


 27/3/23

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Tuesday 21 February 2023 at 5.30 pm

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

Present: Matthew Sverdlhoff, Rhys McKinley, Renee Short, Clare Watson, Craig Dean, Mel Zimmerman

In Attendance:

Apologies: Ian Conning, Maia Alexander

Minute Secretary: Lisa Murdoch

Conflicts of interest: Nil

BOT Time Register

Time: 5.36pm

Sue to delete this off agenda as no longer required.

BOT Chair Nominations

Matt was the only nomination for Chair and was elected unopposed.

"The Hampton Hill School Board of Trustees elected Matt Sverdlhoff as Chair"

Agreed

CONFIRMATION OF MINUTES

Time: 5.37pm

The names of potential principals should be removed and made more generic. Renee will reword this and email to Sue.

CORRESPONDENCE LIST

Time:

5.40pm

"The Hampton Hill School Board of Trustees accepts the correspondence list for December 2022 - February 2023"

Matt/Agreed

ACTION ITEMS

Time: 5.42pm

Action Item	Responsible
Policies	<p>Emergency, Disaster & Crisis Management policies (term 4 2022)</p> <ul style="list-style-type: none"> ● Obtain a Fire Education New Zealand (FENZ) approved evacuation scheme – Rhys has sent off, they have received but not approved yet. ● Complete a Communication Plan for emergency email, facebook contact – Sue developing this plan - DONE ● Create an inventory of hazardous substances as part of our Chemical Spills policy. Chemical spills inventory being worked on by Kenny – DONE <p>Schedule of Delegation Policy</p> <ul style="list-style-type: none"> ● Amend wording under Staff Appointment to "Principal & Deputy Principal only". Review date 1st December 2023 - DONE
Playground matting	Get an engineer's report on playground issues - DONE
Ballot Dates 2023	Sue to advertise 2023 ballot dates on website – BOT to approve change of dates
Property	Top Block - Ian to put out to tender the refurbishment of classes 3 and 4 based on 5YA budget of \$340,000 with a BOT funded contribution to make up the deficit.

	Admin Block - Ian to put refurbishment out to tender in Jan/Feb, with construction hopefully starting end of Term 2.
Principal Recruitment	Matt to update BOT at meeting.

BULK PAYMENTS REVIEW –

Time: 5.42pm

Renee to complete.

EMERGENCY PREPAREDNESS

Time: 5.43pm

Move to principal's report. Earthquake drill to take place this Thursday.

PRINCIPAL RECRUITMENT UPDATE

Time: 5.44pm

Advert had gone in Gazette and there had been a lot of interest with six applications. Met with recruitment consultant and shortlisted four. Interviews this Saturday 9-6pm in room 3. BOT to arrive at 8am. A list of questions has been made and sub-committee will carry out the interviews. Ask consultant if there are any common questions that are asked by applicants. This may help the BOT chair so he does not have to answer everything.

ENROLMENT BALLOT ADVERTS

Time: 5.55pm

Dates have been checked and shared with BOT.

"The Hampton Hill School Board of Trustees approved the date changes to the enrolment ballot adverts"

Clare/Craig/Agreed

DESTRUCTION OF 2015 FINANCIAL RECORDS

Time: 5.56pm

"The Hampton Hill School Board of Trustees approved the destruction of these records"

Mel/Matt/Agreed

PRINCIPAL'S REPORT

Time: 5.58pm

Roll at February 2023 was 158, 2022 was 188.

PB4L

Rhys mentioned great values and every child he's spoken to knows these.

Poutama Pounamu

Fits in well with appraisals and teaching practices. Next steps for writing, maths, reading – Rhys spoke about data – teachers have chosen focus students. Beginning school literacy starting in the junior school.

Annual Plan

Will use annual plan to report against. Rhys will bring to the next BOT meeting. **ACTION/AGENDA: need to approve 2023 annual plan at next meeting. BOT to send feedback before next meeting.**

Employer Responsibility

Time: 5.06pm

All TA and support staff have contracts renewed. All management units have been issued. Two teachers had applied for the Cultural unit so both have strengths. Will be splitting and sharing this unit.

NZEI Meetings

Time: 6.08pm

Scott, Rhys and support staff will assist with this. For community the school will continue to be open.

Finance

Time: 6.09pm

Large deficit due to science grant and had to spend this. **ACTION: Rhys to send November and December finance reports to Matt and Craig.**

The Hampton Hill School Board of Trustees moved those payments of \$84,678.26 for November 2022 to be ratified.

Matt/Agreed

"The Hampton Hill School Board of Trustees moved those payments of \$96,805.02 for December 2022 to be ratified.

Matt/Agreed

Property

Time: 6.12pm

Rhys was very impressed with our cleaner. We are trialling leaving the gates unlocked. Rhys has only had to talk to a couple of people. Stefan was pro having the gates locked as it stopped scooters being stolen and school being used as a thorough-fare. Question asked do all staff have a key to the gates? Trial gates being unlocked until next meeting.

Emergency Drills

Time: 6.19pm

Earthquake drill to be held on Thursday 23rd February. Lockdown drill on 17th March.

Road Patrol

Time: 6.20pm

Rhys commented on support staff who were great doing road patrol even when not asked.

Breakfast Club

Time: 6.21pm

This was a great idea and was working well. Volunteer morning tea held at the end of the year. Rhys wanted to ensure all school volunteers are recognised.

Front Stairs to Office

Time: 6.22pm

The school courier had complained these were very slippery when wet. **ACTION: Kenny will put grip guards on steps to help stop this.**

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

Matt/Agreed

POLICY REVIEW

Time: 6.23pm

Legislation and Administration Policy

BOT members had looked at this and had no comments. There is a system in place if a child is not at school – Sue checks with the family via phone call or text. Engagement officer employed by Kahui Ako to talk to family. Information sent to this office to follow up with family if needed.

"The Hampton Hill School Board of Trustees moved to approve the Legislation and Administration Policy."

Rhys/Craig/Agreed

ATTENDANCE REPORT

Time: 6.29pm

Average attendance for 2002: term 1 – 84.9%, term 2 – 87%, term 3 – 88.9%, term 4 – 88.1%
Attendance trending up. Older children tend to have better attendance. Highest to lowest: NZ European, Middle East, Latin American, African, Asian, Maori, Pacific. Students on time tend to be year 3-6 more than year 1-2.

PPROPERTY UPDATE

Time: 6.34pm

Update from Ian which Matt had received and outlined as follows:

Admin

Weather tightness tender closes 9th March.

Top Block

Sub-consultants engaged. Likely to go out to tender in May. Still waiting on designs to be in place. Likely time lines were originally winter. Construction may not be until after winter as things have been pushed back. Concern that this will increase the building costs the longer it takes. Project meeting scheduled for this week but haven't heard anything yet.

ANY OTHER BUSINESS

Time: 6.41pm

CULTURAL AWARENESS

Renee gave a presentation. "It's important to understand you are accountable for the performance of your school in relation to maori student achievement" was the important message to note. Hautu was explained.

Next steps: Renee gave some hand-outs and some reading recommendations. Also recommended attending NZSTA live learning events. Renee to lead Hautu and Poutamu Pounamu – understood the mahi already underway – and community/iwi engagement. Update to BOT planned for 9th May BOT meeting. Will reach out to Keriana and Jenny (cultural leads). Will wait to reach out to iwi once she has more information and understanding. To look at attainment data Mel would share with Renee. Murray Lucas from Kahui Ako is another contact for information and connections to iwi.

Mel left meeting.

Time: 6.55pm

SCHOOL PICNIC

Time: 6.56pm

Clare has been in touch with Abbey about dates for this. Abbey will talk to staff tomorrow - Tuesdays suit staff better. Potentially 14th March – Abbey will confirm. BOT to run sausage sizzle and families bring own food or have sausages, hand out, introduce BOT, play equipment for children. Sausage sizzle and lemonade iceblocks offered. BOT, staff, children and families – just relax and get to know each other. Clare needs to check with Kelly Club as they will be in hall until 6pm. 5.30-7pm will be time-line for picnic.

NEWSLETTER

BOT term 1 newsletter for new staff welcome and who we are. Clare hopes to get this out next week. She will circulate this beforehand to BOT. If other BOT members want to add anything please do so.

PLAYGROUND

Inspection done December 2022. **ACTION: report to be given to Kenny so he can mark off anything he can do - Rhys to work through with Kenny.**

HHS Welcome Sign

Kenny and a parent had designed a draft sign for front of school which was presented to the BOT.

Staff Only Day

Talk at Kahui Ako, Tawa College and Intermediate had set their teacher only day for Monday 24th April which will also be ours. This day will be about planning and work on the NZ curriculum refresh.

Maximum Roll Increase

Wellington Seventh Day Adventist School had asked HHS if we objected to them raising their maximum roll to 130. BOT had no objections to this. Discussion had about the prospect of losing some children and the impact on HHS. **ACTION: Rhys to inform the school that our BOT had no objections.**

"The Hampton Hill School Board of Trustees agreed to Wellington Seventh Day Adventist School increasing their roll to 130"
Matt/Clare/Agreed

PUBLIC EXCLUDED MINUTES

Time: 7.08pm

The meeting closed at 7.35pm.

Next meeting: Tuesday 21st March 2023 at 5.30 pm. Matt to provide food.

ACTION ITEMS

Action Item	Responsible
BOT Time Register	Sue to delete off agenda as no longer required by accountant.

December BOT minutes	Renee to remove principal names and replace with more generic wording.
Bulk Payments	Renee to review
Principal Recruitment	Interviews 25 th February
Enrolment Ballots	Sue to advertise on facebook pages in March and August prior to closing dates.
Policies	Emergency, Disaster & Crisis Management policies (term 4 2022) - Obtain a Fire Education New Zealand (FENZ) approved evacuation scheme Rhys has sent off, they have received but not approved yet.
Annual Plan	Rhys to bring to next BOT meeting, BOT to provide any feedback to Rhys before next meeting.
Finance reports	Sue to send Matt & Craig the November & December finance reports – to be approved at next meeting.
Playground maintenance /matting	Rhys to work with Kenny on playground maintenance Matting - ongoing
Property	Kenny to put grip guards on front steps to office. Trial of gates being kept unlocked. Top Block project meeting scheduled for this week.
Cultural Awareness	Renee to reach out to Keriana & Jenny. Mel to share attainment data with Renee.
School Picnic	Potentially 14 th March from 5.30-7pm – Abbey will confirm. Clare to check with Kelly Club as they will be in hall until 6pm.
BOT newsletter	Clare to send out this week.
7 th Day Adventist School	Rhys to contact school to confirm BOT has no objections to raising their roll.

