

Houghton Valley School Board of Trustees Meeting Minutes

Monday 18 March 2024

Meeting opened: 7:00pm

Present: Seb Bishop (Presiding Member), Bret McKenzie, Mike Brough, Michelle Podmore, Jesse Pirini (parent representatives), Luana Carroll (Principal), Stephanie Bosch (staff representative), Sarah McCarthy (secretary)

Apologies: Ana Tovey

Karakia; School Vision

Welcome new BoT Secretary: Welcome to Sarah McCarthy, replacing Emily Faith as the secretary

Last month's meeting minutes: Approved

Conflicts of interest: Nil

1. Principal's update

- The Board received the Principal's Report for March 2024.
- Paid union meetings – there is a paid union meeting on this Thursday, 21 March. There will be enough other staff on site for students at the time.
- Out of zone entrance – there will be two full year 1 class rooms for terms 3 and 4 if out of zone is opened up. The Board approved the proposal to open the zone for up to 5 new entrants for terms 3 and 4 of 2024.
- Finance – the February accounts are looking good. There are two items of significance; 1. payment of the Principal PLD funding, and 2. unbudgeted floorball costs.
- ERO visit – the school has received notification of an ERO review starting in term 2. Noted it is a new evaluation process, and it has been 5 years since the last review. Luana and Seb will be working through the self-audit checklists and board assurance statement prior to then.
- Property – there are two major risks in relation to the junior block construction – time and costs. Luana reported that at the last fortnightly property progress meeting the contractor advised they would need an additional 6 weeks to finish. Luana pushed back on this, with 24 April the agreed completion date. There is also a funding constraint with all approved funding having been spent. A submission to MoE has been made for additional funding, but it is unlikely to be approved. Noted that Seb has agreed to become involved in managing the property progress to help mitigate the risks, including when Luana is away 10 – 25 April.

The Board discussed the work that the contractor and MoE are currently doing to confirm exactly what scope items will be included at the end, likely only P1 and P2 items (example: classroom cupboards are deemed a P3 item and therefore not critical).

Noted the work to install a new sewerage line across the courtyard must be completed during the school holidays, and this also includes a Council component.

Noted that the first instalment of funding for the 10 year property plan is due to be received in July, which will cover upgrades to stormwater, non-trafficable roof sections, and the heating systems from gas to electric.

The playground inspection report has been received. The Board agreed to prioritise funding for the playground remediation to go ahead (up to \$20K), noting that the Home and School Association are running the upcoming move-a-thon to raise money for the sandpit rebuild. The next step is to seek expressions of interest from builders within the HVS community to quote for the playground work. Luana to request the report author (Tina) to document the required scope of work for a builder.

- PAT results – Luana spoke to the PAT results. The data is overall very pleasing, and is high in comparison to national norms.

2. Safer Streets

- Seb gave an update on the safer streets initiative. 61 responses were received for the recent active transport community survey. Some intersections were highlighted as unsafe for walking to school, in particular crossing the intersection of Houghton Bay Road and Hornsey Road. The hui with Councillor Tim Brown has been delayed until next week.

3. Policies

- Michelle led the Board in reviewing the policies circulated.
 - Te Tiriti o Waitangi policy – the Board approved the policy, with a terminology change of ‘our strategic plan’ instead of ‘our charter’.
 - Board responsibility policy – the Board approved the policy.
 - Documentation and self review policy – the Board approved the policy, with a terminology change of ‘whanau’ instead of ‘parents’.
 - Curriculum and Student Achievement Policy – the Board approved the policy.
 - Cellphones policy – the Board approved the policy, with a change to align wording to that of the existing policy around no use of cellphones during lunchtimes. Noted the digital devices policy should cover the potential use of smart watches.

4. Principal's Appraisal

- Discussed in committee

5. Comms for the Community

- It was agreed to include in the next HVS newsletter updates from the Board on the two legislated policies around the curriculum and cellphones in school (including that there are no major changes to current policies), the plan for fixing the playground and seeking EOIs from builders in the community, as well as the upcoming ERO review.

6. Any other business

- The GWRC / WCC possible plan to lift the creek in Houghton Valley was discussed, while noting that MoE is actually the landowner for the school. There is an upcoming Residents Association meeting on Wednesday evening, which a member of the Board could attend to find out more information.

Closing Karakia

Meeting closed: 8.45pm

Seb Bishop

9/4/24