

**MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING**  
**Tuesday 14 May 2024 at 5.30pm**

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

**Present:** Matt Sverdlhoff (Chair), Claire Hughes, Craig Dean, Maia Alexander, Mel Zimmerman, Clare Watson

**Apologies:** Renee Short

**In Attendance:**

**Absent:**

**Minute Secretary:** Sue Kelly

**Conflicts of interest:** Nil

 24/6/24

**CONFIRMATION OF MINUTES**

**Time: 5.30pm**

Maia noted the grant funding applied for should read \$1783 not \$2783 - this figure was amended in the minutes.

*"The minutes of the Board of Trustees meeting on 19<sup>th</sup> March 2024 to be accepted as a true and accurate record."*

**Matt/Agreed**

**CORRESPONDENCE LIST**

**Time: 5.32pm**

*"The Hampton Hill School Board of Trustees accepts the correspondence list for 19<sup>th</sup> March – 14<sup>th</sup> May 2024"*

**Matt/Agreed**

**ACTION ITEMS**

**Time: 5.34pm**

Action Item	Responsible
<b>BOT Checklist</b>	Matt thanked Claire and Renee for their work on this document. Clare W queried the timing of the one hour a day reading/writing/maths. Clare H confirmed this had been in place since week 1, term 2 as well the cell phone ban. Matt queried the results of the student wellbeing survey. Claire confirmed 112 students had completed it (86% of school) and shared the results with BOT and would also share with staff. There was some discussion whether they would be shared with parents. The survey would be re-done end of term 3.
<b>Grants &amp; Fundraising</b>	Grant funding of \$1783 had been received from Hutt Mana Charitable Trust for basketball hoop
<b>Health &amp; Safety</b>	No significant rainfall on field
<b>Playground maintenance Matting</b>	Claire/David - playground maintenance – <b>ONGOING</b> Matting – <b>ONGOING</b>
<b>Policies</b>	Renee to revise policies
<b>Finance</b>	Maia to review bulk payments. Sue had contacted Lynnette regarding the cleaning budget which was not correct in budget - this would be amended at next budget review meeting.
<b>Property</b>	<b>Painting</b> – Men in White to complete after build project finished <b>Concrete</b> – Dave had done some concreting outside top block classrooms

	<b>Asbestos Plan</b> - final asbestos was getting removed then the work will be completed outside Claire's office
<b>BOT newsletter</b>	Clare Watson to draft up - encourage enrolments for new entrants, Matariki celebrations, ERO visit in June

### Maths Report

**Time: 6.03pm**

Mel's report had been sent to the BOT. She explained what a week of maths looks like now and the current structure of lessons shared by each class and syndicate. This would be used for observations in week 5 and 6. Mel shared results of JAM/Gloss assessments that all classes had completed and also results of the year 3-6 PAT maths assessments. Teachers could read questions to learners who needed support as we were not testing their reading ability. There was a lot of work to do based on this data. Mel had met with Sarah Alve, the across-school lead teacher who works at Greenacres. They had discussed the maths PD at Greenacres School as well as the BSLA programme. Mel and Claire had also met with the Pr1ME maths rep who shared this programme with them. Mel had visited Tawa School to see the implementation of this programme which was in its third year - they were only now starting to see results. This term there would be a staff hui on responsiveness to data and learner needs and place value focus, also use of equipment. Future learning for staff would include exploring Te Mataiaho maths document and assessment practices in maths - what makes an effective maths classroom and the science of learning/maths learning. A stocktake of equipment was currently underway, targeting curriculum budget to restock essentials that will support effective teaching and learning in maths.

Craig queried if PR1ME was expensive. Claire confirmed that it was but that you could get deals. There was a lack of clarity in teaching the programme for a long time. It was based on Singapore maths "Scope and Sequence". Maia commented that only the schools who could afford the programme would benefit. Claire felt that programmes were "paint by numbers" and although they could help teachers with their planning, it was not always what individual learners required eg. BSLA programme - inexperienced teachers don't know if it is working or not.

### PRINCIPAL'S REPORT

**Time: 6.20pm**

This was taken as read. **Banked staffing** underuse of 5.23 (\$13,377 ex GST) would be reimbursed with the July ops grant. Claire outlined the **attendance data** and MOE criteria. Holidays taken during term time had a significant impact on attendance rates. Claire would put a reminder in the newsletter that although the school can't deny families taking holidays, they need to put their request in writing before they go.

**Professional Development** - a staff member had attended an ADHD workshop last term which was beneficial. The professional growth cycle in term 2 would focus on coaching with classroom walkthroughs, planning reviews and principal catch ups. MOE requirements of one hour a day reading, writing and maths had been enforced this term as well as cell phones being banned.

**ULead Conference** - Claire thanked the BOT for letting her attend this in Canada. 170 Kiwis had attended. There were key note speakers, workshops and many take-aways which Claire outlined. Everything was centred on student achievement, also understanding what trauma looked like and the need to explore trauma practices.

**ERO visit** will take place on 10th-11th June. Our evaluation partner is Debbie Hammer who will visit the classrooms and talk to students. ERO works with the principal and DP and although it is now a lot softer approach there seems to be movement back to a more rigid model. There are several documents to work through prior to this visit:

- BOT assurance statement (BAS)
- School improvement statement (SIF)
- Monitoring student attendance

School evaluation report and BAS school compliance checklist will be worked on with ERO.

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**Events** - Claire outlined the events this term. The powhiri had gone well in the hall with four students speaking in their home language - maori, spanish, korean and english. Science week was happening this week as well as Tawa Zone cross country. Our cultural lead teachers were busy preparing for Matariki celebrations in week 9. Kapa Haka continued in syndicates and a Kapa Haka group performance had taken place.

**Strategic goal 3 - citizenship and excellence** - goal setting meetings had been held at the end of last term. Written reports would go home in week 10 with teachers starting to gather evidence to support these reports. PB4L term 1 data has been analysed and would be shared and discussed with staff to mitigate some of the behaviours that are showing in the data.

**Joint BOT Kahau Ako meeting** - Claire/Clare/Mel had attended this on 6th May. It was good to connect with other BOT. Claire had shared the KA strategic plan with staff, showing how each school aligns and how we all contribute to one vision.

**Staffing** - some staff had received covid/flu vaccinations at school. Leanne Evans confirmed she would only be here for this term. Claire has advertised the position. MOE had sent a letter regarding staffing - our staffing entitlement is greater than that generated by 1st March roll return by at least 1.0 FTTE. The BOT must inform MOE if making a permanent appointment in excess our confirmed staffing entitlement.

**Finance** - Claire confirmed the relief budget was over-spent.

**Property** - the boiler was now fixed and running, with WOF to be issued. The last asbestos was getting removed. There had been nominal surface water on the field. Our caretaker David had done various work around the school including painting the main gate which looked great. He had also painted the hall deck. Claire thanked Sue for coming in during the holidays and painting the hall kitchen which was looking alot tidier. Over the holidays the old fire sensors had been removed and we were now waiting for the code of compliance documents to be issued. Repairs were being made to the bike container gate.

#### **Enrolment ballot date**

***"The Hampton Hill School Board of Trustees moved to accept the ballot date of Monday 23rd September 2024 for out of zone enrolments for term 1 and 2 2025."*** **Matt/Agreed**

#### **Statement of Variance**

**Time: 6.50pm**

Claire talked to the report which had been read by the BOT. She outlined last year's targets and how we had performed. Maia queried whether we shared this data with other schools. Claire confirmed that yes we do although it is just a snap shot, not the big picture. Teacher aids were using "Spring into maths" programme which focused on number sense and sequence. BSLA was being taught in the junior school. We were working on spelling and handwriting programmes, making sure teachers are clear on what they are teaching and what else they can do to compliment learning. Claire confirmed how HHS gave effect to Te Tiriti o Waitangi and also explained the data results which showed worrying results across the year levels. Craig queried results of year 5-6 in other schools. Claire confirmed that Redwood also had pretty grim results too. We needed to ensure we have effective teaching in place. If robust moderation is not in place and there is not a good enough knowledge of the curriculum results will not improve however we did seem to be trending in a better direction.

***"The Hampton Hill School Board of Trustees moved to accept the 2023 Statement of Variance."***

**Matt/Agreed**

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

**Matt/Agreed**

#### **SCHOOL DOCS**

**Time: 7.08pm**

Renee would review policies.

**FINANCE****Time: 7.09pm**

Cleaning budget would be amended at next budget review meeting as figure was not correct in budget.

*"The Hampton Hill School Board of Trustees moved those payments of \$65,216.19 for March 2024 to be ratified.***Craig/Mel/Agreed***"The Hampton Hill School Board of Trustees moved those payments of \$145,372.11 for April 2024 to be ratified.***Craig/Mel/Agreed***"The Hampton Hill School Board of Trustees moved to adopt the March and April 2024 finance reports."***Craig/Clare/Agreed****HEALTH & SAFETY****Time: 7.13pm**

Nothing to report.

**CULTURAL RESPONSIVENESS****Time: 7.14pm**

Renee would connect with teachers on how everything is going.

**PROPERTY****Time: 7.14pm**

Previously discussed in principal's report. Claire had not heard back from Mark Scrimshaw (Ashbys Property Management) regarding the classroom upgrade of room 3 and 4.

**ANY OTHER BUSINESS****Time: 7.15pm**

None

**PUBLIC EXCLUDED MINUTES****Time: 7.15pm**

The meeting closed at 7.23pm

Next meeting: **Tuesday 18<sup>th</sup> June at 5.30pm.** Matt to provide food.**ACTION ITEMS**

Action Item	Responsible
<b>Student Well-being Survey</b>	Claire to share with staff and re-do survey in term 3
<b>Enrolment Ballot Date</b>	Sue to amend website information and advertise date in August - <b>DONE</b>
<b>Statement of Variance</b>	Sue to send to Lynnette - <b>DONE</b>
<b>ERO visit</b>	<ul style="list-style-type: none"> <li>- Board Assurance Statement (BAS) - Matt/Claire to complete</li> <li>- School Improvement Framework (SIF) - Claire/staff/BOT to complete</li> <li>- Monitoring student attendance - Claire to complete evidence worksheet</li> <li>- School Evaluation Report - Claire/ERO to complete</li> <li>- BAS School Compliance Checklist - Claire/ERO to complete</li> </ul>
<b>Attendance</b>	Claire to put reminder in newsletter about notifying school of holidays prior to taking them
<b>Playground maintenance Matting</b>	Claire/David - playground maintenance – <b>ONGOING</b> Matting – <b>ONGOING</b>

<b>Policies</b>	Renee to revise policies
<b>Finance</b>	Maia to review bulk payments. Cleaning budget to be amended at next budget review meeting.
<b>Property</b>	<b>Painting</b> – Men in White to complete after build project finished <b>Asbestos Plan</b> - final asbestos was getting removed then the work will be completed outside Claire's office - <b>ONGOING</b> <b>Boiler</b> - WOF to be issued
<b>Staffing</b>	Claire has advertised position - <b>ONGOING</b>
<b>BOT newsletter</b>	Clare Watson to draft up - encourage enrolments for new entrants, Matariki celebrations, ERO visit in June

