

## Houghton Valley School Board of Trustees Meeting Minutes

Tuesday 27 September 2022

**Meeting opened:** 7:05pm

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

**Apologies:** Bret McKenzie, Georgie Ferrari


**Conflicts of interest:** Item re Council, roading – Seb noted that he works for the WCC.

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

### 1. Staff presentation – Better Start Literacy Approach (BSLA)

Miriam gave a presentation on the BSLA, which has been in the media lately. BSLA is a structured literacy approach (way of teaching reading). Early literacy is a good indicator of later educational achievement. Some key points:

- Programme started at school last year but paused due to COVID-19.
- BSLA is an evidence-based programme. Difference to other structured literacy approaches in that it is very explicit (specific, prompt feedback); books represent the NZ cultural context; hits 'Tier 2' supports for learners who require additional support, with a monitoring assessment after 10 weeks.
- It offers free professional development for teachers, and free resources, whereas Reading Recovery (based on a whole language approach) cost around \$40k p/a last year for only around 5 students.
- Based on learning at the phoneme level, not the word level (memorisation). Words are taught according to their phonics pattern. Deconstructing the code of reading. Misread words are sounded out, rather than guessed based on the story/context.
- Follows a clear, four-phase sequence, and the accompanying books are based on the different sequences.
- Children are able to learn and apply the skills very quickly. After 10 weeks, 81% of children are scoring as 'proficient' – compared to children using the whole language approach – takes 6 years to achieve same level of proficiency. The assessment process is also fun for children! Datasets show a huge improvement across the different areas of assessment.
- The reading books might appear 'boring' to adults and a little clunky to read, but there is strong evidence that the programme is helping children learn to read and write. Words and characters are repeated throughout the series.
- BSLA is funded through a research project run through the University of Canterbury, and all resources are available in hard copy and online through UC.
- High impact on Pasifika and Māori students. Resources are in both English and Te Reo Māori.
- Children who are not meeting the achievement level at 10 weeks are supported through Tier 2 and Tier 3 programmes to catch up.
- Currently, HVS is working through weeks 11-20 and 21-30 of the BSLA. Looking back to compare data year on year. Exploring options for Years 2-6. Creating literacy

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pathways for HVS that targets learners' needs and is consistent across the school. Exploring the professional and learning development needed for staff from Year 0-6.

- Schools are asking the Ministry of Education to continue to fund the BSLA programme when the UC research programme finishes.

What can the Board do to support BSLA? Data shows that the BSLA is working for children in reading and has a flow-on effect on spelling and handwriting. But it may require more resourcing out of HVS funds in future years. However, the school is saving on reading recovery costs.

Miriam will give a presentation on the BSLA at the next Home & School meeting.

Seb thanked Miriam for her presentation.

## 2. Principal's report

### *Out of zone proposal*

Luana proposed that HVS advertise out of zone enrolments for 2023, for the following cohorts: 10 spaces for Year 1, 5 spaces for Year 4, and 5 spaces for Year 5. These are our smallest cohorts; other year groups are quite full. The plan is to advertise the proposal from 28 September to 19 October 2022.

The proposal was agreed to.

### *Principals' conference*

Luana attended the recent conference in Ōtautahi.

### *Production*

Amazing production, credit to all students and staff!

### *Upcoming change to Ministry of Education funding structure*

HVS has not fared well in new changes to how schools are funded using the Ministry's new Equity Index and Isolation Index, although we are similar to other Wellington schools in this regard. In budget terms we are expected to be almost \$10k down, which is significant. Additionally, teacher aides were formerly paid directly by the Ministry but this may change (and this would be around another \$10k loss). The worst-case scenario is that HVS will be \$20k down and will have to trim costs in other areas to manage.


## 3. Budget

No items of significance that are of concern. Have received \$7700 from Home & School. Still high levels of teacher illness, which has a significant impact on salary costs.

Budget discussed and noted by the board.

## 4. Lowering speed limit and other possible road changes around school

Seb and Luana met with the Wellington City Council to discuss upcoming changes to traffic laws. There will be a 30km blanket limit around all Wellington schools. The proposal will be released mid-2023, and implemented in 2024. Other local options are improving signage and raising the traffic crossing (speed bump). HVS can make a submission when the

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proposal comes out next year, on aspects such as where the 30km limit stops/starts. Community and local businesses etc will also be invited to provide feedback.

The school does make submissions on topics on this from time to time, so this would not be unusual.

Luana also advised that the #23 bus may be out of action for 4 months from November due to resealing on Hornsey Rd. This will affect some students' transport.

#### **5. Community/whānau engagement: Relationship with Home & School**

It is important that the Board has a close relationship with H&S. Seb has met with the co-chairs Flic and Ronja to discuss. Actions: invite Flic and Ronja to the Board's November meeting, for them to present the plan for the coming year. At least one Board member to attend H&S meetings. Next H&S is 7.30pm, Tuesday 1 November 2022. Mike to attend (as Seb will be away).

Noted that the fair is a H&S event, though the Board needs to approve the health and safety plan.

Noted that 85% of funds raised by H&S goes to the Board.

#### **6. Staffing topic**

Meeting into committee: 8.05pm

Meeting out of committee: 8.15pm

#### **7. Focus for BOT next 12-18 months**

Luana suggested that upcoming areas of focus should include:

- ERO review - this includes a governance audit, which the board should be across (what governance looks like from an ERO viewpoint). Compliance checklist will be provided to work through.
- Strategic view - what the board is doing, what are members hearing on a regular basis, do members understand their roles as governors.
- Hautū - governance tool used previously by the board; could come back to this either as a one-off, or regular reviews for meetings where there is less on the agenda.
- Luana recommended the NZSTA training for members. The NZSTA advisors can also attend meetings on request.
- Strategic planning process (current plan developed 3 years ago).
- Curriculum refresh – eg Aotearoa history (notwithstanding that HVS is starting this in Term 4).

Agreed useful to start these discussions and come back to them. Try to alternate operational with more strategic meetings.

#### **8. Any other business?**

Mike has located a great freelance photographer who can do the website work relatively cost-effectively. Suggests school fair photos and a sunny day in Term 4 to showcase the grounds. Luana noted that Vanessa is still working on the website, and images would help with this – Mike to connect Vanessa with the photographer.



Staff wellbeing survey is coming up.

Summary received from Nicola O'Halloran (NZEI representative) – asking for Board to sign a statement of support. Agreed. Action: Luana to include this in the next newsletter.

**9. Next meeting date**

Confirmed 7pm Tuesday 25 October 2022.

**Karakia.**

**Meeting closed: 8.50pm**

Sub Bishop Bot Presidents Member  
Mike Broagh Board Member

