

Houghton Valley School Board of Trustees Meeting Minutes

Monday 13 June 2022

Meeting opened: 7:00pm

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

Via Zoom –Fiona Crossett, Denise Forrester, Miriam Gaynor, Morgan Jones, Abby Lummis

Apologies: Georgie Ferrari

Conflicts of interest: None

Last month's minutes: Approved

Bret introduced Seb, who was elected to the board last month (parent representative via by-election), and welcomed him to his first meeting.

1. Inquiry team

Morgan, Fiona, Abby, Miriam and Denise updated the board on the Inquiry programme. Some highlights:

- Denise noted that the programme is tracking against budget.
- Miriam talked about the collaborative planning approach. Theme topic of celebration. Changing approach as topic progresses; allows for student agency.
- The middle syndicate has been working on 'wonderings' (pictures, objects etc around celebration); using this as a basis for further research. Able to choose which celebrations they wanted to learn about.
- Junior team looking at how people celebrate, eg birthdays, Matariki. Designing own Matariki kites using natural objects.
- Fiona talked about learner qualities – focusing on one quality per term. Current quality – 'thinker' quality. Through celebrations topic, looking at how students are showing their thinking skills.
- Spotlight reporting for parents on the learning quality of self-management.
- 'Explicit teaching' – eg illustrated examples (posters, whiteboarding) of how a 'self-manager' or a 'thinker' behaves/acts. Showing children what is required, rather than just expecting them to know what to do. Opportunities for reflection as well (eg looking back on yesterday's behaviour).
- Senior syndicate focusing on understanding all the steps of the enquiry process. Integrating enquiry into the literacy programme. Seniors shared their learning throughout the school – eg how to develop a script. Worked on this during the holidays – students enjoying this.

Bret thanked the team for their excellent presentation.

2. Principal's report and update on COVID-19

Luana noted that this term has been the most challenging of the last two and a half years in terms of staff and student illness, COVID and otherwise. Scaling back some areas in order to keep managing the day-to-day. Spending above budget to manage staffing.

In terms of COVID, the Board noted its responsibilities and asked whether there is anything further it can do to support staff. Discussed challenges in the environment as restrictions are lessening but illness is increasing.

Audited accounts returned, with no major recommendations of significance. Thanks to Denise for getting the information together in a timely manner.

Positive feedback from children and whānau on the cross-country and colour run. Children enjoyed being able to make the choice of whether they ran or not. The competitive runners enjoyed their races.

SWIS has invited HVS whānau to join an evening on cyber safety.

Matariki evening next week – planning underway, with as much as possible of the event held outdoors. Will be great to get together and share in a positive celebration as a community.

Total roll at 184 children, still tracking to reach 200 by end of year.

3. Policies for review

A number of policies were reviewed and approved, with amendments as noted below. Noted any references to Chair in the policies should read Presiding Member.

Medicines - Reviewed and approved.

Managing Minor/Moderate Injury - Reviewed and approved.

Managing Serious Injury and Illness - Reviewed and approved, with two changes: under minor and moderate injury, remove references to first aid log.

Infectious Diseases – Reviewed and approved. (Noted that COVID not explicitly addressed, as the policy is generic.)

Bullying and Online Bullying – Reviewed and approved, with one change: under prevention and response, include gender bias (“avoid cultural and gender bias”).

Surrender and Retention of Property and Searches – Review and approved, with one change: under “authorised staff members”, replace “all teaching staff” with “the leadership team”.

The board agreed to review the last policy offline - *Reporting and Recording Accidents and Incidents*.

4. Budget

Reviewed and approved.

5. Sabbatical

Luana intends to apply for a one-term sabbatical next year, in order to research the implementation of the Aotearoa New Zealand history curriculum. This was approved by the board. If her application is accepted, an acting principal will need to be appointed for a term.

6. September board elections

Emily volunteered to act as Returning Officer for the September 2022 elections. Bret to confirm the current schedule of appointments, and members whose terms are up for renewal to consider whether they wish to stand for another term. Discuss planning at next meeting.

7. Property

Various issues have delayed the finalisation of several projects, which has proved frustrating. Luana and other board members have met with the Ministry and building contractors. We need to ensure that the delays are not impacting on the available funding.

8. Website

As previously discussed, the HVS website needs a refresh. Need to get a new suite of photographs of the school grounds. Agreed to approach potential photographers and ask them to supply quotes, for discussion at the next meeting.

9. Next board meetings and morning tea with staff

Board morning tea for staff – aim to have this before the end of the term. Bret will email round some potential dates.

Agreed the board meeting dates for the remainder of 2022: Monday 25 July, Monday 22 August, Monday 26 September, Tuesday 25 October, Monday 21 November, Monday 5 December.

10. Finish

Karakia.

Meeting closed: 9.10pm

A handwritten signature in blue ink, reading "Paul McKen". The signature is written in a cursive style with a large initial 'P' and 'M'.