith

Conflicts of interest: None

Last month's minutes: Approved

1. Principal's report

Luana discussed the mid-year data (results against curriculum levels, which form the basis of students' half-year reports). Data is moderated across the school in order to ensure consistency. However, there are some discrepancies with children who have birthdays outside the Ministry cut-offs (eg some results shown in Year 3 are actually children who are Year 2s). Luana noted that Progress and Consistency Tool (PaCT) was used across all three areas this time: writing, reading, and maths. Worked on PaCT on teacher only days.

Writing continues to be a work-on (Accelerated Learning and Literacy Programme is a focus for Year 2-6s), but tracking above last year's data. Solid start to year but will be carefully watching results over the next terms, as term two was very broken in terms of illness/absence.

Reading is tracking above writing, which is typical. The structured literacy programme (BSLA) started in new entrants is having a positive impact. Mileage is important with reading (putting in the time).

The learning and development teachers have completed has been paying off in terms of the maths results. The upskilling programme is coming to an end, but team leaders have been looking at how they can apply the techniques taught in the programme to teach others.

2. Election

Emily gave an update on the process. There are 3 triennial parent representative vacancies as well as the staff representative position. We are tracking to the 7 September timetable. The community has been notified of the election via email, parent app, and newsletter; the roll has been publicised; and nominations have been called for via email, parent app, and newsletter.

As candidates' names come in, Emily will let Bret know. Names will be posted in the office. If 3 (or fewer) nominations are received, there is no need to hold a voting election. Nominees join the board on 10 August and could attend the next meeting on 22 August. If more than 3 nominations are received, voting papers need to be issued by Wednesday 10 August, and votes must be received by 4pm Wednesday 7 September. New members take office on 14 September, and attend the next meeting on 26 September.

Agreed that Bret will put a note out to parents encouraging nominations. Nominations close next Wednesday 3 August.

3. COVID-19 mask policy

The Ministries of Education and Health have issued updated guidance about making mask-wearing mandatory for Year 4s and above for the first four weeks of Term 3.

Agreed to adopt the updated policy. It was agreed to emphasise in communications that we have vulnerable children at school.

4. Budget

No particular items of significance in the financials. Staff have been asked to spend their resource budget by August in order that resources arrive in time, as last year there were significant supply delays.

The budget was reviewed, and approved.

5. Property

Bret and Luana have met with the Ministry, the contractor (Maynard Marks) and the architects to discuss the delays with various building projects. There are also issues with the quality of some of the completed work, particularly the retaining wall below the path.

6. Website

Agreed to defer discussion until the next meeting.

7. Caretaker cleaning support

Luana has been advertising for someone to support Dave for 8 hours per week, with no results. Georgie suggested trying <https://dogoodjobs.co.nz/>.

8. Morning tea with staff

Agreed 11am Friday 12 August 2022.

9. Finish

Karakia.

Meeting closed: 8.35pm

A handwritten signature in blue ink, appearing to read 'Bret M. K.', is written over the meeting closed time.