

**MINUTES OF THE BOARD OF TRUSTEES MEETING
HOUGHTON VALLEY SCHOOL
WEDNESDAY 18 MAY 2011**

1 Welcome and Apologies

Present: Barry Schon (Principal), Juliet Mollan, Ross Pickard (Chair), Oliver Valins, Victoria Askew (Minutes Secretary), Sarah Fussell-Quarmby, Peter Holmstead

Absent: Susan Langston, Adele Murray

2 Minutes of the previous meeting and matters arising

2.1 Oliver moved that the minutes of the 13th April 2011 meeting be approved. Seconded by Juliet. Resolution accepted.

2.2 Action points from previous meeting:

Action points from the previous meeting		
Ross	Ross to write BOT Spot.	Yet to be done.
Barry	Follow up with Pat in two weeks with regard to Parent Evening.	Done
Barry	Email out Audited accounts to BOT for approval.	To be discussed tonight.
Barry	Look into costs for a new classroom.	Yes
Ross	Review Principal's Performance Agreement plan.	Yes
Ross	To write concluding comments in 2010 Annual Report.	Yes

3 Chairperson's report

3.1 No report tonight.

4 Correspondence

4.1 Correspondence circulated.

5 Finance

5.1 Barry presented details of the school accounts. All on track.

5.2 Audited Accounts were presented (only arrived today). Ideally this should be signed off tonight – the Board have agreed to sign tonight but hold until Friday to give Trustees the opportunity to read through & email Barry with any questions. Barry queried the varied Depreciation %, which he will seek clarification.

6 After school care

- 6.1 Going well. Katy has put in her resignation, last day being 17th June.

7 Property

- 7.1 Property Report – Besides the indoor painting etc coming up, Barry would also like to include the re bracing under rooms 1 & 2, the leak in the main block and a window installed at the end of room 4 – together to make one ‘mini project’ that Ashby’s can arrange quoting for and claim from the 5YP funds. This is seen to be more of a Health & Safety issue. Barry moved to access the 5 Year Property Plan funds (also including consultants fees paid to date), which would also pay for the Project Management. Seconded by Ross. Resolution accepted.
- 7.2 Earthquake strengthening – Re bracing of rooms 1 & 2 is being quoted.
- 7.3 Classroom space issue – Basically, there are four main issues:
- Out of zone enrolments.
 - The way that the Ministry calculates class numbers – done in July.
 - The ‘in lieu’ amount.
 - The way that the Ministry provides space – even if you’re entitled to the space, you get added to a list.

The Solution: Firstly, look at getting the measurements of classrooms re-done. Ross Chalmers from MOE is also willing to look at classroom numbers as at 01 October. Perhaps to re survey the zone is also an option, to get a more accurate picture of numbers. This could be done with a mail drop - Sarah offered to draft a distribution letter.

8 Curriculum and Achievement

- 8.1 ICT Report (presented by Peter Holmstead). Report tabled. In summary, a ‘teacher release’ is used for this role. A day is set aside each week to teach kids (in the morning), and service other technical issues (in the afternoon). For example, Katie’s class wanted to create a PowerPoint presentation about Landmarks. Peter showed them the mechanics of doing PowerPoint (adding slides, pictures, effects etc). The Juniors just mainly learn how to turn the computer on & off, log on and perhaps type in Word. Seniors tend to use Publisher and understand how to use wireless connections etc. We now need to look at updating/upgrading computers (recommend full size laptops). The desktop computers are aging also with screens & power supplies are starting to fail. A continuous bench with computers on top would also be a benefit, having correct heights for kids and wiring stored tidily underneath. Barry and Peter are to investigate costs for new/second hand computers. Bench tops to be looked at later, as well as the possibility of getting a colour Laser jet printer?
- 8.2 School Entry Assessment Report – Report tabled. Building on what children know at five years of age (completed on new entrants six weeks after they have started school).

9 Principal’s report

- 9.1 The principal’s report was tabled. Overview:
- Specialist art teacher has started in the school and going well.
 - Evacuation practice.
 - There was a maths training day for teachers over the holidays.
 - Senior children have started swimming lessons this term.

10 NAG 1: Curriculum Requirements and Student Achievement

10.1 See ICT report.

10.2 See SEA report.

11 NAG 2: Documentation and Self Review

11.1 See charter review meeting outline.

11.2 See request from Education Review Office.

12 NAG 3: Employer Responsibilities

12.1 Principal's performance agreement has been rewritten with outcomes clearer.

13 NAG 4: Finance and Property

13.1 See Property Report 2011.

13.2 See 'Classroom Space and HVS v2'.

14 NAG 5: Health and Safety

14.1 Home and School agreed to fund emergency supplies \$900.

14.2 Sawrey Structural Engineers have carried out measurements of Room 1 and 2 foundations and will write a report with recommendations.

15 NAG 6: Administration

15.1 The school roll is 185.

16 Strategic Goals

16.1 2010 Annual Report – Has now been completed.

17 Policies and Procedures

17.1 Financial Planning Policy: Approved by Oliver. Seconded by Barry. Resolution accepted.

17.2 Financial Condition Policy: Approved by Barry. Seconded by Sarah. Resolution accepted.

17.3 Asset Protection Policy: Approved by Oliver. Seconded by Sarah. Resolution accepted.

18 Special Issues

18.1 Leave Approval for Aleksandra Alagh (1st Aug – 7th Oct). Moved by Barry. Seconded by Sarah. Resolution accepted.

- 18.2 Leave Approval for Jasmine Pritchard (6th Jul – 11th Aug). Moved by Barry. Seconded by Juliet. Resolution accepted.
- 18.3 Charter Review – Barry has made a mock pamphlet that could be sent out to families (the week before the Parent Evening) with questions which will be asked on the Parent Evening (8th June). The order and content of the questions 1-6 were discussed.
- 18.4 Principal's Performance Agreement v2 – tabled.
- 18.5 ERO request – A letter was received from ERO requesting we complete a survey to assist them with for when they review schools (to improve their general process).

19 General Business

- 19.1 Next Home & School meeting – 31st May (Oliver to go)
- 19.2 Next BOT Meeting – 22 June 2011

Action points from meeting	
Ross	Ross to write BOT Spot.
Barry	Audited Accounts – follow up with any queries and return signed Accounts.
Barry	Complete ERO Survey & return.
Barry	Quoting via Ashby's for re bracing Rms 1&2, install new window Rm4, fix leak in main block.
Barry / Peter	Source costs for new/second hand computers (laptops and desktops)
Barry	Arrange re-measuring of classrooms.
Sarah	Draft copy of distribution letter for future school roll numbers.

Meeting ended at 9.05 pm

Signed

Ross Pickard, Chair, Board of Trustees