

Houghton Valley School Board of Trustees Meeting Minutes

Monday 5 December 2022

Meeting opened: 7:05pm

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

Apologies: Georgie Ferrari

Opening karakia and school vision.

Conflicts of interest: Nil

Last month's minutes: Approved.

1. Principal's report

Enviroschools accreditation

Luana noted that five representatives from Enviroschools came to visit today, and staff and students reflected on the guiding principles. HVS is now an accredited Green-Gold School! Well done to our ākonga, and especially a big shout out to Jill for all her mahi in this space.

End of year data

For reading and writing, the end of year data is not as good as we were expecting given the mid-year results. The impact of COVID is starting to come through – terms 2 and 3 were hard, and a number of whanau travelled overseas during term time. Results for Year 5s and 6s were down, which means we will focus on Year 6 next year.

The structured literacy programme is working really well in the junior school (reading, writing, and spelling), and we will roll this out in the senior school.

End of year data for maths was better than expected which is the result of a number of factors including professional development and an emphasis in this area.

School fair

Noted what a success the fair was despite the weather – there was a great vibe and strong school and community attendance. The board agreed to write to Home & School acknowledging all the hard work that volunteers had put in.

2. Strategic and annual plan

HVS's strategic plan goes through to the end of 2023. The Ministry is expected to release information on strategic goal setting for 2024 and beyond. Goals will need to align to the new curriculums when these are released.

Luana talked through the current strategic goals of Kaitiakitanga, Haoura, and Ako, and the initiatives and performance measures that sit underneath these.

3. Staffing update (in committee)

4. Principal's appraisal (in committee, with Principal absent)

Meeting into committee: 7.45pm

Meeting out of committee: 8.00pm

5. School policies (Digital Technology and Cybersafety)

The board approved the policy with one addition to go into the cyberagreements that children sign up to at the start of the year, around electronic devices being handed in to their teacher at the start of the day. (Devices will be stored securely, and returned at the end of the day.)

6. Website update

Vanessa, Ana and Luana have been working on the new website. Weather permitting, photos will be taken this week. The website should go live early next year. The aim is to refresh the website and also the newsletter so the communication tools are aligned. Reflected on the feedback from Home & School that the board should be more visible – agreed to take a group board photo at the morning tea on Thursday, and include this in the first newsletter next year.

7. BOT roles for 2023

Luana and Seb have been discussing board roles for 2023: in particular, the treasurer and property leads will be significant so it would be good to have dedicated members in these roles.

There will be fortnightly property meetings onsite next year from the start of February, then this will likely revert to monthly. There are a lot of quick decisions needed, and documents to be signed. Bret offered to take the lead on the property portfolio.

Mike offered to take on the treasurer role, if Georgie is not able to continue with this.


The board agreed to delegate authority to Bret on property matters. Other delegations to be confirmed at the first meeting next year.

8. Acknowledgements and reflections on 2022

Seb thanked Luana for all her hard work this year as Principal, and Emily for taking the minutes.

Closing karakia.

Meeting closed: 8.45pm


Seb Bishop
Kaitiakitanga Member Bot