

**MINUTES OF THE BOARD OF TRUSTEES MEETING
HOUGHTON VALLEY SCHOOL
WEDNESDAY 23 MARCH 2011**

Present: Barry Schon (Principal), Juliet Mollan, Susan Langston, Adele Murray, Ross Pickard (Chair), Oliver Valins, Victoria Askew (Minutes Secretary)

Absent: Sarah Fussell-Quarmby

1 Minutes of the previous meeting and matters arising

1.1 An amendment made to the previous minutes – Point 10: Draft achievement targets were tabled in committee, due to the possibility of individual children being identified.

1.2 Barry moved that the minutes of the 23rd February 2011 meeting be approved. Seconded by Susan. Resolution accepted.

1.3 Action points from previous meeting:

Action points from the previous meeting		
Juliet	To write BOT Spot.	Didn't do. Juliet felt Barry had covered this sufficiently. Ross to write next BOT Spot as the newly elected chairperson.
Barry	To write a notice in the next newsletter about charter discussions coming up soon.	Will follow up this evening.
General	To think of an acceptable thank you present for Fiona Brown.	Barry to organise a gift to present to Fiona on her last day. There will be a special presentation in assembly, followed by afternoon tea.

2 Chairperson's report

2.1 No report. Ross questioned whether a report was necessary unless of course there are issues that need to be followed up? Written reports will be done prior to meetings, if required. Ross will also report on Principal's Appraisal and any pre Board meeting discussions with Barry.

3 Correspondence

3.1 Correspondence circulated.

3.2 Ross reported that 'Boards Taking Action Coalition' had made a request to remove any reference to National Standards in our school charter. BOT group denied this request as we have taken a pragmatic view at giving National Standards a go.

4 Finance

4.1 Susan has prepared a report which will be emailed out to BOT members. Not a lot to report, same as last month. An investment is due on 11th April. The end of year accounts have been delayed due to illness, therefore an extension has been arranged through an auditor.

5 After school care

- 5.1 No report, but all going well.

6 Property

- 6.1 5 Year Property Plan projects – progress: Renovations for the staffroom kitchen and toilets (both male & female). Drawings have been completed and feedback made for changes. The plumbers have been in. It has now gone out to tender. Barry has a meeting on 1st April to discuss the three tenders with the project manager. SCHWASS (who have previously completed work at the school) is one party invited to tender. Time line is looking good. Barry is to make the final decision with guidance from the project manager, and will email BOT members with decision. As not all work will probably be completed over the school holidays, porta-loos may be required whilst toilets are being completed (start of Term 2).
- 6.2 Earthquake strengthening: HVS has paid to have someone come in & look at earthquake strengthening mainly of the two prefab classrooms (1&2). Sawrey Structural Engineers are to send someone out to see what is required to make it safer and complete a report. This prefab was built in 1990, before the building act was changed. The wall in the top court (used for kicking balls against) must come down.
- 6.3 Quotes for wall removal: Quotes ranged from \$1,687.00 to over \$3,000.00 to demolish wall in top court. The \$1,687.00 quote is the most acceptable. Barry moved to approve this quote. Seconded by Ross. Resolution accepted.

7 March roll return tabled

Roll return was tabled. Moved by Oliver. Seconded by Susan. Resolution accepted.

8 Special Issues

- 8.1 Charter review next steps and outline: Draft copy of more specific time line tabled.
- Week 11 - Next BOT meeting, will plan to get Pat Manning back and frame up for a parent meeting, as well as Monica Mercury, to consult with Maori whanau.
 - Week 1, Term 2 – Begin weekly charter segment in newsletter.
 - BOT meeting on 18th May – Approve final parent meeting format for Maori consult and whole school consult, and final version of pamphlet/written feedback option.
 - Week 4 – Consult with teachers at staff meeting, followed by support staff.
 - Week 5 - Maori whanau consult meeting followed by children.
 - Week 6 – Whole school meeting run by Pat Manning.
 - Week 7 - Meet & synthesise responses.
 - Week 8 – Review at BOT meeting (22 June).
 - Term 3 - Present draft charter at first BOT meeting for approval.

This creates a lot of meetings in June. BOT will need to be at the whole school & Maori consult meetings and the synthesise meeting. Plan looks good.

It was decided that a community survey should not run in tandem with the charter. This should be held separately further down the track as a follow up. A community survey will be completed at the end of this year.

8.2 Annual Plan 2011 – Strategic Goals:

- Goal One – All students achieve success in their learning. Targets are made up of Local Targets & National Standards Targets.
- Goal Two – Curriculum programmes provide opportunities to develop key competencies of: Managing self / Relating to others, Participating and Contributing / Thinking
- Goal Three – Tikanga Maori and Te Reo are integrated into school life.
- Goal Four – Our students have a diverse range of learning experiences.
- Goal Five – Our school has an active partnership with its community. It is a community place so good to have the likes of yoga, community meetings, and sports practices inside during the winter.
- Goal Six – Staff members are themselves lifelong learners who inspire students.
- Goal Seven – The school actively reduces its impact upon the environment.

Juliet questioned why kids be retested? Barry got teachers to look at their class and make a judgement to compare a child's performance overall in the classroom (as often better) to a one-off test. Barry has made posters for teachers to help remind them of targets – targets set are ambitious but not unrealistic.

Oliver enquired if Barry had enough resources /funds to achieve set targets? A learning support teacher, or maths recovery teacher would be a nice addition, but not financially viable at this present time. A suggestion was made that maybe H&S could fund the librarian completely so as to free up resources.

Tracking of “targeted kids” that need to meet target needs, to be reviewed throughout the year. Teachers monitor achievement. Barry to report back curriculum achievement in August.

Barry moved to accept Annual Plan. Seconded by Ross. Resolution accepted.

9 Curriculum and Achievement

9.1 Achievement Targets 2011-03-22

- Were presented in committee, due to the possibility of individual children being identified.

9.2 Reading Comprehension PAT Report

- Shows a Bell curve distribution. We would like more children in stanines 8 and 9. Will assess again at the end of the year. STAR is probably easier, but it's good to have different testing systems to give a more accurate picture.

9.3 STAR report

- Tables show a comparison between last year and & this year. Good results for this year. Reading programmes are having an effect. Want lots in 7, 8 & 9. Maori achievement is really good. This is a reflection of hard work from both teachers & kids.

9.4 SWELL data comparison 2008 – 2010

- Every year for the last three years, all South Wellington schools have sent their STAR & PAT to the data team. There are 10 schools to show comparison. As a cluster we have got better during 2009-2010. Maths as a cluster is a bell curve, but we are improving. This year's maths PAT is much better than it has for the last four years. This could be due to a variety of reasons....the format, kids are getting use to it, kids are getting better, teachers are doing well etc. Oliver enquired about any inter school competitiveness with the results. The idea is to assist other schools if need be and/or basically share ideas so we can all achieve.

10 Principal's report

10.1 The principal's report was tabled.

11 NAG 1: Curriculum Requirements and Student Achievement

11.1 Achievement targets were tabled in committee.

12 NAG 2: Documentation and Self Review

12.1 Roll Return & draft Annual Plan tabled.

13 NAG 3: Employer Responsibilities

14 NAG 4: Finance and Property

14.1 Preliminary designs for renovations to toilets and kitchen approved.

14.2 Barry to meet with MOE to further discuss classroom accommodation situation.

14.3 Change of security provider from Signature Security to Recon.

15 NAG 5: Health and Safety

15.1 Quote received for wall demolition outside room 5 (for earthquake safety). Sawrey Associates Structural Engineers to report on foundation strengthening of rooms 1 & 2.

15.2 Barry to attend an earthquake preparedness presentation on 24th March.

15.3 Adele Murray has attended a first aid refresher course. Other staff to complete an on-site version later in the term.

15.4 A school policeman visited HVS this week to see how the "road control" was going. As no further action has happened, he will bring in all the necessary gear to get it started.

15.5 Two recent broken arms have been reported.

16 NAG 6: Administration

16.1 The school roll is 179.

16.2 A very big thank you to Vanya Schoeler for her time and dedication as Home & School Chairperson.

17 Strategic Goals

18 Policies and Procedures

- Electronic attendance register – HVS need to establish protocols. The logistics of entering information is probably quite straight forward. Roll to be taken each morning and after lunch. Attendance rates to be reported in the third term.

