

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Monday 27 March 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, Maia Alexander, Ian Conning

In Attendance: Claire Hughes (newly appointed principal)

Apologies:

Minute Secretary: Lisa Murdoch

Conflicts of interest: Nil

CONFIRMATION OF MINUTES

Time: 5.36pm

"The minutes of the Board of Trustees meetings on 6th December 2022 and 21st February 2023, to be accepted as a true and accurate record.

Matt/Agreed

CORRESPONDENCE LIST

Time: 5.37pm

"The Hampton Hill School Board of Trustees accepts the correspondence list for 21st February – 27th March 2023"

Matt/Agreed

ACTION ITEMS

Time: 5.39pm

Action Item	Responsible
BOT Time Register	Sue to delete off agenda as no longer required by accountant. DONE
December BOT minutes	Renee to remove principal names and replace with more generic wording. DONE
Principal Recruitment	Claire Hughes appointed, to commence 24 th April. Staff & community informed.
Enrolment Ballots	Sue to advertise on facebook pages in March and August - DONE
Policies	Emergency, Disaster & Crisis Management policies (term 4 2022) <ul style="list-style-type: none"> - Obtain a Fire Education New Zealand (FENZ) approved evacuation scheme Abbey is re-doing as they sent back with adjustments needed. Restraint and Complaints policies due next meeting. Discussion had about restraint and possible training to happen.
Annual Plan	BOT to provide any feedback to Rhys - to be approved at this meeting.
Finance reports	Sue to send Matt & Craig the November & December finance reports – to be approved at this meeting.

 09/05/2023

Playground maintenance Matting	Rhys to work with Kenny on playground maintenance – ONGOING 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. ONGOING
Cultural Awareness	Renee to reach out to Keriana & Jenny. Mel to share attainment data with Renee.
School Picnic	14 th March – event was very successful with great attendance
BOT newsletter	Clare to send out this week. DONE
7 th Day Adventist School	Rhys to contact school and confirm BOT has no objections to raising their roll. DONE

BULK PAYMENTS REVIEW –

Time: 5.44pm

Craig to complete.

FINANCE ANNUAL REPORT

Time: 5.45pm

Draft plan needs to be submitted by end of the month. All agreed to accept draft plan. Changes need to be updated regarding the principal and chair. **ACTION: Sue to update Ian's details and take off as chair, add Matt as chair, term expiry should coincide with next BOT 2025, Stefan's name and date expired - change to end of term 4 2022.** Rhys felt he couldn't sign this off so new principal will sign off. Have time to check on this before it gets sent to MOE. Ian will look into this and check details and dates. Discussion had about auditors.

PRINCIPAL'S REPORT

Time: 5.47pm

Roll at February 2023 = 161, February 2022 = 190. PE and sports units – Lynne Buret in charge of this including cross country and netball. 70% of attendance – week 5 term 1. 113 out of 160 attend at least 9 out of every 10 days. Has dropped off since last report, this is due possibly to taking holidays during term time. Caretaker, new principal and teacher employment documentation has been completed by Sue. TA timetables being looked at this week for term 2. Banked staffing just about 0 for Jan/Feb. Gates – nothing new noticed through traffic so gates will continue to be left unlocked. Electrical testing was completed on 23 February. Emergency drills – school is great at regularly doing these and are well practised. Playgrounds – soft landing matting has to be done by certified person. Front stairs – Kenny will install when clear weather.

Finance

Time: 6.09pm

The Hampton Hill School Board of Trustees moved those payments of \$35,658.26 for January 2023 to be ratified.

Matt/Agreed

"The Hampton Hill School Board of Trustees moved those payments of \$58,518.48 for February 2023 to be ratified.

Matt/Agreed

Term deposits will all roll over except one which will be renewed later in the year to spread them out. Next lot of payments for building drawdown won't be needed until July.

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

Matt/Agreed

FINANCE

Time: 6.03pm

"The Hampton Hill School Board of Trustees moved to adopt the November & December 2022 and the January & February 2023 finance reports."

Matt/Agreed

PPROPERTY UPDATE

Time: 6.16pm

Admin

Tenders closed 27th March for Admin Block water tightness. Three contractors have made submissions all under 1 million. Ian mentioned names of all three. Meeting with Anna tomorrow to discuss this and come up with preferred contractor. One contractor quite cheap, they will shrink wrap whole building. Will have recommendation within the next week. Start date could be early term 2 and could take 16 weeks. \$650-680,000 is cost. School built on rubbish dump so have to monitor how much soil is taken out and it has to be treated. Whenever digging and removing soil this needs to be noted and council will do an audit of this. Could be starting 1st May hopefully. Will the boiler be out over winter? When we have a plan will know more. Boiler will still be working but will have a contingency plan.

Top Block

Looking to go to tender 3rd April. Out for 6 weeks then construction would start term 3 – July sometime. Could be 16 weeks to build. Need to have money available around July. Money is paid in instalments. Ian explained to BOT how funding payments work for these projects. Will both overlap? Ian would like them to go one after the other. Construction likely to be term 2 to end of term 4. Still have to put in \$10K per class for furniture.

ANY OTHER BUSINESS

Time: 6.38pm

NZSA attainment will be out sometime early term 2. Powhiri to be held Thursday 27th April – all community is aware. Discussion had about process.

Renee attended NZSTA training session – a conflicts register should be created to record these and perhaps a googledoc.

BOT are invited to farewell assembly for Cat on Friday 31st March. Clare to check BOT policy on contribution then do via email. Sue to find original policy before school docs. **ACTION: Clare to put into policy doc the scale of gift to teachers.**

Claire Hughes left the meeting at 6.57pm

PUBLIC EXCLUDED MINUTES

Time: 6.58pm

Mel left the PEB meeting at 7.45pm

The meeting closed at 8.10pm

Next meeting: Tuesday 9th May 2023 at 5.30 pm. Craig to provide food.

ACTION ITEMS

Action Item	Responsible
Policies	Emergency, Disaster & Crisis Management policies (term 4 2022) <ul style="list-style-type: none"> - Obtain a Fire Education New Zealand (FENZ) approved evacuation scheme Abbey is re-doing as they sent back with adjustments needed. Restraint and Complaints policies due next meeting. Discussion had about restraint and possible training to happen.