

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Tuesday 18 February 2025 at 5.30pm

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

Present: Matt Sverdloff (Chair), Claire Hughes, Craig Dean, Renee Short, Mel Zimmerman, Clare Watson

Apologies: Maia Alexander

In Attendance:

Absent:

Minute Secretary: Lisa Murdoch

Conflicts of interest: Nil

APPOINTMENT OF PRESIDING MEMBER

Time: 5.31pm

Matt Sverdloff was nominated and elected unopposed.

"The Hampton Hill School Board of Trustees elected Matt Sverdloff as presiding member."

Clare W/Claire H/Agreed

CONFIRMATION OF MINUTES

Time: 5.33pm

"The minutes of the Board of Trustees meeting on 3rd December 2024 to be accepted as a true and accurate record."

Matt/Agreed

CORRESPONDENCE LIST

Time: 5.33pm

"The Hampton Hill School Board of Trustees accepts the correspondence list for 3rd December-18th February 2025"

Matt/Agreed

ACTION ITEMS

Time: 6.03pm

Action item	Responsible
Property	There is no update on refurbishment of C Block
BOT newsletter	Matt to send revised bio to Clare for newsletter to go out start of 2025 – Matt to do tomorrow
Finance	Craig to do random check of accounts
BOT Task Checklist	Craig to look at Finance policy (from term 4 2024) - DONE
Asset Review	5 year asset management plan - Claire H to review - DONE Scott to review current asset register by end Term 4 - DONE
2025 BOT Elections	Sue to submit SchoolEd appointment application – DONE – opted for online elections
After School Care	Claire to meet provider, arrange third party lease agreement and confirm financial gain for HHS (hall hire) - DONE

BOT CHECKLIST

Time: 5.43pm

First part done

BOT WORKPLAN

Action – Claire H will refresh this and send to Renee to review.

CODE OF CONDUCT

Same as last year. Renee has sent to BOT to review.

DELEGATIONS

Already done – rolls over from last year.

2025 BUDGET

The draft budget was adopted at BOT meeting on 3rd December 2024.

NEW CURRICULUM

Teachers are working on. RSE every second year – this year is “keeping ourselves safe” – local police officer comes in and runs some of this. Health & sexuality was last year which went well.

SCHOOL PLANNING & REPORTING

Attendance is done through etap. Claire is keeping an eye on this. Currently sitting at 94%.

CLOSING FOR INSTRUCTION

Two ministry curriculum days, one staff day and one day Kahui Ako. All will be based on the curriculum. As long as we give families notice and keep to the correct amount of days open we will be ok. Dates are listed on the school newsletters.

PROFESSIONAL GROWTH CYCLE

Claire is meeting with a mentor and professional group. She will put together documentation and forward to her mentor when ready.

PRINCIPAL'S REPORT

Time: 5.56pm

Roll is currently 125 – two less than last year. Attendance data is not needed as we have only been at school two weeks. Most families live in zone. The two staff only days were very productive. We went with Oxford Maths and the leadership team are going on PD for planning with this. Expectations have been looked at. Established learning has been looked at. We have subscribed to an online learning tool to engage students. Assessment schedule has been updated and shared with teachers. It is not shared with parents as a lot of teacher wording is sometimes difficult for parents to understand. We are now required to do phonics tests. BSLA only goes to year 3 but we will get funding to go to higher year levels. Eastle and PAT testing is required to be done.

The new swing has been installed. We are having a bit of trouble getting the new basketball hoop installed as it is very heavy. This will go down the bottom block.

We have two teams (boys and girls) for basketball at Titahi Bay and parents are managing these teams.

Claire listed events that are coming up. It has been a settled start to the year. We have made a few tweaks to PB4L majors and minors, changing focus to child and not the behaviour. Behaviour – teacher support, leadership support, external support (RTLB or whanau). WITS – walk away, ignore, talk, seek teacher help.

Digital Citizenship – every year children and parents are to sign the rules. Children can't go on a device until the form has been received back.

Kahui Ako – principals meeting on Thursday.

Staffing – we are in a good place at the moment. New staff are settling in well.

Units – Claire shared how this is managed. PE to be shared amongst all teachers.

Cash position was shared. When Claire last spoke to Lynnette there was a projected loss for last year of \$28,000.

Claire shared from the Staff Only Day what staff thought we needed to do to make the school more welcoming. We need to prioritise and cost these out.

Why is the clothing bin on school property? We earn \$500 per year from having it on site. The bin is for the community to use but it is getting abused with the community dumping items by bin. It makes the school look untidy when this happens. BOT agree to get rid of the bin. **Action – Claire to confirm we get \$500 for having the bin onsite.**

Ballot dates are confirmed – term 1 – 7th April, term 2 – 6th October. Year 5/6 are quite big numbers and we may need to cap numbers. If new entrants get big we will need to hire another part-time teacher. Discussion had about staffing and different scenarios that may happen and how staffing is funded. Cap on numbers of students out of zone to be 30 for year 0-2.

"The Hampton Hill School Board of Trustees moved to cap the number of out of zone students at 30 for year 0-2 for the ballot in April" **Matt/Agreed**

Achievement Data

BOT thought the mid year and end of year data looked really positive. Writing is the big concern - ERO asked why we were not focusing on this. Once maths was ticking along we will focus on writing. Claire had asked teachers to share the students that are below on reading, writing and maths. We will track these students and work to help them this year. Mid year data was based on end of year expectations. With new curriculum coming in, reporting will change but the MOE hasn't shared this yet. Claire is still working on the statement of variance which she will have soon and will share when done. When will we bring the writing focus in? We want to bring writing in as a focus next year but this doesn't mean we aren't focusing on writing this year. We are looking at ways to help these children who need it. We will put writing in the strategic plan for next year.

Annual Plan

Claire shared the annual plan with the BOT and talked through it. We are hoping to get funding for year 5-6 teachers for BSLA training and are waiting to hear back about this. The annual plan was done over three terms as this makes it more manageable.

Health & Wellbeing

"Our stories, our place" is our theme. We have plans to have a whanau day and invite families in to share our learning.

Powhiri practice was held on Friday last week. We need to be specific on language weeks we celebrate as these need to be done really well.

Whanau groups to be introduced which senior students will lead. There is a lot of work involved but this can be shared around unit holders. Teachers are working all together now as a smaller school where we previously worked in syndicate groups.

BOT said to please let them know if the school needs anything from them.

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

SCHOOL DOCS

Health and Safety - changed RIMU values to RISE, otherwise all good.

Health & Safety Risk Management - worker engagement. Renee looked at and forwarded to Maia to have a second look at.

HEALTH & SAFETY

Our only worry is around the cracked concrete.

Time: 6.40pm

Time: 6.43pm

CULTURAL RESPONSIVENESS

Time: 6.43pm

No update

ANY OTHER BUSINESS

A disco was planned for term 2. Claire W and Renee to look at.

Renee left the meeting.

Time: 6.45pm

FINANCE

Time: 6.45pm

"The Hampton Hill School Board of Trustees moved those payments of \$58,145.23 for November 2024 to be ratified.

Craig/Clare W/Agreed

"The Hampton Hill School Board of Trustees moved to adopt the November 2024 finance report."

Craig/Clare W/Agreed

"The Hampton Hill School Board of Trustees moved those payments of \$162,807.20 for December 2024 to be ratified.

Craig/Clare W/Agreed

"The Hampton Hill School Board of Trustees moved to adopt the December 2024 finance report."

Craig/Clare W/Agreed

PROPERTY

Time: 6.50pm

The three year budget review didn't change. Waiting for documentation for top block refurbishment - the liquidator is not releasing code of compliance and WOF until money is received. **Action - Claire to check with Mark re building WOF and code of compliance.** Funding had been received from MOE for boiler repairs. Aquaheat were still working on the boiler as it was leaking. They wanted to work on over the Christmas holidays but Dave was on annual leave so they are now coming in this term to work on. Once the property refurbishment starts, the BOT will get together and share out things to be in charge of so we can share the load rather than Claire being in charge of it all. Fire compliance still waiting for sign off.

ANY OTHER BUSINESS

Time: 6.56pm

After-school care - Claire needs to get a contract from Enjoy Childcare. They are Oscar accredited. Kelly Club gave 10% of their yearly earnings to school and Enjoy Childcare are happy to match this. They asked if we could waive this fee for the first term while they are getting established. **Action - Claire to get in touch with them this week.**

Cleaning - Mary is leaving at the end of April. She works for the cleaning company we have a contract with. **Action - Claire to look at this contract and find out more about it.**

Signage at front of school - the quote we had for this was \$433.55 dated March 2023. **BOT happy for Claire to get in touch with this person and start this quote process again - action.**

The camp report was shared with the BOT.

Living Wage talk - there had been an enquiry from someone about the living wage who wanted to come in and talk about this with the BOT. Sue advised that one staff member is earning below the minimum wage. As a responsible employer we need to look at this as we have a responsibility to look after staff. \$1300 pa is what it would cost to do this. First thing to do is to get these people to come to a BOT meeting and talk to them about this. **Action - Matt will ask Sue to arrange this.**

PUBLIC EXCLUDED MINUTES

Time: 7.07pm

The meeting closed at 7.15pm

Next meeting: **Tuesday 25th March at 5.30pm.** Clare Watson to provide food.

ACTION ITEMS

Action Item	Responsible
Property	Claire H to check with Mark re building WOF and code of compliance
BOT newsletter	Matt to send revised bio to Clare W for newsletter Claire H to confirm BBQ with staff for 6 th March 5.00-6.30pm
Finance	Craig to do random check of accounts
After School Care	Claire H to contact Enjoy Childcare to confirm contract
BOT Work Plan	Claire H will refresh this and send to Renee to review
Clothing Bin	Claire H to confirm we get \$500 for having the bin onsite - it is \$900 per year
Disco	Clare W and Renee to look at
Cleaning	Claire H to look at contract
Welcome sign	Claire H to contact quote person
Living Wage talk	Sue to contact person and invite to speak at next BOT meeting

