

Houghton Valley School Board of Trustees Meeting Minutes

Monday 13 February 2023

Meeting opened: 7:10pm

Present: Seb Bishop (presiding member), Mike Brough, Bret McKenzie, Ana Tovey (parent representatives), Luana Carroll (Principal), Stephanie Bosch (staff representative), Emily Faith (secretary)

Apologies: Nil

Welcome, opening karakia, school vision.

Conflicts of interest: Nil

Last month's minutes: Approved.

1. Election of presiding member

At the start of each year, the presiding member needs to be elected. Current presiding member Seb was nominated by Bret and seconded by Mike.

2. Delegations for 2023

Luana tabled a schedule of proposed delegations for 2023. The Discipline Committee (which meets if required) needs to have no less than three BOT members: Seb, Ana and Mike are proposed for the committee.

The board agreed to the delegation schedule.

3. Principal's report

Luana described the NELPS – National Education and Learning Priorities – now in place. These are the key priority areas for curriculum design and evaluation. Should ERO visit, for example, HVS would be reviewed against our achievement against NELPS. Luana described how NELPS sits alongside HVS's strategic goals and charter. Luana's regular reporting to the Board from now on will include reference to NELPS to ensure it is embedded (and to streamline reporting).

With regard to achievement against the priorities, Luana talked about initiatives to support literacy (especially writing): for example, having a poet coming into school, and Creatives in Schools. Spelling is also a focus.

One of the proposed priorities relating to the BOT is "introducing mechanisms to improve BOT skills and accountabilities, including training and a code of conduct."

The board agreed to review and discuss the Code of Conduct at the next meeting. Noted the NZSTA online and in-person courses are useful.

4. Approve budget

Luana noted the school is in a very good financial position. A deficit budget was forecast; instead, we have ended the year with a \$50,000 profit. Savings were made in different areas, for example PLD courses being cancelled due to COVID-19.

Luana proposed allocating further funds to this financial year, as follows: up to \$40,000 towards the library project for items that won't be covered by the upgrade, such as new shelving and modern furniture; and up to \$10,000 towards our communication and marketing to help with the redo of the website, charter, and strategic plan. These two aspects would enhance our school.

Mike noted the healthy financial position. The lack of funding for the library internal fitout has been noted before, and communications and marketing is really important when it comes to attracting new whānau to the school.

The board approved the 2023 budget, including the proposal to use funding for additional enhancements to the library, and for the comms.

5. BOT membership: Resignation, and proposal to co-opt member who can help bring a Te Ao Māori / Te Tiriti focus to the Board

Seb advised that Georgie Ferrari has resigned from the board. Seb has thanked her for her contribution on behalf of all BOT members.

Luana and Seb have discussed co-opting a new member to the board to help bring a Te Ao Māori and Te Tiriti focus. Luana advised that she is aware of a parent with these skills, and the board agreed that Luana should ask them if they are willing to be co-opted to the board.

6. BOT roles and responsibilities in 2023

The current roles are:

- Presiding member - Seb
- Principal - Luana
- Treasurer - Mike
- Property - Bret
- Communications - Ana
- Staff representative - Stephanie
- Secretary - Emily

The board discussed and confirmed these roles for 2023.

In terms of raising the profile of the board, agreed to include a monthly message in the newsletter after each board meeting reflecting key points, and looking to target events such as the school fair (eg "Burgers with the Board"). Individual board photos and bios to go in the next newsletter.

7. Budget: Analysis of variance

The AoV is a mandatory report to the Ministry of Education. Luana has included as next year's priority activities: writing; continuing to work with Kahui Ako on Inquiry, Hauora and student agency; continue to implement PaCT as a moderation and assessment/planning tool; and implementing our local curriculum in line with the literacy and numeracy curriculum refresh.

The board agreed to approve the report for presentation to the Ministry.

8. Strategic goals for 2023

Luana talked through how she has presented the strategic plan and annual goals for 2023.

9. BOT calendar for 2023: Meeting dates, focus areas, training

The calendar shows the focus for each meeting for the year, including scheduling in presentations from staff. The upcoming charter review will require significant community engagement, which needs to be completed by October/early November in order to feed into the planning documents for 2024 and beyond.

The board agreed to discuss the engagement plan at the next meeting.

Meeting dates for 2023: 13 March, 3 April, 8 May, 12 June, 24 July, 21 August, 18 September, 16 October, 13 November.


Seb volunteered to attend the first Home & School meeting next Monday.

The board noted the proposed training sessions for 2023.

10. Staffing matter (in committee)

Closing karakia.

Meeting closed: 8.50pm


Seb Bishop
Rising under the BOT

