

MINUTES OF THE HAMPTON HILL SCHOOL
BOARD OF TRUSTEES MEETING
Tuesday 20 May 2025 at 5.30pm

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

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

Apologies: Renee Short, Clare Watson

In Attendance:

Absent:

Minute Secretary: Lisa Murdoch

Conflicts of interest: Nil

 24/6/25

LITERACY REPORT

Time: 5.34pm

Lata explained the planning for juniors and how this works in classes with BSLA. Seniors template looks quite different to juniors. Seniors do BSLA as well as the colour wheel and are more focused on what they are reading – magenta – gold colour wheel (gold is for year 3-4). Juniors are focused on phonics - year 2 students' goal is to finish by the end of two years then go to colour wheel – purple/gold for a year 1 or 2. Writing is a focus this year, along with maths. Junior writing goals – punctuation, capital letter at the start, spaces, picture. Seniors – plan, write legibly, punctuation, capital letters and reread what they have written. Spelling lists have been introduced for the whole school. There are 7 lists in total for children to work through. Lata shared how juniors do their spelling. Mel shared how year 3-4 classes do their spelling. Lata took a BSLA lesson with BOT participating. Seniors BSLA focus is on vocab and comprehension which has just started. The teacher only day on 30th May will focus on curriculum.

Lata left the meeting.

Time: 6.10pm

There was a discussion around how great Lata's presentation was.

CONFIRMATION OF MINUTES

Time: 6.11pm

"The minutes of the Board of Trustees meeting on 25th March 2025 to be accepted as a true and accurate record."

Matt/Agreed

CORRESPONDENCE LIST

Time: 6.12pm

"The Hampton Hill School Board of Trustees accepts the correspondence list for 25th March-20th May 2025."

Matt/Agreed

ACTION ITEMS

Time: 6.13pm

Action Item	Responsible
Property	Building WOF and code of compliance - ongoing. Funding - ongoing.
Finance	Matt to do random check of accounts.
After School Care	Up and running – only doing afternoons with not many attending – most is 4. They will be available TOD. Some parents were asking about mornings. They are not bringing in students from other schools yet. They can help with WINZ subsidy applications.

Disco	Disco to be held 12 th June, yr 0-4: 5-5.45pm, yr 5-6: 6-7pm. RAMS need to be completed for disco. Sponsor is paying for DJ and lighting. Snacks are being donated. Only Whittakers offered Sante bars, so we are seeking more donations. May come out more even than a profit. We are trying to make it more affordable. Students can buy a snack bag and glow sticks beforehand. Roster set up for teachers to attend. Committee meeting next week.
Welcome sign (office entrance)	Sign \$432, installation \$300, printing \$200 = \$932. BOT happy to go ahead with this.
Policies	Maia to review Safety, Health & Welfare – reviewed, no changes Renee to review Safety management systems - ongoing Claire to review Healthcare – working on

BOT TASK CHECKLIST

Time: 6.25pm

Auditor was at school last week and got most of the work done. Statement of Variance was put through and Lynnette had submitted her documents. Waiting for auditor's report to come back. Need to start Strategic Plan – most is to be done before the new BOT is elected. Wellbeing Survey to be done with kids next week by Claire. Disco is a great time to gather the parent voice. Claire will gather the staff voice at the last staff hui. BOT can come along if needed to the Wine and cheese information evening on Thursday 26th June. BOT elections – has anything been heard regarding this? Need to look at succession planning. Discussion had about who was running again and their thoughts. **ACTION: Matt to do BOT succession planning.**

PRINCIPAL'S REPORT

Time: 6.22pm

Attendance - roll is currently 129. Claire shared attendance data and will put together a report for the ministry. Red zone – meet with school and attendance services (two students in this zone due to going on holiday). Orange zone – there are good reasons why kids are in there - a formal letter and meet with principal. Yellow zone - call from class teacher. Claire is meeting with other principals next Monday to discuss how they are dealing with this. When do they escalate to attendance services? What are the consequences of low attendance? Ministry will monitor attendance and are also considering enforcing attendance. BOT thinks attendance looks good so far. Overall sitting at 92%, ministry number is 80%.

Curriculum/staff - no questions. Claire reported that the new teacher is doing ok, getting lots of support and has a lot of release time - 5 CRT days and 1 PCT day. She is also doing IYT and BSLA. She knows students really well and kids are happy. We have a new teacher doing three days a week and she loves it here so we are very lucky to have her. Claire has gone through job descriptions and all have been updated.

Culture & Wellbeing - our basketball and netball teams are doing really well, with parents watching games. Claire will encourage kids to join a basketball team as it's very popular. Teachers are busy writing reports. Cross country interzone went well. After-school care is going well but not alot of numbers so far, with the most being four on one day. **ACTION: Maia will post on parents' Facebook page about this service.** It will take a while to build up numbers. They always have two people there. One day there was only one on site so they phoned Claire who stayed until another person arrived. There is great communication. Maia had also received good feedback about food provided so it is a good service.

Property - basketball hoop has been installed and HHS sign down the bottom block has been painted. Claire has received a request from a teacher to change the fluorescent lighting in the classroom to LED. The quote was \$828. Claire has spoken to Dave who recommended that we should slowly do all the classes which will save money in the long run. Claire to look at the budget and see where this will come from. Bottom block classrooms are all LED already but the top block is not. Room 3 and 4 will be upgraded and lights will be included in this. Water meter was reading higher than normal. Dave had taken photos and it was confirmed that contractors had damaged the pipework during recent building work. We sent these to the ministry and Mark from Ashbys. Mark confirmed the damage had been done by the contractors and payment will come out of the Admin Block building project funding. We received a quote for the current lawn mowing service which was double what we are currently paying. There are three options, Dave and Matt think option two is

the best one. The current contractor can't sustain the current price which hasn't changed for a long time. BOT would like two more quotes. **ACTION: Claire to get two more lawn mowing quotes.**

Hazards - Dave had cut his hand on the wire mesh inside the drains running down the hill. He had to get glue strips and a tetanus shot. Drains had held up well with all the rain but were overflowing. Road was awash with water but there was a crazy amount of water. The drain on the field had a lot of water too but it did drain away quickly. It is an ongoing job for Dave to clean out the drains. We will have a fire drill this term - need to advise FENZ when we have it.

Enrolments - we have two applications enter the ballot and both were offered places however they have both gone to other schools. There was discussion about how to encourage families to come to HHS rather than driving right past to go to another school.

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

Matt/Agreed

FINANCE

Time: 7.08pm

Everything was tracking ok.

"The Hampton Hill School Board of Trustees moved those payments of \$59,595.94 for March 2025 to be ratified."

Craig/Mel/Agreed

"The Hampton Hill School Board of Trustees moved those payments of \$34,734.82 for April 2025 to be ratified."

Craig/Mel/Agreed

"The Hampton Hill School Board of Trustees moved to adopt the March & April 2025 finance reports."

Craig/Maia/Agreed

SCHOOL DOCS

Time: 7.12pm

Health & Safety policy - all ok. **ACTION: Claire working on Healthcare. Renee to review Safety management systems.**

CULTURAL RESPONSIVENESS

Time: 7.13pm

Nothing to report.

PROPERTY

Time: 7.13pm

Site meeting to be held 4th June.

ANY OTHER BUSINESS

Time: 7.15pm

We have received a new NORRCOM contract which Claire thought looked good. Craig got his work colleagues to look over and they also thought it looked good.

Principal PD - AI summit in Brisbane 31 July-1 August which is looking at AI in the school environment. Norrcom had discussed with Claire and she would like to go. There is \$3000 left in Principal's Wellbeing Fund and the total cost of the trip is approximately \$2600. It is important to look at how AI is used, making sure we protect our children and their information. School Docs has been contacted and they have shared a draft policy. We will go with the policy and put procedures under this. Conference costs: flights - \$900, accommodation \$800, meals \$200, registration \$609, taxis \$100 = \$2600

"The Hampton Hill School Board of Trustees moved to approve Claire attending the AI Summit in Brisbane."

Matt/Agreed

Boiler - Aquaheat came in to put the valve in the boiler so it can be isolated and the other half worked on. This was not done as the boiler is at the end of its life. Claire will contact Mark to find out what to do when it breaks down. It should get us through winter. Heat pumps were discussed but these incurred large power bills. Claire will talk to Mark and query who will pay for the heat pumps, however when she last spoke with him he was against heat pumps. **ACTION: Claire to contact Mark regarding boilers and heatpumps.**

PUBLIC EXCLUDED MINUTES**Time: 7.25m****The meeting closed at 7.42pm****Next meeting: Tuesday 24th June at 5.30pm. Clare Watson to provide food.****ACTION ITEMS****Time: 6.03pm**

Action Item	Responsible
Property	Building WOF and code of compliance - ongoing. Funding - ongoing.
Finance	Matt to do random check of accounts.
After School Care	Maia to place another advert on Facebook page.
Disco	Committee to continue seeking donations for snack bags. Notices sent home. Committee to meet next week.
Welcome sign	Claire and staff will work on welcome sign design.
Policies	Renee to review Safety management systems. Claire to review Healthcare
BOT Election	Matt to do succession planning.
Lawn mowing	Claire to get two more quotes.
Boilers / heat pumps	Claire to contact Mark from Ashbys.