

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Tuesday 13 February 2024 at 5.30pm

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

Present: Matt Sverdloff (Chair), Claire Hughes, Craig Dean, Maia Alexander, Renee Short, Clare Watson (15 mins late)

Apologies: Mel Zimmerman

In Attendance:

Absent:

Minute Secretary: Lisa Murdoch

Conflicts of interest: Nil

 19/03/2024

APPOINT CHAIRPERSON

Time: 5.37pm

As first meeting of the year the BOT needed to appoint a chairperson. Discussion had about meetings for the year. Matt happy to carry on as chairperson.

"Craig moved that Matt Sverdloff continue on as chairperson".

Craig/Claire/Agreed

CONFIRMATION OF MINUTES

Time: 5.40pm

"The minutes of the Board of Trustees meeting on 5th December 2023 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 5th December -13th February 2024"

Matt/Agreed

ACTION ITEMS

Time: 5.42pm

Action Item	Responsible
Grants & Fundraising	Maia has made a list of grants to apply for – to discuss with Renee. Hutt Mana and Make It Right are the two to apply for. Claire to forward wish list to Maia. Basketball hoop to go down bottom block for full basketball court. Need new netball hoops as too low - Maia to look into this.
Health & Safety	Dave to check field after next significant rain fall - ONGOING Claire to remind families in newsletter about Rimu Street safety and contact community constable to come in and monitor - DONE
Playground maintenance Matting	Claire/David - playground maintenance/matting – ONGOING Dave to book playground safety inspection – DONE Claire to find out about inspection report.
Policies	Curriculum & Student Achievement - Mel to make minor changes
Finance	Clare had reviewed December bulk payments. Renee to review January.
Strategic Plan	Claire has sent to whanau for consultation. One parent has given feedback. Will give another week for further feedback.

Miramar Christian School	Matt to check he has replied to letter confirming no BOT objections - DONE
Health & PE Curriculum	Need to get consultation document out to community with a caveat about relationships/sexuality as government is still reviewing this. Need feedback from BOT asap as parent is asking about this. BOT to give feedback by 3pm this Friday. Claire to reshare document.
Property	Painting – Men in White are aware of refurbishment so painting to be done after that is completed. Deck – BOT has given approval for decking and ramp rebuild and are aware of possible additional costs for joists. Concrete – ongoing. Field Flooding – drains have been suctioned out but we won't know if successful as have not had significant rain fall.
Health & Safety	Claire to remind families in newsletter about Rimu Street safety and contact community constable to come in and monitor - DONE

Clare Watson arrived at meeting.

Time: 5.50pm

Action items continued (above).

Conflict of Interest Register

Time: 6.00pm

Nothing to add.

Board Task Checklist

Time: 6.01pm

Chairperson appointed - done.

Review of Code of Conduct for BOT members - done.

Review of BOT delegations - done.

Conflicts of interest - done each meeting.

BOT roles - Finance - Craig, Property - Matt, Health & Safety - Renee, Cultural Responsiveness - Renee

Discussion had about all the items on the checklist - BOT needs this. Renee to look into checklist as first draft.

Claire read out all the items listed on the checklist for the BOT.

Disposal of 2016 Records

Time: 6.07pm

"The Hampton Hill School Board of Trustees approved the disposal of 2016 financial and enrolment records."

Matt/Agreed

Electrical Testing

Time: 6.08pm

"The Hampton Hill School Board of Trustees noted the electrical testing of all school appliances was completed on 29th January 2024."

Matt/Agreed

PRINCIPAL'S REPORT

Time: 6.09pm

Current roll - 127 students with 108 families. Status down from U4 to U3 school - principals pay goes down based on this, also staffing goes down. We have received an indication of triplets enrolling in May but losing one student who is moving down South. Student with ORS funding coming in year 5 - unsure of child's needs yet. Students have settled well into classes. Still working on achievement data - Claire will get back to BOT on this. Claire shared PB4L data and discussed this.

Attendance - 2002 - 88.1%, 2023 - 90.7%

Strategic Plan - sent out to community just waiting for feedback.

Staffing - we are fully staffed. Approval has been granted for two teaching staff to take leave without pay during the term - relievers have been booked for this. Units have been sent out to staff but not yet assigned.

When staff apply, role is discussed then a job description is formed together and put into Strategic Plan. On staff only day - school PE and out of school activities were discussed. Rather than one person doing all, teachers have put their names forward. Tuesday of staff only day 13 staff attended a child first aid course.

Professional growth cycle - this was discussed on teacher only day. This term will have a goal setting session with team leaders. Relievers will be in school for this. Classroom walk through by staff and then they give feedback - see what's happening and how classroom is set up and get a feel for the class. Making sense of data document which has been sent out to all teachers. Planning checks document has been sent out. Catch up with staff planned this term with Claire.

Term 2 goals/coaching sessions for teachers and term 4 reflection on goals. Talked about classroom release time at staff only day. Claire explained this to the BOT. Significant increase to release time this year - previously it was twice per term now it's three days per term. Planning is needed for these days. Talked about school wide behaviour expectations at staff only day. Rise assemblies have changed - Claire explained how these work and also how whole school assemblies work.

Reading, writing, maths - the government says this should be one hour per day. Claire has asked for teachers to share their timetables for this with her.

ERO are coming to school this year.

Cell phones - Claire has prepared a document on rules for this which she would share with her leadership team. Cell phones are to be kept in bags and are not to come out of bag. If they do they will be confiscated. Waiting on School Docs.

Powhiri was held on 8th February - five students spoke - all in different languages. Keriana was teaching Te Reo. Claire explained her role and how these lessons work as well as Kapa Haka and performance group. Thanks to BOT for funding her 0.4 position.

Events - Claire talked about events planned for this term. Earthquake drill was planned for this week but we are having big issues with the bells and there are no bells at the moment. If no bells on Thursday the drill will be postponed. We have been assured that if we have a fire the alarms will go off. All old smoke sensors need to be removed from classes and rooms as we now have new ones. Fire Compliance will not be doing this - alarm people will do then construction company will patch the holes.

Kahui Ako - Zac Mills has been appointed as across school lead with the first meeting this Thursday.

Security system failed before school came back which was thought to be due to a power cut the previous day. Select Electrical said it could be \$10K to fix then found scorching on bottom block alarm pad. Insurance does not cover this as the school is owned by the Ministry. Received invoice for \$22K. Select Electrical contacted and amended invoice to \$12K (there had been a glitch in their accounting system). We have had further issues - two alarm panels failed and Claire's alarm code was not working. This has now been rectified by Select. Property advisor at ministry contacted who has put in an application for funding and seems to think Ministry will pay the \$12K. Extra security patrols had been put on while there was no alarm system working but this has now stopped.

Deck - if any funds left over from the building project it will go toward rebuilding the deck. The deck is closed and access is from the western side of the hall. Work on new steps looks great. Claire to find out if steps will be treated and painted.

Asbestos has been found outside Claire's office. Ministry says we need to have an asbestos plan.

Classroom temperature - MOE recommended temperature for classrooms is 18-25 degrees. Classes can get in excess of 25 degrees some days.

Enrolment ballot - 25th March.

Tawa Goes to Town - Claire explained to BOT how this works for kids and what it is. Also talked about the costs and work involved in this. Unsure of what will happen yet. Claire will keep BOT up to date once she knows what is happening.

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

SCHOOL DOCS

Time: 6.54pm

Renee to take on BOT policies and Claire to do the others.

FINANCE

Time: 6.55pm

Unexpected maintenance to be paid out of cash reserves.

"The Hampton Hill School Board of Trustees moved those payments of \$175,333.47 for November 2023 to be ratified." **Craig/Matt/Agreed**

"The Hampton Hill School Board of Trustees moved to adopt the November 2023 Finance report."

Craig/Matt/Agreed

HEALTH & SAFETY

Time: 6.56pm

Maia advised nothing to report.

CULTURAL RESPONSIVENESS

Time: 6.57pm

Renee is waiting to see what happens. She spoke to a BOT member from Greenacres and is pretty comfortable with our approach. She will continue to hold whanau meetings.

STRATEGIC PLAN

Time: 6.59pm

Already discussed.

PROPERTY

Time: 7.00pm

No real update and no hand over yet. Claire to follow up with Anna regarding whether more site meetings are required. There had not been any site meetings this year and they should be held regularly.

ANY OTHER BUSINESS

Time: 7.02pm

ERO - Claire had a Zoom meeting and talked about what to expect. We can't do much until we know who the ERO evaluation partner is. Claire will update BOT when she knows more. Claire explained what was previously required when ERO visited, their requirements and the well-being survey for students. A lot has changed with ERO. The difference now is the focus on improvement and compliance.

AFTER SCHOOL CARE

Time: 7.16pm

Nothing came of the email Claire sent to whanau about a walking buy to after school care. This would have been private and not associated with the school. We have had three parents discuss but acknowledge that it is not the school's responsibility. Claire had spoken to a colleague that had just engaged a new after school care provider. Claire to find out more.

COMMUNITY ENGAGEMENT

Clare Watson to pick up newsletter from BOT. Discussion had about what this could include. Other opportunities to engage community eg. disco, but a lot of work involved with this. Fundraising - were going to sell juices but staff not comfortable with plastic containers being an enviro school. We are bringing back Market Day with pizza selling and will also be doing fundraising activities. We will also run Book Fair with Book Week and also the Disco. We could do a sausage sizzle as well at school.

The meeting closed at 7.23pm

Next meeting: **Tuesday 19th March at 5.30pm.** Mel to provide food.

ACTION ITEMS

Action Item	Responsible
BOT Checklist	Renee to look into
Grants & Fundraising	Maia and Renee to discuss list of grants to apply to Claire to forward wish list to Maia Basketball hoop to go down bottom Maia to look into new netball hoops
Health & Safety	Dave to check field after next significant rain fall
Playground maintenance Matting	Claire/David - playground maintenance – ONGOING Matting – ONGOING Claire to find out about playground inspection report
Policies	Renee to review BOT policies and Claire to do others
Finance	Renee to review bulk payments
Strategic Plan	Whanau to give feedback to Claire
Student Achievement Data	Claire to report back to BOT
Health & PE Curriculum	Claire to reshare document with BOT and BOT to give feedback to Claire by 3pm Friday 16th February
Property	Painting – Men in White to complete after build project finished Deck – construction company - ongoing Concrete – Dave - ongoing Site Meetings - Claire to follow up with Anna Asbestos Plan - Claire to work on with Ashbys
After School Care	Claire to follow up with colleague regarding alternative provider
BOT newsletter	Clare to work on

