

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING

Monday 30 October 2023 at 5.30pm

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

Present: Craig Dean (chair acting), Claire Hughes, Maia Alexander, Clare Watson, Mel Zimmerman, Ian Conning

Apologies: Matt Sverdlhoff (Chair), Renee Short

In Attendance:

Absent:

Minute Secretary: Lisa Murdoch

Conflicts of interest: Nil

CONFIRMATION OF MINUTES

Time: 5.30pm

"The minutes of the Board of Trustees meeting on 5th September 2023 to be accepted as a true and accurate record.

Mel/Clare W/Agreed

CORRESPONDENCE LIST

Time: 5.32pm

"The Hampton Hill School Board of Trustees accepts the correspondence list for 5th September-30th October 2023"

Craig/Clare W/Agreed

ACTION ITEMS

Time: 5.33pm

Action Item	Responsible
Grants & Fundraising	Maia to apply to Hutt Mana Trust for basketball hoop and Renee to check application – didn't get around to getting quotes. Suggested to put hoop at other end of bottom block playground. Another charity specialises in basketball. Grant for swing – minimum \$120K for this. Other charities \$2-3K.
Conflict of Interest Register	Sue to add Clare W's cousin's wife's brother working for Ashbys - DONE
Health & Safety	Maia attended NZSTA training session 14 Sept – BOT more involved in H&S, students to also be involved. Accident register – Maia advised that a lot of work is required. Dave to follow up field flooding with Council – haven't heard anything about this. Hasn't been much rain. Claire to follow this up.
Playground maintenance Matting	Claire/David - playground maintenance – ONGOING Matting - ONGOING
Policies	Inclusive Education - Renee to reword Sexuality & Gender Diversity - add in "family engagement" Maori Educational Success - remove "extension programmes" Learning Support - take out "Quick 60" To confirm with Renee when she returns
Finance	Clare W to review bulk payments – DONE Maia to complete this month.
Restraint Training	Mel to complete – DONE Staff have completed and certificates issued. Any new staff joining will need to complete.

Strategic Plan	Renee & Clare W to create digital survey for whole school community DONE Clare W to ask New World for prize sponsorship DONE Clare W to find date in term 4 for BOT BBQ. Term 4 is too busy with reports and swimming. Will focus on term 1 for BBQ.
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Conflict of Interest Register

Nothing to add.

Confirm out of zone enrolment date

Time: 5.53pm

Closing date confirmed Monday 1st April 2024. Students turning 5 – how many can we accept? So far we have four on our list for next year – can accept 20 five year olds.

“The Hampton Hill School Board of Trustees confirmed the out of zone enrollment closing date as Monday 1st April.” **Craig/Ian/Agreed**

Miramar Christian School

Time: 5.56pm

Not sure why the letter was received as the school is in Miramar. Maia thought because they are moving to Johnsonville and will be a year 1-13 school. BOT had no objections. **ACTION: Matt to reply to this letter confirming BOT has no objections.**

Board Task Checklist

Time: 5.59pm

Didn't look like anything needed to be done.

Cyclical Maintenance

Time: 6.00pm

Claire to contact Men in White as they should be painting the top block but this will be pushed back to next year due to ongoing building work.

PRINCIPAL'S REPORT

Time: 6.02pm

Roll discussed. 2024 roll will start at 128 or 129. Attendance similar to last year.

Report writing – assessment data being collected.

PB4L – Claire and another teacher going to workshop tomorrow. We are moving to tier 2 and will get \$10K funding which we don't need to account for. TAs working with small groups of 10 students next year with Education Intervention called Dinosaur.

Events

Keeping ourselves safe programme – community constable coming in to take class lessons

Tawa Zone Athletics – kids going to Interzone

Wacky hair days – 1st & 29th November

World Kindness Day – 13th November - teacher only day - Claire discussed the plans for the teacher only day

Year 6 spec visit next week at TIS

Year 6 camp – 27-29th November

2024 classes – 7 classes – new entrants class, 2 year 2-3 classes, 3 year 4-6 classes – this will help spread the student needs. Two syndicates 0-3 and 4-6. Kept year 1-2 class low so if the new entrant class fills up this class can take students.

Camp – lots of work happening. Police vetting completed. One parent has withdrawn so another has been selected. Medical information for students currently being collected.

2024 term dates – term 1 starts on 29-30th January with teacher only days, first aid course for staff on 30th January. Easter Tuesday is a day off – families will get lots of prior warning about this. Ministry has approved two additional staff only days. School finishes on Monday 16th December so we can get the required number of days in.

“The Hampton Hill School Board of Trustees moved to approve 2024 term dates.” **Craig/Clare W/Agreed**

Staffing - Alex Duff in room 8 going really well and has connected with parents. He is on a fixed term contract until the end of the year. The DP job closes 31st October. Craig and Maia will be on the interview panel next Tuesday 7th November.

Staffing has dropped significantly next year. Our ORS student is leaving this year. Claire explained the staffing - 8.64 which leaves us with 0.2. Our SENCO currently has one day release each week, the PE teacher also needs cover. Two part-time teachers are currently covering release time. We do not have enough money to cover leadership or SENCO release next year. Claire would like the BOT to fund 0.5 teacher. \$24K would get 0.4 teacher two days a week. This would cover the part-time teacher for two days who is fluent in Te Reo and could work in classes teaching Te Reo one day. Our current Te Reo teacher is not available next year and is expensive (\$26K). We have no-one to cover students that have difficulties/behavioural issues. SENCO is very busy so needs a day release to deal with everything they do. It is not uncommon for BOT to cover some teacher costs. The problem is our falling roll which means staffing is dropping and we are also losing ORS funding. We need to know long term what will happen as we can't continue funding at this level as money will run out.

Relief funding has not been fully used as we can't get relievers and curriculum funding has also not been fully used so this funding could be used next year. At the budget meeting a \$80K loss was originally calculated but we found extra funding and ended up with \$1000 excess. Can do one 0.4 teacher but BOT need to fund the other teacher. One of these teachers is only available one term next year. Discussed funds that we have in account and funds coming out. The impact of a declining roll is we lose units which have decreased from 10 to 8 next year. 60/40 breakdown of permanent/fixed term staff.

Claire needs confirmation of BOT funding of \$24K:

0.4 - 2 days per week or

0.5 - 2.5 days per week

ACTION: Claire to email BOT with request for funding. BOT needs to reply quickly so Claire can let staff know about their jobs.

Teacher Aide Contracts

NZSTA reported that current TAs are on illegal contracts. Claire has met with all TAs. Three will have permanent part-time contracts from the start of next year, one has a permanent part-time contract from this term. Permanent and fixed term contracts are required due to funding. This will be reviewed next year to anticipate for the following year. This is allowed to be reduced by up to 20%. Claire is aiming for full transparency. We will lose ORS funding with the year 6 student leaving - this was 16.5-17.5 hours per week.

Roofing - still some work to be finished off

Building work - scheduled to finish mid-January

Policies - to be reviewed this term as listed

Health & Safety - no hazards. Dave has fixed swing costing \$20 after we had a quote to replace for \$3K. Thanks to Dave.

PB4L – a lot of incidents

Breakfast Club - Vanessa has stood down and Jo is now co-ordinator.

U-Lead Conference - to be held during school holidays 14-16 April 2024 in Canada. Claire would use funding from Principal Mentoring and Wellbeing as part of CA. Flights and registration fees needed to be paid this year. BOT approval needed for remaining funds needed to be rolled over to next year.

"The Hampton Hill School Board of Trustees moved to approve Claire Hughes' attendance at the ULead conference and to roll over remaining funds from the Principal Mentoring & Wellbeing Funding to 2024."

Craig/ Clare W/Agreed

e-asTTle - all students sat a one off writing assessment. They were given a prompt (a "recount") and no devices were allowed. They were marked by teachers then teachers met to moderate. Claire found this data quite low. Some students' work could not be marked as they were required to write two sentences. It was difficult for year 1 to do. Year 3-6 results were quite concerning.

Whole school data:

8 - year 1/new to school

2 - year 2

3 - year 3

4-5 - arrived after assessment

6 - could not be marked as they could not write two sentences

A lot of students do not like to write, a lot prefer using devices and this may be why data is low. Mel explained how e-asTTle marking was done. Question is - is it fit for purpose as it is not regularly updated by e-asTTle. PAT testing is trialled and tested. The National Party is wanting to use e-asTTle as it is the single platform they can get data access to. Teachers have to make sure they understand where students are under-achieving ie. spelling and vocabulary. Better Start Literacy programme should help with spelling and comprehension needs to be built into this. Discussion had about the National Party and what they will require with reporting, e-asTTle and National Standards. Our e-asTTle data has been given to teachers to look at and will have a meeting to discuss. Results are very worrying. We have not done much work around maths for a long time and we need to work on this but writing is so poor. As you move up the levels the results get worrying:

Year 2 - have 9 "at"

5 year 4 - well below

5 year 5 - well below

8 year 6 - well below

Very concerning results.

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

POLICIES

Time: 7.05pm

Curriculum and student achievement policies. **ACTION: Mel to look at these.** CRE policy is not relevant for our school.

HEALTH & SAFETY

Time: 7.07pm

The cracked concrete is a trip hazard but not a risk. Balance between these. Are we going to do something more formal? Need to make sure we are meeting all requirements. Dave is part of the H&S committee. Claire meets with Dave each week and they do regular walk arounds to identify any hazards. Dave is very responsive and reports to Claire when he identifies things.

FINANCE

Time: 7.08pm

We are sitting well below tracked budget and are doing really well this year. Banked staffing is not a concern. Ops grant to be put into long and short term deposits. Grant for principal received and all outstanding funding.

"The Hampton Hill School Board of Trustees moved those payments of \$221,743.64 for September 2023 to be ratified." Craig/Maia/Agreed

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

Craig/Ian/Agreed

STRATEGIC PLANNING

Time: 7.10pm

Published community survey but only received 24 responses, mostly from dads. Will put it in the newsletter again to get more responses. Could this be part of hui on 8th November - no as this meeting is about building

relationships. Could we send a physical copy home with kids rather than email? Will wait for further results and see what comes out of 8th November hui. **ACTION: Claire would send out a reminder email later this week. Sue will put on facebook and have hard copies available at the office.**

Mel left the meeting at 7.15pm

PROPERTY UPDATE

Time: 7.20pm

Admin project is going well. Claire advised BOT that no-one was on site today. They keep saying they are waiting on windows but that they will meet the mid-January deadline. The contractors have not found too much that was unexpected when cladding was removed. Some timber could be washed, other timber had to be replaced. Discussion had about whether this is the end or will we be back again dealing with this? Ministry will have to deal with this as the building will be on their risk list. Still questioning whether we are still on track to update two classes up top? Is the layout of new classes (bottom block) inter-connection still the way to go forward as most vulnerable learners don't respond to flexible learning spaces. The model used on bottom block works quite well and this will be the way forward. All drawings have been completed and they match the bottom block. Will also need to find out if there is a break between the Admin block project and new classes. Ian meeting with Anna and Mark tomorrow to confirm.

ANY OTHER BUSINESS

Time: 7.00pm

No other business

The meeting closed at 7.30pm

Next meeting: **Tuesday 5th December at 5.30pm.** Ian to provide food.

ACTION ITEMS

Action Item	Responsible
Grants & Fundraising	Maia to apply for basketball hoop and Renee to check application.
Health & Safety	Claire to follow up with Dave about field flooding with Council.
Playground maintenance Matting	Claire/David - playground maintenance – ONGOING Matting - ONGOING
Policies	Inclusive Education - Renee to reword Sexuality & Gender Diversity - add in "family engagement" Maori Educational Success - remove "extension programmes" Learning Support - take out "Quick 60" To confirm wording with Renee when she returns Curriculum and student achievement – Mel to look at
Finance	Maia to review bulk payments
Restraint Training	New staff joining to complete training
Strategic Plan	Claire H to email out reminder, Sue to put on facebook and print hard copies for office. Clare W to find date in term 1 2024 for BOT BBQ.
Miramar Christian School	Matt to reply to letter confirming no BOT objections
BOT funding 0.4 teacher	Claire to email BOT requesting funding

Craig Dun

*Acting
Presiding
Member*

