

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Tuesday 3 December 2024 at 5.30pm

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

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

Apologies: Clare Watson

In Attendance: Lynne Buret (sports coordinator)

Absent:

Minute Secretary: Sue Kelly

Conflicts of interest: Nil

PE & Health Report

Lynne Buret presented her PE and Sports report to the BOT. She gave an overview of the school, Tawa Zone, Interzone and Regional Sports:

Term 1-2 - cross country, HHS & Greenacres are responsible for running Tawa Zone Cross Country.

Term 3 - swimming - this has now changed and is organised by Easy Swim, there is potential for Interzone and Regionals next year. Futsal - very popular with five teams and a lot of fun

Term 3-4 - athletics - gives kids a chance to compete at higher levels and push their athletic ability

Admin work and PD:

Lynne and Claire created a curriculum document for HHS around PE and health teaching for 2024-25. It provided teachers with a guide so they know what to teach and so that they are all teaching the same things. It also pushed to have a more rigorous and intentional PE programme at HHS. Halberg adaptive PE PD was a free PD for all teachers, providing a lot of fun and laughs. It can also assist with getting adaptive sports days or support for students who need it. Bikes in schools PD was a free PD in term 1 connecting Wellington schools that have bikes, how they use them and discussing programmes that could be run. HHS also obtained a grant to be used for the Bikeathon.

In-School Sports & Activities:

- gymnastics programme
- cricket smash play programme
- Rippy-Rugby tournament
- Young Tilley Cup rugby game against Greenacres
- Ki o Rahi sessions run by TIS or Tawa College for seniors to prepare for the Tawa festival
- swim lessons - lessons each Tuesday for eight weeks for all students
- Pedal Ready - rained out this year, free bike skills programme for years 5-6
- Parkour - paid for by HHS, trained instructors teach jumping, balance and gross motor skills to all students
- Whanau sports - Friday afternoons, led by PE monitors, students choose an activity and move around them
- In-school sports lessons - qualified instructors teach students to develop fine/gross motor skills and sport-specific techniques/knowledge

After School Sports:

- netball - terms 2-3, teams are coached and managed by parents
- Ki O Rahi - term 4 festival
- basketball - terms 2-3, entered girls-only tournament for year 4-6

Budget & Equipment:

We only bought Yummy Sticker equipment this year as the school budget was spent on buses, parkour lessons, trophy engraving and Primary Sports Wellington membership.

Student Responsibilities & opportunities:

- Lunch equipment programme - run by seniors, giving out/returning equipment, resulting in fewer pieces of equipment lost.
- PE monitors - helped run Whanau Sports, any in-school sporting events (athletics/cross country), cleaned out PE equipment shed/container twice a year.
- Bike monitors - seniors trained to maintain/store bikes and shed with bike technician, helped junior classes

Bikes:

Bike maintenance was run by Simon Gilbert from Bike Tec. Having bikes in schools provided a cool opportunity for kids to learn to ride bikes or practice their skills and build their confidence.

Recommendations for 2025:

- Split duties to different teachers for individual sports
- Send Yummy Sticker sheets home with reports or at start of year so parents can collect them all year long
- Keep bike monitors - review training termly
- Keep equipment loaning programme
- Buy more adaptive PE equipment (eg. pool noodles, goalballs, blindfolds)

Highlights:

There were so many! Our students are quite talented and organised sports brings out the best in them. Offers opportunities for lessons, how to win or lose, good sportsmanship, hand-eye coordination, athletic ability, sports techniques, strength, fitness, endurance and gross motor skills. Seeing kids rave about their PE lessons or different sporting opportunities they participated in.

Matt thanked Lynne for all her work. It was a lot of work for one teacher and advised splitting up the duties between teachers as Lynne had recommended.

Lynne left the meeting.

Time: 6.00pm

CONFIRMATION OF MINUTES

"The minutes of the Board of Trustees meeting on 29th October 2024 to be accepted as a true and accurate record."

Time: 6.01pm

Matt/Agreed

CORRESPONDENCE LIST

"The Hampton Hill School Board of Trustees accepts the correspondence list for 29th October-3 December 2024"

Time: 6.02pm

Matt/Agreed

ACTION ITEMS

Time: 6.03pm

Action Item	Responsible
Policies	Property planning & maintenance - Matt had checked Expenditure - Matt had checked. Claire H to check if BOT can view SUE report, although she recommended that they don't as it contained confidential payroll information.

Property	Claire to meet with Mark (Ashbys) and Anna (architect) for Block C update Claire to talk to caretaker Dave about grinding the concrete
BOT newsletter	Matt to send revised bio to Clare for newsletter - to go out start of 2025
Finance	Matt to do random check of accounts
BOT Task Checklist	Matt had checked Property policies Craig to check Finance policies
Asset Review	5 year asset management plan - sent to Claire H for review Scott is reviewing current asset register by end Term 4
Fundraising	Bikeathon was an awesome event. Had raised almost \$4000. Givealittle page would close at end of year - they take a fee off and send proceeds each month. Colou-run was suggested as a fundraising idea.
BOT Election 2025	BOT agreed to use SchoolEd for BOT elections next year. Sue would send off appointment form to them. "The Hampton Hill School Board of Trustees moved to engage SchoolEd to run the Hampton Hill School BOT elections 2025". Matt/Agreed

Renee arrived at the meeting

Time: 6.10pm

PRINCIPAL'S REPORT

Time: 6.15pm

We had lost two students unexpectedly as they had moved out of the area therefore the school roll projection would be slightly lower than reported.

Maths Refreshed Curriculum - it had been decided not to rush in to order the maths workbooks. Would wait and see what the feedback was from other schools in the new year. Claire and Mel had created a Maths & Statistics teaching and learning document which would provide the basis for the professional growth cycle next year. It included planning, whole class teaching, lesson structure, group work, scaffolding and differentiation, formative assessment and feedback, equipment use, digital tools and workbooks. The document would be amended and used across the curriculum. Matt agreed it was a good framework to use in classes providing consistency. Claire noted it was a work in progress and would take time to embed processes.

Staff Catch-ups - Claire had met with each staff member to discuss priority learners (teachers only), 2024 professional goals, and what they hoped to achieve next year. Teachers with units would provide reports to the BOT on Maths, Cultural Leadership, Planning & Assessment and PE.

Ropu whanu and fono were held on 7th November, three families had attended. Planning has started for 2025 teaching and learning theme "Our Stories, Our Place".

Niho Taniwha workshop - Claire, Mel and Scott had attended this which focussed on the resource Niho Taniwha. We needed to do better for our Maori and Pasifika students. Mel added that we needed to reflect on what is happening in our kura, how we see successes, are they visible in our school and honouring Te Tiriti. There were lots of great ideas, authenticity, connections, empowerment and acknowledging all cultures at school.

Wellington Zone Athletics - seven students had competed and two were successful in their events going on to Regional Athletics.

Basketball - competition has now finished and was very successful, two teams were registered for next year.

Tawa Citizenship Award was won by Elise Edgecombe.

PB4L - Claire had attended a PB4L cluster meeting and met with two facilitators to complete the 2025 audit for PB4L. There may be \$5K funding available for continuing the programme.

Camp -fantastic event - well run, great venue, great parent helpers, great seeing the kids thriving and doing new things.

Transition to Tawa Intermediate - year 6s had visited TIS as part of the transition process, experiencing the spec programme.

Well-being data - there had been an improved response. Going forward into 2025 - being more deliberate using te reo maori and incorporating into everyday teaching and learning. There was no **achievement data** available as reports were not finished yet.

2025 Staffing - 6 permanent full-time teachers, 1 fixed term teacher, 0.6 permanent part-time teacher, 0.2 fixed-term teacher (BOT funded), 8 units (4 of which are permanent), 3 part-time teacher aides (9.5 hours each).

Caretaker annual leave - 23 December - 12 January.

Siobhan Kirk starts with us next year teaching a year 5-6 class. She has excellent skills and experience and we are lucky to have her on board.

Staff farewells - Leanne Evans fixed term position but may come back as a reliever, Lynne Buret was heading back to Canada and Haley Miners will be working permanent full-time at TIS. Renee queried whether this was a concern for TAs but all three remaining TAs would be on 9.5 hours per week next year.

New auditor - PKF Kendons. Audit fee was funded from our Ops Grant.

Swimming - invoices from last year had been resent - we had been charged for instructors only and no pool entry fees. The same would happen for this year also - all invoices had now been received and would be paid next week.

Sick leave - one staff member had had a lot of sick leave. Sue has applied for relief reimbursement from the ministry and would follow up.

Swing - the bikeathon had been a really successful fundraising event and Claire thanked the committee for all their hard work. A total of \$3982 had been raised.

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

Matt/Agreed

SCHOOL DOCS

Discussed earlier

Time: 6.45pm

HEALTH & SAFETY

Nothing to report.

Time: 6.45pm

FINANCE

Matt reported there would be a budget deficit of \$32K which couldn't be sustained and we would need to break even eventually. However this year a deficit was forecast but we had underspent \$13K. If the rolls keep falling in Tawa the ministry may decide to close a primary school. Claire noted that Ngati Toa owns the HHS land not the ministry. After-school care is an issue and makes a difference to our roll, as well as the cost of housing in Tawa. Tawa School now has over 400 students but they also offer year 7-8. There was some discussion over zoning. Matt queried what the minimum should be for our reserves - we needed a baseline

Time: 6.46pm

limit. Funds could be earmarked for a particular project eg. renovating or rebuilding the hall. Renee suggested asking families for help with building projects.

"The Hampton Hill School Board of Trustees moved to adopt the draft 2025 budget." Craig/Maia/Agreed

"The Hampton Hill School Board of Trustees moved those payments of \$35,798.68 for October 2024 to be ratified." Craig/Renee/Agreed

"The Hampton Hill School Board of Trustees moved to adopt the October 2024 finance report." Matt/Agreed

CULTURAL RESPONSIVENESS

Time: 7.05pm

Nothing to report. As the Cultural Festival had been changed from 6th December to when camp was on, there would be a Te Tihi performance on Friday at 2.15pm in the hall. All whanau were invited to attend.

PROPERTY

Time: 7.06pm

No update from Matt. Claire reported that everything had been approved for C Block refurbishment. She was scheduled to meet with Mark and Anna soon.

ANY OTHER BUSINESS

Time: 7.07pm

After School Care - Claire was to meet with a provider to arrange a third party lease agreement and also confirm the financial gain for the school (hall hire). It was hoped to have this up and running for 2025.

Year 6 Leavers' Dinner would be held on Thursday 12th December at 5.30pm at TIS hall. Matt would attend.

PUBLIC EXCLUDED MINUTES

Time: 7.10pm

The meeting closed at 7.15pm

Next meeting: **Tuesday 18th February at 5.30pm.** Mel to provide food.

ACTION ITEMS

Action Item	Responsible
Property	Claire to meet with Mark and Anna for Block C update
BOT newsletter	Matt to send revised bio to Clare for newsletter to go out start of 2025
Finance	Matt to do random check of accounts - DONE
BOT Task Checklist	Craig to look at Finance policy
Asset Review	5 year asset management plan - Claire H to review Scott to review current asset register by end Term 4
2025 BOT Elections	Sue to submit SchoolEd appointment application - DONE
After School Care	Claire to meet provider, arrange third party lease agreement and confirm financial gain for HHS (hall hire)

