

# Houghton Valley School Board of Trustees Meeting Minutes

Monday 12 February 2024

Meeting opened: 7:00pm

Present: Seb Bishop (Presiding Member), Mike Brough, Jesse Pirini, Michelle Podmore, Ana Tovey (parent representatives), Luana Carroll (Principal), Stephanie Bosch (staff representative), Emily Faith (secretary)

Apologies: Bret McKenzie

Welcome, karakia, school vision.

Conflicts of interest: Nil

Last month's minutes: Approved.

## 1. Delegations for 2024

The board agreed the delegations schedule for 2024:

<b>DELEGATIONS OF AUTHORITY</b>			
<b>Minuted</b>	<b>Delegated Authority (Task for which delegation of authority is required)</b>	<b>Personnel</b>	<b>Expiry</b>
12 Feb 2024	That the stated personnel are delegated authority to appoint Senior Leadership Team members (Deputy Principals and Team Leaders) as outlined in the BOT Personnel Policy	<b>Principal – Luana Carroll + at least one other (Board Representative)</b>	<b>Annual</b>
12 Feb 2024	That the stated personnel are delegated authority to appoint Teaching Staff, as outlined in the BOT Personnel Policy	<b>Principal – Luana Carroll + at least one other (SLT member or trustee)</b>	<b>Annual</b>
12 Feb 2024	That the stated personnel are delegated authority to appoint Support Staff as outlined in the BOT Personnel Policy	<b>Principal – Luana Carroll + one other (from SLT)</b>	<b>Annual</b>
12 Feb 2024	That the stated is delegated authority to act as Privacy Officer, as outlined in the BOT Governance Policy	<b>Principal – Luana Carroll</b>	<b>Annual</b>
12 Feb 2024	<b>Delegation of DP</b> – That the Board accept that where the BOT otherwise determines, shall in the absence of the Principal from duty for periods not exceeding 2 weeks and for the full period of such absence, delegation to perform all the duties and powers of the Principal.	<b>Deputy Principal – Miriam Gaynor</b>	<b>Annual</b>
12 Feb 2024	<b>Annual Delegation of Power to both the Chair and Principal</b> to sign the Statement of Responsibility for the Year-End Financial Statements.	<b>Principal - Luana Carroll + Presiding Member</b>	<b>Annual</b>
12 Feb 2024	That the stated is delegated authority to act as Protected Disclosures Officer, as outlined in the BOT Governance Policy	<b>Presiding Member (Seb)</b>	<b>Annual</b>
<i>Delegations to be put in place at a later date:</i>			
12 Feb 2024	<b>Delegation of Discipline Committee</b> – Delegation that the DC of no less than three BOT Members (excluding the Principal and determined by availability), is delegated authority to conduct a discipline hearing to determine a Student's future at Houghton Valley School in the event of student suspension.	<b>Seb, Ana and Mike</b>	<b>Annual</b>

## **2. BOT roles for 2024**

The board agreed to the following roles for 2024:

- Presiding member: Seb
- Treasurer: Mike
- Te Tiriti o Waitangi lead: Jesse
- Property lead: Bret
- Comms lead: Ana
- Policy and Health and Safety lead: Michelle.

## **3. BOT meeting dates for 2024**

The board agree the meeting dates for the rest of the year: 18 March 2024, 8 April 2024, 13 May 2024, 10 June 2024, 19 August 2024, 16 September 2024, 14 October 2024, 18 November 2024, 9 December 2024. The board needs to meet 10 times during the school year.

## **4. Principal's report**

Luana took the board out to view and discuss the state of the adventure playground, which needs major work, and the sandpit, which was broken last year in a storm. Neither is usable at the moment. The sandpit has a sign up, and the playground is taped off – Luana will put a notice in the newsletter reminding whanau that these are out of action. However, community members continue to use it in the weekend.

The board discussed the need for a forward-looking maintenance schedule. In the next 12-24 months most of the bikes and eventually the track will need to be replaced. The Ministry will not fund any of these 'extras'. While Home & School is redoing the chicken coop, there is no funding for the adventure playground or sandpit.

Agreed to discuss strategies for playground maintenance at an upcoming meeting.

Luana noted it has been a great start to the school year. The beach day, school picnic and information evening for parents have all gone well. Three new staff are settling in well. A sign language assistant will join one class for several hours each day for two terms.

Structured literacy has begun for Years 4-6.

Working with the local Progressive Association on the redevelopment of the playground down towards the beach, and the 100 year plan for the valley.

Luana proposed asking parents to give permission for children to go outside the school boundaries to allow us to use more of our backyard - the valley between the school and the bottom playground, and the forest area - for learning. This fits with several aspects of our strategic plan (environment, connection with community, etc). The board was supportive of the proposal.

The water leaks on the road above, and the slips, were discussed. Luana lodged a number of complaints over the summer.

End of year teacher judgements (data) has been analysed and used to inform class programmes and learning support: agreed to discuss summary aspects at an upcoming meeting.

#### **5. School policy on cell phone use**

Luana noted that we need to update our policy to adhere to new government guidance around cellphone use. This is not dissimilar to the wording in the digital agreement that Years 3-6s and parents are already asked to sign. The board agreed to discuss this at our next meeting.

#### **6. Annual plan – Te Tiriti o Waitangi section**

The board needs to report on how the governance of the school acknowledges Te Tiriti o Waitangi. We discussed some of the achievements we have made in this space, such as the fence opening, consultation on the strategic plan, and co-opting Jesse onto the board. The board agreed that Seb would draft some text for consideration. This section of the annual plan needs to be returned to the Ministry by 1 March 2024.

#### **7. Strategic plan**

The board approved the final Strategic Plan for 2024-2026 for return to the Ministry. A more polished version will be published on the school website in due course.

**Closing karakia.**

**Meeting closed: 8.45pm**

SB  
B. Day  
22/3/24.



