

Houghton Valley School Board of Trustees Meeting Minutes

Monday 21 November 2022

Karakia.

Meeting opened: 7:05pm

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

Apologies: Georgie Ferrari, Bret McKenzie, Ana Tovey

Conflicts of interest: Nil

Last month's minutes: Approved.

1. Home and School

Ronja (Home & School Co-Chair, the other Co-Chair is Flic) came along to update the board on Home & School. Ronja is reasonably new to the role. She described the purpose of Home & School as to primarily to help build the school community (within the wider Houghton Valley community), and secondly to raise funds. Ronja and Flic are planning to meet with Luana more regularly; a board member will also attend each Home & School meeting. Home & School has 2 vacancies coming up – for a treasurer, and a secretary.

85% of the funds raised by Home & School goes to the Board of Trustees. Home & School recently contributed to the bus costs for the Year 6 camp. Last term was busy with two bake sales, a school disco, and the quiz night. Great to have the disco back at the school (previously it has been held at SWIS). The shorter timeframe (90 minutes) worked well too.

Encouraging new whānau to connect and be involved. Lots of new whānau getting involved in activities which is great.

The fair is on this Sunday! This is our main fundraiser. Takes a whole community to organise the fair. Previously has had a single lead organiser, though split into two co-ordinating roles this year to share the load – logistics, comms, and volunteers. Has been harder to get sufficient volunteers this year to ensure that all stalls are covered. Discussed taking a specific, targeted approach in newsletter this week - eg still need 8 people on curry stall from 2-4pm.

Discussed ways that board members could be more visible at school events (eg 'burgers with the board'), and improving visibility and communications about who is on the board; updates on board activities etc.

Ronja asked how Home & School can help with the Fun Day (December 15th). A sausage sizzle would be great! Home & School also funds school leavers' books, and manages the BBQ for the leavers' event.

Seb noted that the school charter is going to be revised next year, and it would be good to discuss how Home & School will be involved with this.

2. Principal's report

The School camp went well! The activities were challenging for the Year 5s and 6s, but they managed well. Previous camp venue was cancelled at very short notice (in June) so it was great to be able to find an alternative venue.

The Creatives in Schools application has been successful – front fence will be redone with artist Kate Te Ao leading this project.

Children are getting tired at this time of year; recognising positive behaviour in the playground.

New 5-year-olds are settling in well, with amazing writing skills.

To acknowledge the staff's work during the year, the board agreed to contribute \$500 towards an end of year staff dinner, and \$500 towards book vouchers for staff.

3. Donations for 2023

Luana noted that increasing donations is one way to raise income. Increasing donations for one child from \$200 to \$250 would result in an extra \$7000 of income for the school. Given that we are forecasting a deficit budget, do we want to look at increasing donations, or do we want to acknowledge the rising cost of living and inflation and keep donations at the same amount?

The board agreed to keep the donation amount for 2023 the same as for 2022.

4. Wellbeing survey

The board has been considering whether to use the same staff survey as used previously, or to move to a new survey – the NZCER Wellbeing Survey (recommended to be completed every second year). The board had agreed at the end of 2021 to move to the new survey. Luana noted that it would be easiest to use the same one as before, but the NZCER one would provide a wider picture of wellbeing (more 360deg feedback). Also aligns with students' survey.

The board agreed to ask staff to complete the NZCER Wellbeing Survey by Week 5 of Term 1 2023. Depending on the results, specific questions (not the whole survey) could be followed up on in 2024.

5. Staffing update (in committee)

6. Principal's appraisal (in committee)

Meeting into committee: 8.10pm

Meeting out of committee: 8.20pm

7. School fair health and safety plan

At the last hui, the board noted the health and safety plan and had some queries. Anna from Home & School has provided an updated health and safety plan, and notes the following:

- Bouncy castle is tethered with sandbags and stakes; wind will be assessed before set up and during operation, and it will be taken down if there are any concerns;
- Extra sunblock stations added;

- Vehicles and people on the field during set up and pack down: gate will be marshalled before and after;
- Confirmed that neither archery nor pizza are going ahead.

8. School policies (Digital Technology and Cybersafety)

At the last hui, the board reviewed the existing policy and questioned some of the terms used.

Agreed to confirm wording and approve at the next meeting.

9. Staff morning tea

Board agreed to shout a staff morning tea at 10.45am on Thursday 8 December. HVS will be receiving its Enviroschools Green-Gold accreditation on this day, and board members could be present for the presentation.

Karakia.

Meeting closed: 8.30pm



Sds Bishop
BOT Presiding Member

8/12/22 .

