

**MINUTES OF THE BOARD OF TRUSTEES MEETING
HOUGHTON VALLEY SCHOOL
WEDNESDAY 13 APRIL 2011**

1 Welcome and Apologies

Present: Barry Schon (Principal), Juliet Mollan, Susan Langston, Adele Murray, Ross Pickard (Chair), Oliver Valins, Victoria Askew (Minutes Secretary), Sarah Fussell-Quarmby, Monica Mercury

Absent:

2 Charter Review

1.1 Pat Manning – planning the consultation.

Barry is to start putting information into the school newsletter about the charter & produce a pamphlet to go home.

Parent Evening (8th June):

Pat suggested that starting from a blank slate for parents may be more productive. Use the feedback received on the evening to match up with the charter. Use leading questions to open up ideas. Missions & Visions is what we'll get out of what the parents say. Susan said discussions in small groups (6-7 people) have worked well in the past, with everyone moving around in groups to different tables. Feedback received had had a general "flavour" (similar thoughts) but there were some extremes as well. A variety of questions included: strengths and weaknesses of the school; what do you want to see more of; using the environment (being green). It's good to focus questions about what we want to know.

What questions should we ask now? Ideas should be given to parents before the meeting to give them a chance to mull them over. Also information on what the charter is all about, and things they could think about before the evening.

Questions could be:

1. What do you think our community values?
2. What does the school do really well for your children and continue to have?
3. What do the parents think about the school?
4. What would you like the school to do more of?
5. What achievements do you hope your child will make by the time they leave?
6. What sort of values do you want the school to promote?
7. What would you like the school to develop over the next three years?
8. What cultural expectations do you have?

Suggest running an evening similar to Bangers & Maths with kids bringing parents along Making it a social evening We ask the parents, what the three most important things you would like to see in the charter (use stickies/post-its to vote)? The parents work on a question at each table, then move tables for the next question. Time needs to be allowed at each table to introduce the question and its meaning. Discussion should be a very important part, followed by a verbal sum-up on the three most important ideas.

It was concluded that there would be six tables. Pat to introduce the evening. Barry & Monica to welcome & do warm-ups. Parents write down ten(?) ideas. The list is then condensed by the teaching staff before voting with stickies. Then discussion would take place about what's been voted at the end of the evening. BOT would then meet to discuss feedback at the next BOT meeting.

Questions to use are:

1. What does the school do really well for your children and continue to have?
2. What does the school do for you and the community?
3. What would you like the school to do more of?
4. What sort of values do you want the school to promote?
5. What achievements do you hope your child will make by the time they leave?
6. What would you like the school to develop over the next three years?

A Maori consultation will be held on the 1st June. This would probably be an evening together to discuss about what we're doing and how the kids are going (not individually but in general). The focus would be on how things are going now. It would be a smaller discussion group (13-14 families). They will also be invited to join the main community evening.

Senior kids (yrs 4-6) are also to be consulted.

Barry to follow up with Pat in a couple of weeks.

3 Minutes of the previous meeting and matters arising

- 3.1 Barry moved that the minutes of the 23rd March 2011 meeting be approved. Seconded by Ross. Resolution accepted.
- 3.2 Action points from previous meeting:

Action points from the previous meeting		
Ross	To write BOT Spot.	Not done. Bit busy. Will endeavour to do this work.
Susan	To email out Finance report.	Done.
Barry	Feedback to BOT about tender outcome for kitchen & toilet renovations.	To be discussed this evening.
Barry	Charter review – arrange with Pat Manning to come back in, to frame up for a parent meeting.	Done.

4 Chairperson's report

- 4.1 On behalf of the Board, Ross congratulated Barry for making the BOT at Rongotai College.

5 Correspondence

- 5.1 Minor email correspondence from Ross. Barry received a survey for charter return.

6 Finance

- 6.1 Audited accounts came through today. As they need approving, Barry will email out to BOT by Friday for return approval. Reserves account was reinvested on Tuesday (until 6th Jan). Lynette highlighted in last report how the Reserves have gone down, due to the kitchen. It dropped 59K last year, as 100K was spent on assets. Now the kitchen is complete, we need to watch our spend. We need to start thinking about spend in future years. Last year's deficit ended up a lot smaller than thought. Barry thanked Susan for her work.

7 After school care

- 7.1 Going well. Uptake this term is higher than last year (even with the extra week in term). Everything is running smoother, a more relaxed and happy place. Katie is due to have a baby soon so is likely to resign.

8 Property

- 8.1 5 Year Property Plan projects – progress: Largest tender 72K and smallest 51.5K. Not included in the design was replacing wall linings, so additional costs were priced to do this. 8K was priced for the two kids toilet areas - to be lined with a tougher lining and painted (easier for fixing later on if damage occurs). 8K was priced for the staff toilets (using Hardiglaze). 78K is the combined cost for both toilet areas and staffroom kitchen. Cost was approved by all. Barry is impressed with Ashby Property Services acting as Project Manager. Barry would be keen to use Ashby's for future projects as the school's appointed Property Manager. Ross moved that costs for renovations be accepted. Seconded by Susan. Resolution accepted.

- 8.2 Earthquake strengthening: To date, the outside wall has been knocked down.

- 8.3 Emergency Preparedness: Barry attended a presentation by GNS Science. Barry has changed his thought that people are very likely to come to the school, either for help and/or to offer assistance. Thought we might ask families to donate a can of food each, and store supplies around the school. Tinned food to be changed annually. 10 litre bottles of water can be obtained from the Council (costing \$5 each). Survival blankets to be purchased (costing \$3 each). Tarpaulins should also to be obtained for if we couldn't go back into the building (to offer outside cover). Toilet facilities need to also be looked into (bucket & bags). It was suggested that H&S might like to assist with this, however Barry is keen for H&S to focus on covering librarian costs at this stage.

- 8.4 Revised painting plan: "Men in White" have made up a revised plan. Barry moved to approve 10 year painting plan, seconded by Ross. Resolution accepted.

- 8.5 Classroom: Barry has been trying to get factual information:

1. Accept children out of zone

2. When MOE calculate kids in school, it's done at a time when there's still 15-20 more children to come in.

3. When the school hall & Mahoe were built, a lump sum of money was given but we fell short of space used. This seems to be a very common situation amongst schools, sitting in deficit. Barry felt it is important to put something together to summarise the situation. Forecast for 4th term, we are going to have to use the foyer again.

So what to do now? The position for a new classroom would be ideal over the bank by lower court, or where the junior playground area is. Barry could write up a summary and look at what a classroom would cost. Barry to send an email out to various school Boards who have had previous classrooms added to check out costs. Sarah offered to assist with leading this project, hence a sub committee formed. Annette King has been helpful in the past

9 Curriculum and Achievement

- Maths PAT Report: We should be really happy about tabled results on the whole. Reasons for overall improvement could vary – the cohort of children, tests becoming more familiar to children, but mostly teaching has improved.

10 **Principal's report**

- 10.1 The principal's report was tabled.
Flying fox platform had slumped but has been corrected at no charge.

11 **NAG 1: Curriculum Requirements and Student Achievement**

- 11.1 Maths PAT Report.

12 **NAG 2: Documentation and Self Review**

- 12.1 Roll Return & draft Annual Plan tabled.

13 **NAG 3: Employer Responsibilities**

- 13.1 Gillian Menaker has replaced Adele Murray who is now on parental leave.

14 **NAG 4: Finance and Property**

- 14.1 Design and price for renovations accepted.
14.2 Approval of revised painting plan.
14.3 Classroom space issue.

15 **NAG 5: Health and Safety**

- 15.1 Wall demolished.
15.2 GNS presentation about earthquake safety.

16 **NAG 6: Administration**

- 16.1 The school roll is 183.

17 **Strategic Goals**

- 16.1 2010 Annual Report – Report to be sent end of May and loaded onto the website, once Ross has written concluding comments. Ross to mention in BOT Spot.

18 **Policies and Procedures**

- Electronic attendance register approval: Policy confirmed justified absences. Unjustified is where parents haven't advised the school of absences in a reasonable period of time. Barry moved to accept, seconded by Oliver. Resolution accepted.
- Leave policy: Need to put in expectations about what is reasonable. Barry has discussed this with staff whom seem to be in agreement. Barry moved to accept Leave policy. Seconded by Susan. Resolution accepted.
- Self Review policy – tabled. Moved to accept by Barry. Seconded by Sarah. Resolution accepted.

- Personnel policy – tabled. Moved to accept by Barry. Seconded by Sarah. Resolution accepted.

19 Special Issues

- Enrolment scheme – tabled. Agree to A. We reserve the right to change. Moved by Barry. Seconded by Oliver. Resolution accepted.
- Principal's Performance Agreement – Oliver suggested this should flow from goals set through the school. Barry reasoned it is based on the strategic goals of the school. Ross to review plan. More re-jigging rather than re writing. New Entrant booklet to be established in due course.

20 General Business

- H&S situation – as nobody is prepared to take over the Chairperson's role, we may have to be taxed on any fund raising activities. Sarah would be happy to Chair for term 2 as a temporary role, so we don't lose fundraising. BOT is happy for Sarah to do this if no alternative.
- Next Home & School meeting – 10th May (Juliet to go)
- Next BOT Meeting – 18th May 2011

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

Meeting ended at 9.40 pm

Signed

Ross Pickard, Chair, Board of Trustees