

# Houghton Valley School Board of Trustees Meeting Minutes

Tuesday 25 October 2022

**Karakia.**

**Meeting opened:** 7:05pm

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

**Apologies:** Bret McKenzie

**Conflicts of interest:** Nil

**Last month's minutes:** Approved.

## 1. Principal's report

- Aotearoa New Zealand histories curriculum kicked off last week with our Haewai hikoi! Connecting with experts with our local community, such as Dr Grant Corbishley (Houghton Valley Progressive Association and Seeds to Feeds), who did his PhD on the history of the valley, and Brenda Cheyne who runs the Alice Krebs peace lodge. The weather was very mixed during the week so some aspects were shortened on some days. There will be follow up classroom work.
- The Student Council led a gold coin fundraiser for the Houghton Valley Community Hall last week (sadly the copper piping was stolen which has damaged the roof and exposed asbestos), which raised \$250 for the Association.
- Very busy Term 4 coming up with athletics, camp, and fair. Going for our Enviroschools Green-Gold status (currently on Silver).
- Roll is tracking well, especially with new entrants coming in, and has this entitled us to some extra funding from the start of October. Zone is open at the moment for 2023.

## 2. Budget

Seb talked about the draft 2023 budget, which he and Luana have gone through with our representative from Education Services. The school is in a healthy financial position with no fundamental concerns. Next year is forecast to be a deficit budget of around \$45k but there are still a few items to firm up and we have been very conservative in the draft. Still waiting to hear from the Ministry of Education on some aspects, such as how much they will fund support staff, and this might not be confirmed until early next year. The budget does not need to be approved until around February. Noted that the school holds a comfortable level of cash reserves (comparative to other schools) which will allow us to meet a deficit budget if necessary. Noted pros and cons of using the cash reserves.

Luana noted that for the September accounts, there are no new items of concern or significance that we need to be aware of. The auditor's initial site visit has occurred for the 2022 Auditor Accounts, so we are on track for the audit report in 2023.



### **3. Property update**

Luana noted that HVS has accepted the tender from Peryer Construction for the upgrade and modification for Blocks H and B (junior block, and library), and it has come in under budget with \$300k in contingency. Work will start in January 2023. The project has been split into two stages. Stage 1 (January – June) is the library and admin roof. There will be no access to the library during this time, but may look at shifting books into the hall for the whole year. Stage 2 (June – December) is the toilets and the junior classrooms 5-8, with Ngaio to have a pitched roof. Those classrooms will need to be relocated to the (newly renovated) library, Nikau (current empty room), and the hall during the Stage 2 work. In terms of hazards, some (intact) asbestos has been identified, and there are some older parts of the school that have lead paint under many layers of other paint. The main issue is leaky windows.

Acknowledged there are challenges teaching and learning during renovations. However, the result will be well worth it. The project timeframes given are conservative so it may be completed more quickly. The company is also experienced at building in a school environment. The changes for learners won't happen at the start of the year; transitions will be worked through carefully.

### **4. Staffing/recruitment/staff wellbeing survey (in committee)**

Meeting into committee: 7.50pm

Meeting out of committee: 7.55pm

### **5. Camp health and safety**

Luana noted that the Year 5-6 camp will be held from 14-16 November at the Makahika Outdoor Pursuit Centre. Luana tabled the risk analysis folder that has been prepared by Charles as the teacher in charge of the Year 5-6s. The board noted the comprehensive level of information provided. Transport will be via bus, which is safer and easier than private cars.

### **6. School fair health and safety**

Luana noted the plan which has been submitted by Home and School. All activities are assessed for risks, and descriptions given of how risks will be mitigated. There will be first aid and medical staff on site. The fair is still a school event although it is held on a Sunday.

The board asked about bouncy castle safety in the event of strong winds; whether heat/sunstroke/sunburn have been identified as risks (as it can get very hot down on the field); whether there is sufficient set up / early hazard identification (and at pack down) where there can be a lot of children and vehicles moving around. Luana will pass on these concerns to the author of the plan. The board passed on its acknowledgements to all volunteers.

Seb also noted that Ronja from Home & School will come to the next Board meeting.

### **7. School policies**

The following two policies were reviewed and approved with no changes made.

#### *Health, Safety, and Welfare Policy*

Noted that all staff have access to the hazard register. All accidents which come to the office are captured in the injury and incident register. There is specific planning for EOTC



(education outside the classroom) activities such as the camp. Noted that EOTC venues often have their own comprehensive risk management plans in place.

### *Alcohol/Drugs and Other Harmful Substances*

The school and grounds are smokefree. Discussion around whether the policy permits social activities on site at which alcohol could be available to parents (yes in theory, so long as after 6pm when there are no students at school, and the supply meets all alcohol rules and regulations such as having a licence).

The following policy was discussed and changes suggested.

### *Digital Technology and Cybersafety*

Discussed phone use at school. Probably more than half of students have a phone.

Questioned whether the terms cybersafety and cyberspace are current - why not use online? Luana to check which phrases are used in the cyberagreement that children must sign (Years 1 and 2 have a simple class agreement; Years 3 and above have access to a Google drive and Gmail.)

Also, are children being taught how to speak up if they encounter problems? Agreed to include a phrase along the lines of "HVS will encourage children to identify and speak up if they find any inappropriate behaviour or content online."

The two points described above to be included in the policy and reviewed and approved at the next meeting.

## **8. Photography and website**

Mike gave an update on the project. Vanessa is keen to continue to help with the website shape and content. Ana offered to help with the photography (she has videographer experience), thanks Ana!

### **Karakia.**

**Meeting closed: 8.55pm**

Seb Bishop, Bot Presiding Member  
Mike Brough, Board Member



