

R.S. 3/9/23

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Tuesday 1 August 2023 at 5.30pm

WELCOME | APOLOGIES | SPEAKING RIGHTS | CONFLICT OF INTEREST ARISING FROM THE AGENDA:

Present: Renee Short (acting chair), Claire Hughes, Craig Dean, Ian Conning, Maia Alexander, Mel Zimmerman

In Attendance:

Apologies: Matthew Sverdloff, Clare Watson

Minute Secretary: Sue Kelly

Conflicts of interest: Nil

CONFIRMATION OF MINUTES

Time: 5.30pm

"The minutes of the Board of Trustees meeting on 20th June 2023 to be accepted as a true and accurate record.

Renee/Agreed

CORRESPONDENCE LIST

Time: 5.32pm

"The Hampton Hill School Board of Trustees accepts the correspondence list for 21st June – 1st August 2023"

Renee/Agreed

ACTION ITEMS

Time: 5.33pm

Action Item	Responsible
Playground maintenance Matting	Claire to work with David on playground maintenance – ONGOING Matting - ONGOING
Cultural Responsiveness / Kahui Ako	Renee to meet with Jenny & Keriana and contact Iwi members - ONGOING
Property Project Funding	Mark from Ashbys to follow up with MoE on funding payment - ONGOING
Fundraising / Grants	Maia – ONGOING There were quite a few grants available but Pokies give the most money most often, however we have to acknowledge where grant money came from. Claire to create a "wish list" for specific needs/wants to use grant money for.

BULK PAYMENTS REVIEW

Time: 5.40pm

Craig to complete.

NZSTA BOT Code of Conduct

Reviewed.

"The Hampton Hill School Board of Trustees approved the NZSTA BOT code of conduct."

Renee/Agreed

Conflict of Interest Register

Sue had drafted up a register. Sue to add Dave and Lisa Murdoch to the register. **ACTION: BOT to email any future conflicts of interest to Sue prior to meetings.**

PRINCIPAL'S REPORT

Time: 5.45pm

Claire reported the current roll was 168. She gave an overview of her report.

NELP Objective 1 – Learners at the Centre

The school production was scheduled for week 8. Two year 6 students have been nominated to receive the Rotary Club Leadership Award which was being presented on Monday 7th August. Linden, HHS and Tawa were attending. Funding had been received from MoE learning support to provide 100 hours support for two students this term. However this is funded at \$23 per hour which is a lot less than we pay our TAs so we need to top up from our own funds.

NELP Objective 2 – Barrier Free Access

There were several additional learning programmes happening this term including ASB financial literacy, Pedal Ready (bikes), Cricket Smash, Futsal tournament and Tawa Zone Swimming. The Matariki celebration and Powhiri both went well. The next community event would be the production in week 8.

NELP Objective 3 – Quality Teaching and Leadership

Poutama Pounamu peer observations were being held this week which focused on improving teacher practice. A staff meeting was held to review mid-year achievement data and to set targets for the rest of the year. This meeting also started the Strategic Planning process with a SWOT analysis. The student voice was to be carried out in the next two weeks. The MoE want robust consultation with the community which needs to be led by the BOT, engaging with different members of our community. A specific BOT meeting is needed to start the Strategic Planning.

Mel arrived at 5.52pm

Staffing

Dave had been appointed as the permanent caretaker. Fay McCann was working in Room 8 on Mondays, Jenny Massey on Tuesday and Wednesday and Keriana Mulligan-Galola on Thursday and Friday. There was a significant handover from the previous teacher and regular shared docs to pass on significant information. Claire had readvertised the room 8 teacher role. She had completed a WRPPA survey which confirmed relievers were very hard to find and the situation was at crisis point.

Sue, Dave and Barb had assisted moving to the temporary office and caretaker locations which were working well. There had been minimum disruption from the building work. A security camera had been installed at the entry point to the construction site as there had been issues with children accessing the site during the holidays.

Health & Safety

There was excessive water on the field after heavy rain but this had been an issue for many years with drains regularly overflowing. The council would repair temporarily then the problem would keep recurring after heavy rain. A lot of work needed to be done with the drains to fix the flooding issue properly. **ACTION: Renee to investigate further.**

There was some discussion over what type of incidents and at what level needed to be recorded? **ACTION: Maia agreed to take on the Health & Safety portfolio. She would go to the NZSTA training session.**

Rotary Grant

HHS had received \$1000 grant from Tawa Rotary which would go towards another basketball hoop (estimated cost \$2000).

"The Hampton Hill School Board of Trustees moved to adopt the Principal's report."

Renee/Agreed

POLICIES

Time: 6.15pm

EOTC policy – **ACTION: Renee to review Inclusive Education, Maori Educational Success and Learning Support.**

FINANCE

June finance report – Sue had asked Mark from Ashbys to follow up \$41K from MoE for C Block. **ACTION: Sue to check with other schools who they used for accounting. Sue to put \$100K on term deposit for three months.**

“The Hampton Hill School Board of Trustees moved those payments of \$32,617.33 for June 2023 to be ratified. Craig/Renee/Agreed

“The Hampton Hill School Board of Trustees moved to adopt the June 2023 Finance report.” Renee/Agreed

“The Hampton Hill School Board of Trustees moved approval of the 2023 operating and balance sheet budget.” Renee/Agreed

“The Hampton Hill School Board of Trustees moved to adopt the 2022 Annual Report and Management letter.” Renee/Agreed

CULTURAL RESPONSIVENESS

Time: 6.30pm

Renee to meet with Jenny and Keriana. Keriana has a list of Iwi members. **ACTION: Renee to contact Iwi members.**

PROPERTY UPDATE

Time: 6.33pm

Ian had nothing to report. There was a site meeting this Friday 4th August. Sue had emailed Mark to follow up with MoE for C Block funding payment. During the first couple of weeks trucks had been regularly coming onsite so the main gate was now kept locked.

ANY OTHER BUSINESS

Time: 6.35pm

Claire was pleased with the mid-year data. Lauren was going to be put through BSLA with Abbey, Rebecca and Lata. It was a huge undertaking with lots of data collecting and a big piece of learning but it was showing good outcomes.

Claire wanted a specific BOT meeting for Strategic Planning as it needed to be BOT driven with consultation with the community. The community doesn't always engage but we need to demonstrate that we have attempted to engage. Other schools hosted community events to encourage engagement. Claire had met with Keith Lambert, her Evaluation Associates mentor. He advised not to stress over MoE timelines but to do it well and do it right. Claire had already drafted extensive notes on the curriculum refresh/development, student/staff wellbeing and cultural responsiveness. BOT/senior leadership meeting set for Tuesday 22nd August 6-8pm. **ACTION: Sue to send current Strategic Plan to BOT**

PUBLIC EXCLUDED MINUTES

Time: 6.45pm

The meeting closed at 6.55pm

Next meeting: **Tuesday 22nd August 6-8pm. Maia to provide food.** The following BOT meeting will be held on Tuesday 5th September at 5.30pm.

ACTION ITEMS

Action Item	Responsible
Grants & Fundraising	Claire to write up wish list. Maia to look into grant availability and fundraising opportunities - ONGOING

Conflict of Interest Register	BOT to email Sue with any future conflicts - ONGOING
Health & Safety	Maia to take on portfolio and attend NZSTA training session Renee to investigate field flooding
Playground maintenance Matting	Claire/David - playground maintenance – ONGOING Matting - ONGOING
Cultural Responsiveness / Kahui Ako	Renee to meet with Jenny & Keriana and contact Iwi members.
Policies	Renee to review three EOTC policies – Inclusive Education, Maori Educational Success and Learning Support
Finance	Sue to check with other schools who they used for accounting - DONE Sue to put \$100K on term deposit for three months - DONE
Strategic Plan	BOT and senior leadership to meet Tuesday 22 nd August 6-8pm. Sue to send BOT current Strategic Plan - DONE