

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Tuesday 5 September 2023 at 5.30pm

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

Present: Matt Sverdlhoff (Chair), Renee Short, Claire Hughes, Maia Alexander, Clare Watson, Mel Zimmerman (arrived 5.45pm)

Absent: Ian Conning

In Attendance:

Apologies: Craig Dean

Minute Secretary: Sue Kelly

Conflicts of interest: Nil

 29/11/23

CONFIRMATION OF MINUTES

Time: 5.30pm

"The minutes of the Board of Trustees meeting on 1st August 2023 to be accepted as a true and accurate record.

Renee/Clare W/Agreed

CORRESPONDENCE LIST

Time: 5.32pm

"The Hampton Hill School Board of Trustees accepts the correspondence list for 1st August-5th September 2023"

Renee/Matt/Agreed

ACTION ITEMS

Time: 5.33pm

Action Item	Responsible
Grants & Fundraising	Maia to look into grant availability and fundraising opportunities. Renee reported that a friend had got a grant for \$4K for Kapa Haka costumes. It was agreed not to apply to gambling trusts. Maia would apply to Hutt Mana Trust for the basketball hoop and Renee would check the application - ONGOING
Conflict of Interest Register	BOT to email Sue with any future conflicts - ONGOING
Health & Safety	Maia to attend NZSTA training session 14 Sept. Renee reported that Kenny had phoned the Council and they were supposed to send a new ticket number to Claire which had not happened. The Council had put cameras down the drain and had found tree roots blocking it. Dave to follow up - ONGOING
Playground maintenance Matting	Claire/David - playground maintenance – ONGOING Matting - ONGOING
Cultural Responsiveness / Kahui Ako	This would tie in with the Strategic Plan Engagement work.
Policies	Renee had reviewed three EOTC policies: Inclusive Education - we foster Pasifika by facilitating a Cultural Group and holding whanau meetings - Renee would reword. Sexuality & Gender Diversity - all ok. Leave in using preferred names and pronouns of students, add in "family engagement" - talk to whole family. Maori Educational Success - children have the option to join Kapa Haka performance group. "Providing appropriate learning support/extension

Action Item	Responsible
	programmes” - remove extension programmes as these are available to everyone not just Maori. Learning Support - take out Quick 60 (reading recovery). “Every student needing support has the right to assistance. Regular committee meetings held by SENCO, Principal and DP”. There were not formal meetings but were needed. Professional development to support learning development, IEPs were correct. All else correct.
Finance	It was agreed the current provider was fine. Deloitte had been late submitting the Annual Report but this was not uncommon and was the same for other schools.
Strategic Plan	To discuss later in meeting.

BULK PAYMENTS REVIEW

Time: 5.55pm

Clare W to complete.

Conflict of Interest Register

Clare W reported her cousin’s wife’s brother worked for Ashbys - **ACTION: Sue to add to register.**

PRINCIPAL’S REPORT

Time: 6.05pm

Claire gave an overview of her report. There would be a low starting roll of 132 for 2024. A new teacher had been appointed for room 8 who would start a fixed term contract of 10 weeks in term 4. He was from Ohau School, a DP and very experienced. Claire will advise room 8 families then put in the next newsletter due out 15th September. Claire had asked him if he wanted to spend a day here before he started but the principal of his current school declined to release him. Claire had received four applicants. Her back-up second choice applicant would have cost \$5K through agency recruitment. We currently have three fixed term staff (Meghan, Lata, Alex) with Mel returning next year. 2024 staffing comes out on 15th September but based on the predicted roll we would be dropping to seven classes. There are 18 teaching jobs currently advertised in the Gazette.

The building project was going well. The builders had requested replacing the fire exit door to room 1 with a window due to clearance in the concrete but it had been agreed to keep the door and build out the frame. Our Ministry property manager, Kayla, had resigned.

Production was due to be held on 6th September. The annual rugby match against Greenacres was scheduled for Friday 8th September.

The restraint module had been completed with the “holds” training to be completed. The previous restraint requirements were quite rigid and not realistic, with the view of preventing the situation occurring. Mel would also complete the training.

Proposed term dates for 2024 - 31 January-12 April, 29 April-5 July, 22 July-27 September, 14 October-16 December.

An inappropriate item was brought to school and the children didn’t tell anyone - it had been reinforced that they needed to tell an adult.

There had been a Breakfast Club incident which had the potential to become quite big. The Ministry Learning Support team had been excellent. Further discussion under Public Excluded Minutes. Claire had spoken to Vanessa regarding a meeting with volunteers and she was sitting in at Breakfast Club each morning.

Renee had attended a Best Start Literacy meeting which she thought was a well presented session.

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

HEALTH & SAFETY

Time: 6.20pm

Maia had nothing to report.

POLICIES

Time: 6.20pm

Covered under Action Items.

FINANCE

Time: 6.21pm

"The Hampton Hill School Board of Trustees moved those payments of \$65,322.41 for July 2023 to be ratified." Matt/Agreed

"The Hampton Hill School Board of Trustees moved those payments of \$256,235.59 for August 2023 to be ratified." Matt/Agreed

"The Hampton Hill School Board of Trustees moved to adopt the July and August 2023 Finance reports." Matt/Agreed

PROPERTY UPDATE

Time: 6.25pm

Covered under Principal's Report

STRATEGIC PLANNING

Time: 6.25pm

Engagement Plan - Renee explained background and objective. We needed to advise the school community via the BOT newsletter asap. A brief four question survey had been devised with a QR code. **Action: Sue to print off QR code on A4 posters and copies of survey to distribute at the Production.**

The second part of engagement plan was to create a digital survey for the whole school community. **Action: Renee and Clare W to create and promote in the BOT newsletter end of term 3. There would be a prize draw for completing the survey - Clare will also ask New World for prize sponsorship.**

Target community Whanau Maori - Renee had spoken to Jenny and the next whanau group session hui would be a hybrid event on 20th September. Renee outlined questions for the survey. **ACTION: Renee would wait for the outcome of the production survey results.**

Target community Pasifika Aiga - **Action: identify some families and invite to school to meet with Claire and the BOT in term 4.**

Additional community - wider Tawa community/lower attendance families - Claire noted this was a two year strategic plan and thought that what had been planned so far was enough.

It was noted that a privacy statement was required for surveys - that all personal information would be deleted once it's purpose had been fulfilled. Mel added to current survey.

Mel left the meeting at 7pm.

A further meeting for the Strategic Plan was needed. We can publish the plan but it doesn't have to be complete.

There was some discussion over a term 4 community event - a disco? Or beginning of next year - a BBQ in February? Cyber safety events were very expensive. It was agreed to put energy into the survey contacts and see what the results say of the production survey. **Action: Clare Watson to find date in Term 4 for BOT BBQ.**

There would be a BOT/staff meet and greet event next Friday 15th September after school. Clare would organise catering - \$250-300 on drinks/nibbles.

ANY OTHER BUSINESS

Time: 7.00pm

Leave Request

Sue Kelly had requested leave to go to the UK from the last week of term 2 until the end of the first week of term 3 2024 (four weeks which included two weeks of the July school holidays). Sue can work remotely and office cover when required had been organised.

“The Hampton Hill School Board of Trustees moved to approve Sue’s leave request.”

Matt/Agreed

Wish List

Claire had started a wish list of items for the school and had circulated to staff for their ideas. A swing, basketball hoop and netball hoops for the seniors were the initial ideas. Funds from the rotary grant and production would go towards these.

PUBLIC EXCLUDED MINUTES

Time: 7.17pm

The meeting closed at 7.37pm

Next meeting: **Tuesday 24th October at 5.30pm.** Clare W to provide food.

ACTION ITEMS

Action Item	Responsible
Grants & Fundraising	Maia to apply to Hutt Mana Trust for basketball hoop and Renee to check application
Conflict of Interest Register	Sue to add Clare W’s cousin’s wife’s brother working for Ashbys
Health & Safety	Maia to attend NZSTA training session 14 Sept Dave to follow up 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”
Finance	Clare W to review bulk payments
Restraint Training	Mel to complete
Strategic Plan	Mel to send QR code and Clare W to send survey to Sue to print off for distribution at production. Renee and Clare W to create digital survey for whole school community. Clare W to ask New World for prize sponsorship. Clare W to find date in term 4 for BOT BBQ and organise catering for BOT/staff meet and greet on 15th September.