


 27/3/23

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Tuesday 6 December 2022 at 5.30 pm

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

Present: Stefan Knap, Mel Zimmerman, Matthew Sverdloff, Clare Watson, Craig Dean, Ian Conning

In Attendance:

Apologies: Renee Short, Maia Alexander running late

Minute Secretary: Lisa Murdoch

Conflicts of interest: Nil

CONFIRMATION OF MINUTES

Time: 5.40pm

"The minutes of the Board of Trustees meetings on 1st November 2022 to be accepted as a true and accurate record.

Matt/Agreed

CORRESPONDENCE LIST

Time: 5.41pm

"The Hampton Hill School Board of Trustees accepts the correspondence list for November-December 2022"

Matt/Agreed

ACTION ITEMS

Time: 5.42pm

Action Item	Responsible
Policies	Emergency, Disaster & Crisis Management policies have been reviewed and amended by Stefan. Still left to do: <ul style="list-style-type: none"> ● Obtain a Fire Education New Zealand (FENZ) approved evacuation scheme. This is linked to our Fire policy. Checked everything – all good apart from fire and evacuation – need to have this approved by FENZ. ● Complete a Communication Plan for emergency email, facebook contact in an Emergency – Sue developing this plan. ● Create an inventory of hazardous substances as part of our Chemical Spills policy. Chemical spills inventory being worked on by Kenny. Healthcare policies have been updated. Nothing further to follow up.
Property Playground matting	Playground inspector was at school today. Ian explained to BOT what is wrong, what we have done and what needs to be done. Need engineer to look at. Not dangerous – no health and safety issues – but would be good to get an engineer's report.
Principal's Appraisal	Matt talked to Stephen Opie and he has sent a draft report to Matt which he would share with the BOT.
BOT termly update	Clare to provide - possibly at end of term. Will get something out to the community by the end of this week.
Principal Recruitment	Zac Mills from Redwood School expressed that he could be interested however this would be dependent on time.

Classes for 2023	Stefan had sent out details of teachers and classes to the community. He explained teachers and part-time teacher's class levels and who is teaching which class.
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Maia arrived at the meeting

Time: 5.44pm

BULK PAYMENTS REVIEW – Ian Conning

Time: 5.53pm

EMERGENCY PREPAREDNESS

Time: 5.54pm

Drills had been completed for the term. Reunification drill had been successful and Stefan had created a feedback document. Key takeaway lessons were that a couple of phone numbers were missing and having a few more activities available in the boxes for kids. We learnt how to divert the landline to a cell phone. Kids responded well.

PRINCIPAL'S REPORT

Time: 5.56pm

PB4L

Stefan and Mel had met with MOE and PB4L discussed – whether we should move from tier one to two. Due to staffing changes and some needing to embed everything in, we elected to stay in tier two which comes with \$10,000 funding.

Poutama Pounamu

Stefan had a lot of data collected. Next step will be to focus on growing teacher cultural pedagogy.

Science Grant

Bricks for School lego programme had been back in school for four weeks.

Employer Responsibility

Ruthanne Kennedy who was employed as ESOL teacher for one day a week has resigned. This was largely funded by ESOL children and this money was now spread out amongst TAs. Irene McDonald had resigned. She does not want the community to know and was reluctant to let staff know. Would be good to give her a significant gift as she had been at HHS for over 20 years. We had spent \$150-200 on Carol's gift. Recommend spending the same on Irene. Gifts for staff policy does not specify the amount to be spent – we could amend this document and put an amount in. Could present a gift to Irene at the end of assembly on the last day – Thursday 15th December at 11.45am. BOT was in agreement.

"The Hampton Hill School Board of Trustees approves contributing \$150-200 towards Irene's farewell gift."
Stefan/Ian/Agreed

Finance

Camp and Bricks programme were not included in expenditure. November and December reports won't be received until January as the accountant was on holiday.

"The Hampton Hill School Board of Trustees moved to adopt the October 2022 Finance Report."
Stefan/Matt/Agreed

"The Hampton Hill School Board of Trustees moved those payments of \$45,431.82 for October 2022 to be ratified."
Matt/Agreed

Policy Review

Health & Safety Welfare will be handed over to Abbey to look into. Could also be Sue. Looking at policy and checking relates to us. Stefan will try to get this done before he leaves. Current review topics listed in Stefan's report.

2022 Annual Plan

All teaching staff have met with Stefan regarding their professional growth cycle. Reports go home on Friday and we have used Spotlight again for these. We will email out reports and a printed copy will be sent home. Have not self-reflected as Enviro School. Heavily involved in Kahui Ako Enviro though. Year 6 Leavers Dinner

will be held at the Salvation Army Hall as the Intermediate kitchen in the hall is out of use. Can continue to use this in future. Used this for a draft annual plan for 2023. MOE changed reporting charter requirements. Continue to use Strategic Plan and move to Annual Plan in 2023.

Green priority for school - introduce Better Start literacy programme for year 0-2 learners. Three teachers in Junior School should see results very quickly. This is an MOE funded programme. Areas in yellow – HHS to be confirmed. UDL was very successful - had a lot of funding by MOE but won't be continuing. Yellow – lower priority. New principal may have different priorities. Red areas are not a focus in 2023. Blue – Principal's Kahui Ako – is what Kahui Ako focuses on. Engaging in Kete programme. Potamu Pounamu closely aligned. Stefan feels what is in the plan is realistic. This had been sent out in Principal application pack which gives applicants an idea of work streams.

DATA

Maths

2021 – 77% at and above

2022 – 69% at and above

2020 – 0 as changed how learning was tracked.

Key difference is that we have more in “below” - children working at/below. Is this due to Covid? Year 2 looks like a drop but at Year 0 can't be below so looks like a big drop in Year 2 but not really. Girls out perform boys in Maths. Nationally it is the other way around.

14% have accelerated

54% sufficient

32% (54 children) insufficient progress – this is a concern. Next step is these children will be priority learners for 2023.

18 Pasifika students in our school and 9 of these children have not moved (these may be ESOL learners?) This Years 5 & 3 which are next year's 6 and 4 are who we need to keep an eye on. Schools can apply for funding in assessment for learning with MOE. Potamu Pounamu should help some of these learners.

Reading

2021 - 80% at and above

2022 - 79% at and above

Unchanged overall

32% accelerated

48% sufficient

33% (56 students) insufficient

Room 10 has had three different teachers this year and this could have had an impact. Curriculum is being changed. This will have an impact on children in the future. Question now – do we help children to engage and advance? Potamu Pounamu should help with this. Have made significant gains with behaviour and expectations. Time to launch into teaching and learning now. BOT had not had to deal with suspensions or stand downs at all this year compared to two last year.

Next steps – assessment for learning programme and Better Start literacy programme. Support for staff next year? Junior School better start and Potamu Pounamu will focus on teaching engagement. Provide Quick 60 reading programme and use to accelerate children. Due to Irene's resignation we can keep funding this and keep programme going.

Stefan is happy to come back and support/talk through reports/Annual Plan. Abbey is aware of these reports and plan so she can assess as well. New Principal should be committed to following these programmes through. Provide access to StepsWeb – follows structured literacy approach and has access to web programme. Would like to give children access to this for 2023. Can access at school and at home. Teachers can see childrens' results. Individualised programme – eg. can print individual word search. It's like

StudyLadder but better. Every child will be automatically registered. Used largely in class for class programmes and is up to parents how much time they spend on at home. Stepsweb will help with knowledge of curriculum. All staff on board with this programme. Two staff (syndicate leaders) happy to lead and drive the programme. We will cease using Wooshka. Kids find it harder to login so is not being used as much as it could be. \$2000 for a year with 165 licences (a bit more than needed) – will start next year and will have around 160 students. This can be taken out of this year's literacy budget.

"The Hampton Hill School Board of Trustees moved to adopt Stepsweb programme for literacy support in 2023."
Stefan/Maia/Agreed

Writing

2022

68% at and above

32% below and well below

11% accelerated

60% sufficient

29% 49 learners insufficient

30 priority learners – 5 moved from below to at, 16 continued to progress at below, 9 who have not.

There are some children that are behind in all subjects. Some have IEPs already. Some that have additional needs have been included in the priority learners. We have a SPELD teacher who can identify there is a possibility of dyslexia or other learning challenges. Tawa doesn't have a learning support co-ordinator. Quick 60 programme in reading will help. Hearing/vision checked then Bev Boys (SPELD teacher) can be contacted to do an assessment to identify learning challenges.

Children identified as having difficulties across all subjects can have BOT funded Quick 60 programme. Can apply to MOE for interim funding for short period of time. TAs used to help student or assist teacher so teacher can be one-on-one with student while TA assists class. RTLB can help – if needed we apply to them. RTLB teaches TAs and teachers with programmes.

Quick 60 – run by TAs and rotated around all TAs so knowledge can be taken back to class. Writing below 11 – 3 moved up and others stayed. Next steps – same as for reading.

Teachers are aware of students that are struggling with all subjects. There are some proven acceleration techniques that teachers can use to assist these children. Aware of not overloading teachers and children with trying to accelerate them. Focus has been on behaviour then the learning can happen. PB4L has helped now can focus on the learning.

25 children in "below or well below" in all three subjects across the school.

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

Stefan/Matt/Agreed

School Docs

Time: 7.23pm

Support staff searching/authorisation

Schedule of delegation policy – exists on school docs. Should have been reviewed in July 2021. Are Delegation thresholds still valid? Values are still current. If we adopt this how long is this valid for? Two years. Can put date in for review next time. Amendment under Staff Appointment – wording should be "principal and deputy principal only."

"The Hampton Hill School Board of Trustees moved to adopt the Schedule of Delegation policy with above amendments. Review date 1st December 2023."
Matt/Claire/Agreed

Ballot Dates 2023

Time: 7.33pm

Allows school to bring in out of zone applicants. Ballot closing dates 3rd April and 18th September 2023.

Propose BOT accepts above ballot dates for out of zone enrolments for 2023.

"The Hampton Hill School Board of Trustees moved to approve ballot dates for out of zone enrolments for 2023."
Stefan/Matt/Agreed

PROPERTY UPDATE

Time: 7.38pm

Top Block

Scope was to update all four classes. Estimate \$826,500 - \$206,000 per class which was way more than expected. \$410,000 in 5 year plan - \$340,000 is the budget. Have to do two classes as they interconnect, can't just do one class. These figures exclude blinds and furniture. To complete classes 3 and 4 would cost \$413,250. BOT would need to contribute circa \$75,250 from reserves to ensure scope/extent of the refurbishment is not compromised (equal to bottom block). Furniture should be ok as we have just purchased. Cost of materials has increased so much and we are way short of doing all classes. Can do 3 and 4 blinds and furniture and add to the cost of \$75,000 which brings BOT contribution to approximately \$120,000. Not ideal to leave classes 5 and 6, but they are still usable if needed. As roll is dropping it is not feasible to do up these other two classes as funding is dropping. Don't want to use all the reserves. Doing all four classes is over capitalising. Recommend \$120,000 contribution to do up rooms 3 and 4. \$40,000 roof, \$15,000 boiler and rest for doing up classes in 5YA funding. In the next application for 5YA would apply to do up other classes in 2026. If roll increases can do up classes 5 and 6 on BOT funding not MOE. Next big expense will be concrete up top block. Land belongs to Ngati Toa. If the BOT agrees to classes 3 and 4, it can go out to tender, with construction hopefully starting in July. Could do Admin Block at the same time – could be more attractive to builders who may not want to be out of market for a long period time - we are exploring this option. BOT agree - only option is to do up classes 3 and 4.

BOT proposal: refurbish classes 3 and 4 based on 5YA budget of \$340,000 with a BOT funded contribution to make up the deficit.

ADMIN

Time: 8.02pm

Looking to put tender out mid January/February to get costing. MOE will be recladding building for third time now. Once tender goes out we will know actual costs by February/March. Refurbishment of Admin Block and boiler will be done at the same time. Will know when they are going to start. Construction will be end of term 2. Need to think about where the office will go. Everything from Admin Block to come out. Cost covered by MOE.

ANY OTHER BUSINESS

RECRUITMENT OF PRINCIPAL

The board is continuing to work through the recruitment process and will meet with several prospective interim Principals in the next few days - we hope to have an update out to staff/ community ASAP. We could potentially have a job share solution, but NZSTA have confirmed that this is not preferred.

Abbey (Deputy Principal) will act as interim principal until the beginning of term 1. The board plans to have a new principal appointed for Term 2.

Craig left the meeting.

Time: 8.23pm

The meeting closed at 8.25pm.

Next meeting: Tuesday 14th February 2023 at 5.30 pm.

ACTION ITEMS

Action Item	Responsible
Policies	Emergency, Disaster & Crisis Management policies - <ul style="list-style-type: none">● Obtain a Fire Education New Zealand (FENZ) approved evacuation scheme.● Complete a Communication Plan for emergency email, facebook contact in an Emergency – Sue developing this plan.● Create an inventory of hazardous substances as part of our Chemical Spills policy. Chemical spills inventory being worked on by Kenny. Schedule of Delegation Policy <ul style="list-style-type: none">● Amend wording under Staff Appointment to “Principal and Deputy Principal only”. Review date 1st December 2023.
Playground matting	Get an engineer’s report on playground issues.
Principal's Appraisal	Matt to share with the BOT.
BOT termly update	Clare will get something out to the community by end of this week.
Stepsweb Literacy Programme	Sue to pay invoice out of 2022 literacy budget
Ballot Dates 2023	Sue to advertise 2023 ballot dates on website
Property	Top Block - Ian to put out to tender the refurbishment of classes 3 and 4 based on SYA budget of \$340,000 with a BOT funded contribution to make up the deficit. Admin Block - Ian to put refurbishment out to tender in Jan/Feb, with construction hopefully starting end of Term 2.
Principal Recruitment	BOT to meet with possible interim principals.