

**MINUTES OF THE BOARD OF TRUSTEES MEETING
HOUGHTON VALLEY SCHOOL
WEDNESDAY 16 NOVEMBER 2011**

1 Welcome and Apologies

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

Absent:

2 Minutes of the previous meeting and matters arising

2.1 Juliet moved that the minutes of the 21st September 2011 meeting be approved. Seconded by Barry. Resolution accepted.

2.2 Action points from previous meeting:

| Action points from the previous meeting | | |
|--|---|------------------------------|
| Barry / Sarah | Letter to MP Chris Finlayson, Annette King, Property National Office – update | No longer required |
| Barry | Contact with MOE re suggestion that we pay for second stage and they do the design? | Done |
| Barry | Update website with correct Chair details & load minutes. | Chair details yet to be done |
| Barry | Leaks in main block and disabled toilet. | Sorted |

3 Chairperson's report

3.1 No report.

4 Correspondence

4.1 Correspondence circulated.

5 Finance

5.1 Finance details were recorded. Motion made to transfer 15K from Painting Acct to Cheque Acct and reinvest balance into Term invest. Moved by Ross. Seconded by Sarah. Resolution accepted.

5.2 2012 Draft Budget: 2012 Expenditure set at 6K less than 2011 – hoping to request 10K for librarian & 10K for E-learning from H&S. 2012 Curricular has also been set lower than 2011. A decision to be made on Budget at next BOT meeting.

5.3 Staffing usage 2011: Looking healthy (will draw some back to help budget).

6 After school care

- 6.1 Going well, although is currently running at a little bit of a loss which needs to be addressed. As after school care is independently run it shouldn't be propped up by the school. Need to track its trend and monitor.

7 Property

- 7.1 Roll growth classroom progress so far: Notes from Bruce Symmans (Geotechnical Engineer) and Presentation by Colin Russell (Architect) to BOT.

Colin presented the various site options for the new classroom, and the feasibility of these options (visual inspection made only). This includes the size, shape & layout of the classroom (similar size as Rm 3). Need to consider budget, resources, sustainability (energy, health, water, climate, resources), site/location and topography.

Options were:

- A – main car park – not ideal
- B – where storage shed is – difficult to build
- C – edge of lower court – good option
- D – junior play ground – good possibility
- E – next to sandpit – not bad
- F – grandstand site – not good for end classroom
- G – underneath classroom 1 & 2 – seismically not great

Out of these options, three sites worth viewing are C, D and E. These sites all sit ok and in summer & winter, they receive sunshine. Feasibility covers two points - 1/ Site & Context and 2/ Construction:

- C = 0 & 4 (foundations 107K) – could double up with storage underneath.
- D = 5 & 0 (foundations 85K)
- E = 6 & 4 (foundations 76K)

Where to go from here? Next steps: Consultation, Selection, Programme, Construction, Procurement.

Firstly we need to get a quick numbers cost. The cost of a Quantity Surveyor (QS) is around 3-4K. Options C & D proved to be most popular amongst BOT, and was decided that a QS report be done on C first. Barry is to contact Dave (QS) to establish cost for foundations. It was also agreed that Ashby's would be used for project management.

- 7.2 WCC 'Potentially earthquake prone' buildings (progress): Cost of whole project (doing gravity defects and earthquake strengthening) Ashby's estimate it to be about 70K - we only have 54K in our 5 yr amount. MOE may pick up the difference? By the time construction is completed (6 wks) it will be ready for start of next year. An option would be if we could pay up front out of our reserves (this would take off 3 wks) and then be reimbursed by the Ministry - but this would be subject to MOE receiving cost confirmation first. Barry to discuss situation with Ashby's – to see if we can provide costings to MOE, so as to be sure of being refunded!

8 Curriculum and Achievement

- 8.1 League tables issue – NAG2a info from NZ Principal's Federation: Barry to address.
- 8.2 Writing Levels Report: Barry to discuss at next meeting.
- 8.3 Maths PAT Report: Progress.
- 8.4 Reading PAT Report: Good progress.

- 8.5 Professional Development 2012 – E-Learning: Based on our needs – open ended.
Ross to come in and review where we're at.

9 **Principal's report**

- 9.1 The principal's report was tabled.

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

- 10.1 See Maths PAT Report.
10.2 See Reading Comprehension PAT Report.
10.3 See notes from NZ Principals' Association re NAG2a.

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

- 11.1 GOAL ONE

12 **NAG 3: Employer Responsibilities**

- 12.1 See 'in committee' rules.
12.2 See 'looking Ahead 2012' (staffing). Barry's looking for leaders with lots of enthusiasm. The BOT would like to acknowledge Liz's contribution as a permanent teacher and her leadership role within the school will be missed.
12.3 E-Learning professional development 2012.
12.4 Junior Leader and fixed term year 3 teacher positions currently being advertised. BOT member needed for panel for Junior Leader applicants.

13 **NAG 4: Finance and Property**

- 13.1 Main block leak now completely fixed as part of last property project.
13.2 See 2012 draft budget.
13.3 Roll growth classroom – See notes from Colin Russell and Bruce Symmans.
13.3 Rooms one and two – See PMIS summary.
13.4 See summary of last project.

14 **NAG 5: Health and Safety**

- 14.1 Road Patrol going well.
14.2 See Public Health info re Pertussis (Whooping Cough).

15 **NAG 6: Administration**

- 15.1 The school roll is 200.

General:

- School Fair was a great success.
- School Production 2011 was a hit!
- Juniors went to 'Songs of the Sea'.
- Teachers attended the SWELL Learning Carnival during the holidays.
- Emerson Nikora has been working with classes and teachers (Te Reo Maori).
- Rogaine a success.
- Teachers are currently writing school reports.
- And yes, we won the Rugby World Cup!!

16 Strategic Goals

- 16.1 GOAL ONE – Our children receive a strong educational foundation through the Houghton Valley School Curriculum.

17 Policies and Procedures

18 Special Issues

- 18.1 Principal Appraisal: Marlene would like to speak with parents (and another Board member) and with some of the children.
- 18.2 Enrolment Scheme: There are no 'out of zone' siblings coming to HVS next year. Motion moved that the board will not accept any 'out of zone' siblings. Moved by Sarah. Seconded Ross. Resolution accepted.
- 18.3 School Donation – Barry would prefer not to increase school donations for 2012.

19 General Business

- 19.1 Next Home & School meeting – 29th November (Sarah to go)
- 19.2 Next BOT Meeting – 7th December 2011

| Action points from meeting | |
|-----------------------------------|--|
| Barry | Contact Dave (QS) re cost for foundations. |
| Ross | BOT Spot – updates. Juliet leaving. |
| Ross | Contact Andrew Downes. |
| Barry | Update website with correct Chair details. |
| Barry | Ashby's to provide cost for MOE (for reimbursement). |

Meeting ended at 9.45 pm

Signed

Ross Pickard, Chair, Board of Trustees