

**MINUTES OF THE BOARD OF TRUSTEES MEETING
HOUGHTON VALLEY SCHOOL
WEDNESDAY 17 AUGUST 2011**

1 Welcome and Apologies

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

2 Minutes of the previous meeting and matters arising

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

2.2 Action points from previous meeting:

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Barry	Provide costings to Board of extra renovation work to be done.	Ideally included in project.
Barry	Resubmit remedial and extension, SEG Use Report at next meeting	Will resubmit.
Barry	Consider next steps in his professional development	Not yet.
Barry	Complete draft charter	Done.
Barry	Write a disaster management pamphlet	Will take some time.
Barry	Reword flyer regarding future enrolments and email to Board	No pressing need.

3 Chairperson's report

3.1 Building consent for 9th classroom is great news.

4 Correspondence

4.1 Correspondence circulated.

5 Finance

5.1 The Treasurer presented details of the school accounts. New budget figures listed. Everything is tracking just fine.

6 After school care

6.1 Due to the relocation of Rms 1 & 2, after school care is now running out of Rm 4. This is a little inconvenient to Katie Grinsted as she often likes to work after school. The numbers attending after school care are good, there's even a waitlist for one of the days. The accountant has suggested that maybe an increase in after school rates could be considered for next year?

7 Property

- 7.1 Roll growth classroom funding and actions: Need to think about where the best location would be for the new classroom? Things to consider for classroom's location include engineering, sewerage access if toilets required, accessibility etc. Also need to think about room function (office, cloakroom, toilets, storage etc). Trustees agreed a sub-committee should be established, which Sarah volunteered to lead. She will make contact with Colin (architect) and Geoff (builder) to complete a feasibility study and establish a timeline. Sarah to meet with Barry on 25th August with an update.
(NB: Sarah also discussed the possibility of Home & School acquiring a temporary storage container to store goods leading up to the fair. As this can only be hired for a 6 month period, if hired soon, it could also be used as a temporary room for teaching, and located outside Rm 3 where the dental caravan normally parks. This could be a good short term solution. Sarah to discuss further at the next H&S meeting).
- 7.2 WCC 'Potentially earthquake prone' buildings: Aurecon has agreed that remedial work is required. A temporary accommodation request was made to MOE who advised that HVS would have to fund out of our 5YA – they would only assist with funding of temporary accommodation once WCC advises that the building is unsafe.
- 7.3 Building renovation progress: Nearly ready for sign-off.

8 Curriculum and Achievement

- 8.1 National Standards target groups progress report (where teachers give feedback using target groups): A target group of 26 was selected – teachers have advised that 16 should reach standard by the end of the year, but 10 possibly/probably not.
- 8.2 League tables issue: Barry feels this is anti achievement. It hasn't proven to be successful overseas. Barry is happy to give data to MOE but resists the use of this information for the league tables. Sarah to look into this further, to check if MOE can withhold this information from journalists, who wish to publish this data.
- 8.3 Remedial and extension, SEG Use Report (retabled)
- 8.4 6 year net report (one to one reporting when the child turns 6 years of age): Good on the whole.

9 Principal's report

- 9.1 The principal's report was tabled.

10 NAG 4: Finance and Property

- 10.1 Renovations of staff kitchen, junior and adult toilets nearly completed.
- 10.2 Leak in main block has been repaired.

11 NAG 5: Health and Safety

12 NAG 6: Administration

- 12.1 The school roll is 192

General:

- Matt, Jill and Gillian attended an 'Effective Teaching' course.
- Parent/Teacher conferences have been held.
- Juniors have begun swimming lessons.

- Katie Grinsted has written a page for the Enviroschools' magazine.
- Room 4 have bought chickens!
- Yr 5 & 6 teams have been to interschool netball.
- Yr 6 children attended an EBIS open day.

13 Strategic Goals

- 13.1 Charter Draft Three: A couple of minor adjustments to make. Barry to pass it by Pat Manning for her feedback. Otherwise, it's ready to go onto the website to be viewed by all.

14 Policies and Procedures

- 14.1 Bereavement and Crisis Procedure: How to deal with the death of a student, family member or teacher. Assistance can be requested via an 0800 number for MOE Traumatic Incident team.

15 Special Issues

- 15.1 Principal Appraisal
- 15.2 Performance Management: Outline of appraisal process & observation of teachers.

16 General Business

- 16.1 Term dates 2012 – It was agreed that Term 1 would start on 7th February and Term 4 would end on 14th December (option 1).
- 16.2 Letterbox drop
- 16.3 Next Home & School meeting – 6th Sep (Oliver/Sarah to go)
- 16.4 Ross suggested dinner out at Elements – 7th September
- 16.4 Next BOT Meeting – 21st September 2011

Action points from meeting	
Barry/Sarah	Update on new classroom location.
Barry	WCC earthquake prone report – update.
Sarah	H&S fair storage container – update.
Sarah	Situation with MOE giving data for League tables – whether MOE can withhold this data?
Barry	Charter to be viewed by Pat Manning & loaded onto school website.

Meeting ended at 9.05 pm

Signed

Ross Pickard, Chair, Board of Trustees