

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Monday 5 December 2023 at 5.30pm

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

Present: Matt Sverdlhoff (Chair), Claire Hughes, Craig Dean, Maia Alexander, Clare Watson, Mel Zimmerman, Renee Short (10 mins late)


Apologies: Ian Conning

In Attendance:

Absent:

Minute Secretary: Lisa Murdoch

Conflicts of interest: Nil

M. SVERDLOFF 
 13/2/2024

CONFIRMATION OF MINUTES

Time: 5.38pm

"The minutes of the Board of Trustees meeting on 30th October 2023 to be accepted as a true and accurate record.

Matt/Agreed

CORRESPONDENCE LIST

Time: 5.39pm

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

Matt/Agreed

ACTION ITEMS

Time: 5.40pm

Action Item	Responsible
Grants & Fundraising	Renee to assist Maia to apply for grants and create a list of potential grants and fundraising we can apply for on google drive.
Health & Safety	Someone from the Council has been to check on the field flooding and did some suctioning. No significant rain so can't check at present.
Playground maintenance Matting	Claire/David - playground maintenance – ONGOING Matting – ONGOING Report on playground safety – Claire to follow up with Sue - DONE
Policies	Inclusive Education - Renee to reword - DONE Sexuality & Gender Diversity - add in "family engagement" - DONE Maori Educational Success - remove "extension programmes" - DONE Learning Support - take out "Quick 60" - DONE Curriculum & Student Achievement - Mel discussed minor changes
Finance	Maia reviewed bulk payments. Clare Watson to do next review.
Restraint Training	New staff joining will need to complete.
Strategic Plan	Date confirmed for BOT BBQ – Thursday 8 th Feb 5-7pm – Claire will put in newsletter - DONE
Miramar Christian School	Matt to check he has replied to letter confirming no BOT objections.

BOT funding 0.4 teacher

Claire emailed BOT requesting funding which has been confirmed - **DONE**

Conflict of Interest Register

Nothing to add.

Board Task Checklist

Nothing needed to be done.

Time: 5.53pm

Cyclical Maintenance

Top Block painting should have been done this term but pushed to next year due to work being done on top block. Would there be a change to dollar value to do this? **ACTION: Claire to clarify exterior painting with Men in White – will it be all classes 1-6 and bottom 7-10.** No other changes to schedule.

Time: 5.54pm

"The Hampton Hill School Board of Trustees moved to accept the updated painting schedule"

Matt/Agreed

BUDGET 2024

Reese had not spent anything in term 1 and Claire had not spent much either so curriculum budget was pushed to next year. To cover release BOT to cover 0.4 teacher this is due to staffing being significantly reduced. ORRS funding dropped as student leaving at the end of this year. Discussion had about ORRS funding and about budget which was looking ok. We have a healthy surplus of funds. Tier 2 funding for PB3L was \$10,000 but not doing tier 2 now as funds would only have been used to release senior leadership team. Any significant increases due to inflation. A lot has increased but some things have gone down. The draft budget has come out since last BOT meeting and debt is lower than predicted last year. Final budget this year will show a deficit of \$20,000 - need to reassess for following years.

Time: 5.58pm

"The Hampton Hill School Board of Trustees moved to accept the 2024 draft budget"

Matt/Agreed

CELL PHONE POLICY

Claire Hughes has purchased a school cell phone. A policy has been created which confirms the phone is in Claire's name but the school will be responsible for paying the account.

Time: 6.09pm

"The Hampton Hill School Board of Trustees moved to accept the cell phone policy"

Matt/Agreed

PRINCIPAL'S REPORT

Reports to go home this Thursday. Children to meet their new class teachers on Friday. Claire is busy doing newsletter to go out on Friday which will include the makeup of classes.

Time: 6.10pm

Data

End of year data is being collated.

PB4L

The biggest challenge was staffing it for tier 2 level and as we don't have staff to manage this, we will stick to tier 1 and review again this time next year. A lot of things in tier 2 we are already doing. Needed two separate teams for tier 1 and tier 2. Leadership team should all be on the team for tier 2.

Tier 1 – 80% support students

Tier 2 – 15% support students

Remaining 5% complex needs – no one has answers as very complex

Claire Hughes talked about a new programme that she was interested in and specifically works on bullying.

Camp

Parent information evening received a great turn-out and camp was fantastic.

Events

Claire listed events that have happened this term which had been very busy. Claire to look at two fun things each term next year. Wacky hair day went really well. Keeping ourselves safe will be every second year and Life Education every second year. Staff hui clarified how to act if children confide sensitive information. Rapu whanau held which was attended by only two parents but was very relaxed and we received great feedback.

Health & PE Consultation

Claire handed document to BOT members. Every group will do relationships and sexual education – this is a bit tricky as we don't know what the new government will do. Document covers whole PE and health curriculum. National government has indicated they will change this so not sure what is happening yet. Discussion had about gender and how this is defined in the document. Also discussed what will happen for those who opt out. We need to hold an Information evening. Discussion had about teaching of PE. **ACTION: BOT to review document and give feedback asap. Claire would like to get document out to community next year.**

Staffing

Lata Govind has been appointed as year 1-2 permanent teacher. We received five applicants, all from New Zealand with no overseas applicants. 0.4 position confirmed for fixed term next year. We need to identify who get units. Kahui Ako have gifted an in-school lead. Claire explained some of the units and what they are for and how they work. The units are fixed term for one year. Permanent units are only in place for the length of time a staff member is employed at the school and they would lose them if they change schools.

Property

Blue paint by hall is fire compliance. Currently blue lines indicate steps going out to the bike track. If they go to bike track they will fix bike track. Need to have steps coming out of hall - Claire in discussions with architect about this. Deck and ramp are in poor condition and are rotting so they need to be fixed. To be compliant we have to have steps. Ramp is not compliant as too steep. Unsure of exactly how much is needed to be replaced. School is not paying for steps but will have to pay for the ramp. All part of the fire compliance and the wood is already sitting and waiting. If we act quickly we can use the builders that are here and get it done quickly. Can people who do stairs quote to do ramp repairs? Can Ian get someone else to do another quote to cover ourselves for due diligence? Just see what quote the fire compliance people come back with then make a decision from there. Discussion had around the ramp and is it necessary? We need the ramp so steps can come down from that. There are four doors and steps can't come off a single door, they have to come off a double door. Don't know what wood on ramp is like. Cost of fixing bike track will be covered in the fire compliance work. **ACTION: Claire to find out about the cost.** Dave has fixed damaged fence and will also fix some concrete issues around the school. The sandpits have been topped up.

Behaviour

BOT questioned whether we should be concerned about 25% behaviour rate for one student? This was ok.

Breakfast Club

Two people attended a meeting with feedback given to all volunteers.

Kelly Club

Kelly Club is closing down from Thursday 14th December. Kelly Club had emailed all students who attended. Kelly Club had significant drop in number of children attending. Understood safety reasons for not allowing one person in charge at Kelly Club but they were losing thousands of dollars each year at our school. Claire has received feedback from two parents asking what we are going to do. It may be an issue for children starting here and have an impact on our roll. Rent based on how many children attend so nominal amount received for this. BOT asked Claire if she had any concerns. She was not sure what the answer would be. Discussion had about what other after school care options are available. Wait to see what other feedback is received. Two emails currently received just wanting to know if there is anything that we could do to support these children and if we could recommend alternative options. Discussion had over whether we approach other after school care places and see if they would be interested in coming here. Will wait to see what happens with further emails from parents.

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

Matt/Agreed

HEALTH & SAFETY**Time: 7.11pm**

Matt's wife was taking her child out of her car and her car door was hit by another car. Is it worth getting police in a couple of times on Victory Crescent and Rimu Street to monitor this. Renee mentioned things that she had observed when on patrol on Victory Crescent which was safer than Rimu Street. Can we get the council to remark/paint lines on Rimu Street. Part of issue is construction work and tradies parking their vehicles in Rimu Street. Road patrol on Hampton Hill Road suggested but not an option. **ACTION: Claire to put in newsletter and contact community constable to get police to come and monitor as it is a police matter. We will report dangerous acts to the police and get them to deal with these.**

FINANCE**Time: 7.23pm**

"The Hampton Hill School Board of Trustees moved those payments of \$189,001.70 for September 2023 to be ratified.

Matt/Agreed

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

Matt/Agreed**CULTURAL RESPONSIVENESS**

Nothing to report

STRATEGIC PLANNING**Time: 7.24pm**

The survey draw closed 5 November with 20 responses. These were put into a random checker by Mel. Christina Pemerika was drawn out – Claire would contact her and ask permission to share the result in the newsletter. Mel and Claire H to decide on three goals and will share with BOT. The Strategic Plan is due 1st March. Claire is happy with engagement from community. She would like to have the plan completed by the 19th March BOT meeting.

PUBLIC EXCLUDED MINUTES**Time: 7.33pm****ANY OTHER BUSINESS****Time: 7.43pm**

No other business

The meeting closed at 7.43pmNext meeting: **Tuesday 13th February at 5.30pm.** Ian to provide food.**ACTION ITEMS**

Action Item	Responsible
Grants & Fundraising	Renee to assist Maia to apply for grants and create a list of potential grants and fundraising we can apply for on google drive
Health & Safety	Dave to check after next significant rain fall.
Playground maintenance Matting	Claire/David - playground maintenance – ONGOING Matting – ONGOING Dave to book playground safety inspection – Booked for 20th December
Policies	Curriculum & Student Achievement - Mel to make minor changes
Finance	Clare Watson to review bulk payments.
Strategic Plan	BOT BBQ – Thursday 8 th Feb 5-7pm – Claire will put in newsletter - DONE Claire to contact winner of survey draw and put in newsletter - DONE Mel and Claire to decide on three goals and share with BOT.

Miramar Christian School	Matt to check he has replied to letter confirming no BOT objections.
Health & PE Curriculum	BOT to review consultation document and give feedback to Claire, then send out to community next year.
Property	Claire to clarify external painting of classrooms with Men in White. Claire to find out cost of replacing decking and ramp to hall. Dave to fix concrete issues around school.
Health & Safety	Claire to remind families in newsletter about Rimu Street safety and contact community constable to come in and monitor.