

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Tuesday 9 May 2023 at 5.30 pm

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

Present: Matthew Sverdloff, Rhys McKinley, Renee Short, Clare Watson, Craig Dean, Mel Zimmerman, Maia Alexander, Claire Hughes

In Attendance:

Apologies: Ian Conning

Minute Secretary: Lisa Murdoch

Conflicts of interest: Nil

CONFIRMATION OF MINUTES

Time: 5.36pm

"The minutes of the Board of Trustees meetings on 27th March 2023 to be accepted as a true and accurate record.

Matt/Agreed

CORRESPONDENCE LIST

Time: 5.37pm

Discussion had about primary principals' strike. Notification received from NZEI. **ACTION: Matt to share with BOT.** Claire explained the work that NZEI recommended that Principals don't do.

"The Hampton Hill School Board of Trustees accepts the correspondence list for 28th March – 9th May 2023"

Matt/Agreed

ACTION ITEMS

Time: 5.30pm

Action Item	Responsible
Policies	Emergency, Disaster & Crisis Management policies (term 4 2022) <ul style="list-style-type: none"> - Obtain a Fire Education New Zealand (FENZ) approved evacuation scheme. These documents have been approved. Restraint and Complaints policies due next meeting. Discussion had about restraint and possible training to happen. Claire to talk about in Principal's Report. ACTION: Renee to review EOTC
BOT Gifting Policy	Clare to put into policy doc the scale of gift to teachers. Carry forward to next meeting.
Playground maintenance /matting	Claire to work with Kenny/David on playground maintenance - ONGOING Matting - ONGOING
Property	David to put grip guards on front steps to office when weather is fine. Trial of gates being kept unlocked. Top Block project meeting scheduled for this week. ONGOING

BULK PAYMENTS REVIEW

Time: 5.43pm

Maia to complete.

PRINCIPAL'S REPORT

Time: 5.47pm

Roll at 1st May 2023 = 161

BOT Chair: 

Poutama Pounamu – successful TOD on 24th April with further dates set for Term 3. This is funded through Kahui Ako. Spotlight meeting held on 3rd May – still ongoing. Parent/whanau meeting regarding BSLA for junior classes held on 26th April. Whaea Lynne and Meghan are to run the school production on 6-7 September in term 3. Tawa Zone cross country held today which was very successful. Annual Financial Report is due 31st May. Claire and Sue couldn't find Analysis of Variance for 2022 (achievement data and targets) on drive. Claire and Abbey to work on this and send to BOT for approval. It needs to go to auditors with Annual Report. BOT has seen data. Achievement targets to be looked at.

Staff Catch Up Meetings

Claire held these on 28th April and found the staff very positive with highlights being children and staff. Improvements were communication and community engagement. Teaching staff well being and PB4L consistency were discussed. Reading resource room is very tiny, cold, dark, damp, crammed very full and has only one light. We can't do anything in the short term due to building work commencing. Need to look at in the future. Given current roll, would like to turn one class into a library/book resource room but this is not going to happen until sometime in the future. Resources will be fine in meantime but this move should happen within next two years. Perhaps a dehumidifier could be put in?

New Staff

Lata was settling in well. Powhiri on 27th April was a lovely day and very successful.

Vandalism

Fire siren was stolen over the holidays. Kenny got a new one installed straight away. Dave and Claire walk around every Friday to identify things that need doing. Slip guards on the front steps will be installed when the weather is fine.

Child Restraint

The MOE have published a new document regarding restraint. Schools must have the policy in place by 7th May. Module for teacher and TAs to complete which Claire will schedule for Term 3. Claire to work with Rebecca to see which support staff should do this. Claire briefly explained what is needed for child restraint. All staff required by Ministry to have completed the training by 7th February 2024 but Claire would like this done by Term 3. **ACTION: BOT to review restraint policy by next meeting.**

Finance

"The Hampton Hill School Board of Trustees moved those payments of \$65,936.24 for March 2023 to be ratified." Craig/ Claire/Agreed

"The Hampton Hill School Board of Trustees moved those payments of \$44,970.64 for April 2023 to be ratified." Craig/Claire/Agreed

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

Mel arrived at the meeting **Time: 6.09pm**

FINANCE

Time: 6.10pm

Building work over spent \$32,000. Accountant recommends no more payments made until MOE releases more funds. **ACTION: Ian to clarify payment schedule for building project.**

Income is above budget. Expenditure below budget. Banked staffing in positive. Have held more funds in current account to make sure we have money available for the building project. Funds to be placed on term deposit but will stagger these so they don't all mature at the same time. Next one matures after money is due to be paid for building project.

"The Hampton Hill School Board of Trustees moved to adopt the March & April 2023 finance reports." Matt/Agreed

PROPERTY UPDATE

Time: 6.15pm

Paperwork completed with a 1st July start date and completion prior to term 1 2024.

ANY OTHER BUSINESS

Time: 6.15pm

Query regarding BOT dates as there were two dates in June. One will be a data meeting. There is no meeting in July as it's the school holidays. Craig needed to send Sue a photo for the website.

CULTURAL RESPONSIVENESS

ACTION: this will be a regular agenda item. Renee attended a meeting on 4th April and updated the BOT about it. Discussion had about having a dedicated BOT member for this. Claire to find out more about this at Kahui Ako meeting. Perhaps co-opt a BOT member on for this? **ACTON: Renee to look into whether we need to have a permanent person on BOT for this.**

On 5th April Whaea Keriana and Jenny held a Whanau Hui – a letter had been given to every child who connected to iwi. It was held straight after school and was a fun interactive session but the turnout was low. Renee was meeting with Keriana and Jenny next week and she will update the BOT on this meeting. Renee recommended attending the Te Teriti course.

PROPERTY COURSE

BOT encouraged to attend. MOE property person offered to come in to school if BOT can't attend off site. Claire will attend Paraparaumu on 7th June and can do modules as well.

BOT KAHUI AKO

Maia and Claire attended Kahui Ako for BOTs from other schools. It was a great session and it would be great for other BOT members to attend to see what Kahui Ako does.

KELLY CLUB

Kelly Club have asked for written permission to have only one morning supervisor on site as they never have many kids attending, usually about 4. Supervision is 1-10 ratio. BOT reluctant to give approval due to safety concerns. There are no other adults on site at school at that time except the caretaker. Discussion had about winter being dark and safety for that person on site by themselves. BOT felt it was too risky and unsafe.

ACTION: Claire to advise Kelly Club that BOT decision is no.

PRIMARY PRINCIPALS' CONFERENCE

Claire reported this will be held in September, term 3 with a cost of roughly \$3000. BOT to consider this. Claire to put together costings and advise BOT. There is much money in the budget for this.

EOTC POLICY

Scott to attend a free two day course on EOTC. Plans underway for camp this year and Abbey has been advising Scott. Claire will meet with Scott regarding camp. Discussions had about funding for camp and whether parents can be asked to contribute to camp. Need to confirm what cost to the school will be.

PUBLIC EXCLUDED MINUTES

Time: 6.40pm

The meeting closed at 6.52pm

Next meeting: **Tuesday 13th June 2023 at 5.30 pm. Renee to provide food.**

ACTION ITEMS

Action Item	Responsible
NZEI Principals Strike Notice	Matt to share with BOT

Analysis of Variance	Claire and Abbey to work on Analysis of Variance and send to BOT for approval.
Policies	BOT to review Restraint Policy by next meeting. Renee to review EOTC policy. Teachers and support staff to complete Restraint training module in Term 3.
BOT Gifting Policy	Clare to put into policy doc the scale of gift to teachers for the next meeting.
Playground maintenance Matting	Claire to work with Kenny/David on playground maintenance - ONGOING Matting - ONGOING
Property	David to put grip guards on front steps to office when weather is fine. Ian to clarify payment schedule for building project. BOT encouraged to attend Property course.
Cultural Responsiveness / Kahui Ako	Sue to include Cultural Responsiveness as regular agenda item. Renee to look into the need for a permanent BOT member at Kahui Ako meetings. Renee to meet with Keriana & Jenny next week and report back.
Kelly Club	Claire to advise Kelly Club that BOT decision is no to having one morning supervisor on site.
Principals' Conference	Claire to put together costings and advise BOT.
Camp	Claire & Scott to meet regarding camp and confirm cost to school and parents contribution.