

**MINUTES OF THE BOARD OF TRUSTEES MEETING
HOUGHTON VALLEY SCHOOL
WEDNESDAY 21 SEPTEMBER 2011**

1 Welcome and Apologies

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

Absent: Ross Pickard

2 Minutes of the previous meeting and matters arising

2.1 Oliver moved that the minutes of the 17th August 2011 meeting be approved. Seconded by Juliet. Resolution accepted.

2.2 Action points from previous meeting:

| Action points from the previous meeting | | |
|--|--|--|
| Barry/Sarah | Update on new classroom location. | To discuss tonight. |
| Barry | WCC earthquake prone report – update. | To discuss tonight. |
| Sarah | H&S fair storage container – update. | Not an affordable option. |
| Sarah | Situation with MOE giving data for League tables – whether MOE can withhold this data? | There's no way MOE can withhold the data. |
| Barry | Charter to be viewed by Pat Manning & loaded onto school website. | Pat liked it. Need to encompass annual plan. |

3 Chairperson's report

3.1 No report.

4 Correspondence

4.1 Correspondence circulated.

5 Finance

5.1 The Treasurer presented details of the school accounts. All seems to be fine.

6 After school care

6.1 Have started using their 'Planning Book' to build a little more structure into the programme, which is working well. The sharing of after school care between Lara's & Katie's classrooms is also working well.

7 Property

- 7.1 Roll growth classroom progress so far - Sarah has had discussions with both Colin Russell (Architect) & Geoff Askew (Builder). Bruce Symmans (Geotechnical Engineer) has also visited. None of the suggested location ideas were agreeable by Bruce. He suggested the sandpit area (running Nth to Sth), with the possibility of tapping into the neighbours land. He looked at sites that wouldn't require poles, for budget purposes. There are three possible areas worth considering at this stage. Bruce is to come back to narrow options that are worth pursuing.
- 7.2 WCC 'Potentially earthquake prone' buildings (progress) – options discussed. If we could get to 55% NBS, then we would be happy for kids to go back into classrooms 1&2. Barry proposes we go ahead with first stage of fixing. We then offer to pay for second stage (from raised funds e.g. fair) if MOE agrees to organise the design. Our current project manager could run the whole project, including building consent etc. By fixing the gravity loading & tie building to floor (floor to subfloor) this will enable us to get to 55% NBS. Barry moves to approach MOE and suggest that they provide design & gravity work & we could consider paying for work. Barry also requested approval to send a letter of concern (with background details) to MP Chris Finlayson, Annette King, Property National Office to emphasise the purpose of doing all the work in one go. Sarah to write covering letter. All were in agreement.

8 Curriculum and Achievement

- 8.1 League tables issue – Sarah advised that MOE cannot withhold data to journalists. Sarah suggested waiting closer to the time to make a decision and revisit it then. We need to discuss ideas/options of how to deal with this. Park it for now & discuss at a later point.
- 8.2 Reading Levels Report – this is graded text of 200 words or more, which the child has to read aloud. The teacher determines accuracy level and comprehension. 98% are around or above their age level (only 4 children below). Results are very good.
- 8.3 Whanau group update incl specialist teaching – held with Maori parents that came along to the Charter review evening. They were an energetic group with some good ideas. HVS is keen to employ Emerson Nikora (Maori teaching specialist & who has done some relief teaching at the school) for one day a week for seven weeks, to work with the kids and teachers - acknowledging the Whanau group work. HVS would pay for this.
- 8.4 Professional Development Report - tabled.

9 Principal's report

- 9.1 The principal's report was tabled.

10 NAG 1: Curriculum Requirements and Student Achievement

- 10.1 See Reading Levels Report
- 10.2 National Standards target groups – progress report.
- 10.3 See Six Year net report.

11 NAG 2: Documentation and Self Review

- 11.1 Principal requests approval of new Charter. Barry formally requests we move the 2011 Charter. Seconded by Oliver. Resolution accepted.

11.2 See Legal Responsibilities Policy. Barry moves we approve Policy. Seconded by Sarah. Resolution accepted.

12 **NAG 3: Employer Responsibilities**

13.1 See Professional Development Report.

13 **NAG 4: Finance and Property**

13.1 Leak in the main block that was repaired has leaked again. What was fixed previously was a flashing. When it hailed recently it was discovered that the butynol was the cause of the leakage. It will cost \$900 to remove butynol and fix the problem (payment to come out of recent project).

13.2 A new leak has been found in the disabled toilet off the foyer. The walls have swelled and rotting is apparent.

13.3 Principal requests approval to buy stand up display boards to use to section off the Eastern end of the hall. This will then be used as an additional space for the new entrant class to use. The cost would be \$2,800. Sarah moved to purchase display boards. Seconded by Barry. Resolution accepted.

14 **NAG 5: Health and Safety**

14.1 Flying fox is being repaired. The wheels along the wires have rusted and seized (cost of \$400 to replace). Home & School to pay.

14.2 Road Patrol on crossing up from the school beginning 27 September.

15 **NAG 6: Administration**

15.1 The school roll is 195.

General:

- Matt, Jill & Gillian attended 'Effective Teaching' Course.
- Yr 6 children attended SWIS open day.
- All children have been tested for maths achievement levels (Numeracy Project).
- Barry has observed teachers teaching maths.
- Katie presented at an Enviroschools Hui.
- Yr 6 children trained for Road Patrol.
- Close to a dozen parents attended recent Maori whanau hui.
- Barry presented to the Porirua East principals' group about SWELL.
- Cricket Wellington visited.
- Staff attended a first aid refresher.
- Barry & Lara attended a course about reporting on the National Standards.
- Marlene Sims carried out the first round of interviews for the principal's appraisal.
- Children competed in Southern Zone & Interzone swimming championships.
- School Production preparations are in full swing.

16 **Strategic Goals**

16.1 Charter for final approval – tabled.

16.2 Approach re review of new strategic goals – yes, good idea.

17 Policies and Procedures

17.1 Legal Responsibilities Policy

18 Special Issues

18.1 Principal Appraisal. Marlene talked to Ross Pickard, Lara Nemet and some kids. Feedback was then given to Barry.

18.2 Enrolment scheme. It's time to start thinking about what we have to do for next year.

18.3 Leave Approval for Denise Forrester (28th Nov – 9th Dec). Moved by Barry. Seconded by Susan. Resolution accepted.

18.4 Leave Approval for Katie Grinsted (One year - 2012). Moved by Barry. Seconded by Susan. Resolution accepted.

18.5 New server. Barry moves to purchase a new server, valued at approximately 5K (once installed & connected) and with a 3 year warranty. Seconded by Susan. Resolution accepted.

19 General Business

19.1 Website – Juliet still showing as Chair, so needs updating. Minutes also need to go onto website.

19.2 Next Home & School meeting – 5th October - TBC (Ross to go).

19.3 Next BOT Meeting – 16th November and 7th December 2011.

| Action points from meeting | |
|-----------------------------------|---|
| Barry/Sarah | Letter to MP Chris Finlayson, Annette King, Property National Office – update |
| Barry | Contact with MOE re suggestion that we pay for second stage and they do the design? |
| Barry | Update website with correct Chair details & load minutes. |
| Barry/Sarah | Update with Bruce Symmans re new classroom location. |
| Barry | Leaks in main block and disabled toilet. |

Meeting ended at 9.15 pm

Signed

Ross Pickard, Chair, Board of Trustees