

## Houghton Valley School Board of Trustees Meeting Minutes

Monday 3 April 2023

**Meeting opened:** 7:00pm

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

**Apologies:** Bret McKenzie

**Welcome, opening karakia, school vision.**

**Conflicts of interest:** Nil

**Last month's minutes:** Approved.

### 1. Principal's report

Luana noted we are making great progress towards our strategic goals. Really pleased with maths implementation in particular. Noted the refresh to the curriculum which was more than we were expecting. Want to continue with our best practice work for now. Collaborative planning among teachers and better cohesion so moderation is more accurate. Hauora goal refresh. Great work on inquiry learning, sharing, collaboration: Steph will report on this at the next board meeting.

Teacher only day this Thursday: working on local stories and experiences through our local Kāhui Ako (Community of Learning) – see <https://www.education.govt.nz/communities-of-learning/>

Wellbeing surveys for staff and students: Our Years 4-6 participated in the NZCER Wellbeing at School survey 2 weeks ago. Luana is working with Andrew Gordon, another Kāhui Ako cross-school lead (from Wellington High) with expertise in this area, to seek clarification of the data where necessary and understand how we can best address the results.

In terms of her upcoming sabbatical, Luana has handed over to John Wootton, who is looking forward to joining us in Term 2!

### 2. Updates

#### *Property*

Luana noted that the roof design has finally been signed off. Unfortunately, stage 1 of the project is already behind schedule, although the builders are excellent.

#### *Budget*

Mike noted that month-end results are not yet in.

The 2022 annual report has been signed off by Seb and Luana and sent through to the auditors.

#### *Comms*



Ana noted that the new school website will be ready to go live very shortly. Ana gave us a preview, and it looks amazing! The board noted all the mahi that Vanessa has put into this – massive thanks to Vanessa. Thanks too to Ana for all the photos, and Mike’s help with the website architecture.

### **3. In committee matter**

**In committee: 8.00pm**

**Out of committee: 8.15pm**

### **4. Board resolution process**

Seb gave us a refresher on how the board should carry out decision-making based on NZSTA guidelines. Some key points to note: decisions should be by consensus where possible. If not possible, it will be a majority vote. If the vote is tied, the presiding member has the casting vote – though the guidance is that in this situation, this vote should be to preserve the status quo. Votes taken by email need full consensus by all board members. For anything important or time-critical outside of regular meetings, we will discuss by Zoom.

### **5. Fundraising policies**

Seb noted HVS’s fundraising policies in preparation for the next meeting item. The current policy is due for review by Term 4, 2024.

The board noted that fundraising activities should fit with HVS’s culture and values. This also applies to Home & School.

### **6. Pelorus Trust funding resolution**

Luana asked the board to consider the following resolution: Houghton Valley School Board of Trustees approve the application to Pelorus Trust for a grant to fund our attendance and active programme with Kelly Sport in Term 2, 2023. The resolution was not agreed.

### **7. Policy reviews**

*Legislation and administration; Privacy; Official Information Requests*

Agreed to swap out references to ‘parent’ to ‘whānau’, noting that whānau includes parents and guardians.

Noted the new Ministry of Education guidance: *Aramai He Tētēkura: Arise our Future Generations: A guide to understanding distress and minimising the use of physical restraint*. This policy needs to be in place by 7 May 2023.

### **8. Closing comments**

The board wished Luana all the best for her well-earned sabbatical in Term 2.

**Closing karakia.**

**Meeting closed: 8.50pm**