

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING

Tuesday 20 June 2023 at 5.30 pm

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

Present: Matthew Sverdloff, Claire Hughes, Renee Short, Clare Watson, Craig Dean, Ian Conning, Maia Alexander

In Attendance:

Apologies: Mel Zimmerman

Minute Secretary: Lisa Murdoch

Conflicts of interest: Nil



CONFIRMATION OF MINUTES

Time: 5.30pm

"The minutes of the Board of Trustees meetings on 9th May 2023 to be accepted as a true and accurate record.

Matt/Agreed

Clare Watson arrived

Time: 5.32pm

CORRESPONDENCE LIST

Time: 5.32pm

"The Hampton Hill School Board of Trustees accepts the correspondence list for 9th May - 20th June 2023"

Matt/Agreed

ACTION ITEMS

Time: 5.30pm

| Action Item | Responsible |
|--|--|
| NZEI Principals Strike Notice | Matt to share with BOT - DONE |
| Analysis of Variance | Claire and Abbey to work on Analysis of Variance / send to BOT for approval - DONE |
| Policies | BOT to review Restraint Policy by next meeting. Renee to review EOTC policy, other EOTC policies review with senior management. Teachers and support staff to complete Restraint training module in Term 3 - DONE |
| BOT Gifting Policy | Clare Watson to put into policy doc the scale of gift to teachers for the next meeting – in Principal's Report. |
| Playground maintenance Matting | Claire to work with David on playground maintenance - ONGOING Matting - ONGOING |
| Property | David to put grip guards on front steps to office when weather is fine - DONE Ian to clarify payment schedule for building project - DONE BOT encouraged to attend Property course - DONE |
| Cultural Responsiveness / Kahui Ako | Sue to include Cultural Responsiveness as regular agenda item - DONE Renee to look into the need for a permanent BOT member at Kahui Ako meetings. Renee to meet with Keriana & Jenny next week and report back. Gap for community member – 6 on Boards keen to join. Renee to talk to. Ngati Toa to run training programme – suggest get a parent to attend but difficult to find someone. |

| | |
|-------------------------------|---|
| Kelly Club | Claire to advise Kelly Club that BOT decision is no to having one morning supervisor on site. DONE |
| Principals' Conference | Claire to put together costings/advise BOT/BOT to approve - DONE |
| Camp | Claire & Scott to confirm cost to school & parents' contribution/BOT to approve - DONE |

BULK PAYMENTS REVIEW

Time: 5.40pm

Matt to complete.

DISPOSAL OF RECORDS

Time: 5.41pm

BOT approved disposal of 2015 staff files, payroll reports, enrolments/leavers documents.

Matt/Agreed

ANNUAL REVIEW OF CYCLICAL MAINTENANCE

Time: 5.42pm

Painting of classes 1-5 will be deferred to after refurbishment is completed. Will be rooms 1, 2 and 5. Painting of 3-4 comes under refurbishment. Questions asked about empty rows – these were not needed – to be taken out for next year's review. Things that are outstanding can be reshuffled if needed. Hall roof is due next year. No budget? At our cost as the hall is BOT owned not ministry. Maybe get "Men in White" to give us a quote for this. **ACTION: Sue to send this doc excel/word (not pdf) to Ian.**

PRINCIPAL'S REPORT

Time: 5.50pm

Reports to go out on Friday – has been challenging as Spotlight has not been running smoothly. School RISE celebration on Tuesday 27th June. Matariki whanau night on Wednesday 28th June. Potamu Ponamu – great feedback from facilitators. Mauri Ora – will push back to next year. Quite a big undertaking and need a lot of time. BOT data meeting scheduled for next week on 27th June. Claire would like to do this term three instead. Staff need to look at data together. Week 3 Tuesday 1st August in the next BOT meeting so data meeting will be some time after this.

Ashley Rance is leaving 30th June and we can't find anyone to fill position although we've advertised twice. Only received replies from Philipines who wouldn't be able to get here until next year. Not alone in this as other schools are struggling to get staff. Spoken to Keriana and Jenny and they have reluctantly agreed to job share. Claire will teach on alternate Mondays and get a reliever for other Mondays. Relievers to share CRT release. Ministry suggested split class across the school. Advert to be kept up and a job share will be considered. Change of teachers during the week and alternate day of reliever. Unless we find someone for the position this will be the case for the rest of the year.

Kenny Benfell is leaving 21st June. Dave Murdoch is doing a great job as relief caretaker. Job has been advertised and closes on Monday 26th June.

Safety fencing is being put up next week for admin building project.

Staff gift policy – first year of service \$25, second year of service \$25, then \$10 for every year after. BOT are happy with this. **ACTION: Sue to advise School Docs of change.**

Claire had communication with school neighbour who has been having trouble with random doorbell ringers. This is a police matter and they have been contacted. Neighbour asked if gate can be locked up top. We used to lock Hillary Street gate over weekends and holidays and it did stop people coming through. Discussion had around locking gate. Community constable will make contact with student as thought it is one of our students. Problem did improve for quite a while but neighbour contacted Claire again today and showed video footage which clearly shows the student. As school is a thoroughfare we can't really lock the gate.

Direct Energy Solutions and ECCA Lighting proposals – only spaces needing LED is staffroom. Can get electrician to do this. There is no lighting from field to gate, between top and bottom or going across field. There is lighting on path from top to bottom blocks. As school is mostly during the day and not often used at night there are other things to focus on.

School reports – teachers have a buddy and they peer mediate then go to principal, back to teacher to amend, then back to principal. There is a lot of handling but it is just how it is. Spotlight is difficult when using a contraction like “don’t” and putting in /. Also uploading photos is a slow process. Word cell does not tell you when it’s full. Spotlight and etap have a few glitches (Spotlight is part of etap). Scott communicates with them every time there is an issue. Not sure if it is costing more to have Spotlight. Every time school template is changed school is charged. All school management systems have their issues. Scott has been great running training sessions and helping when anyone has questions.

“The Hampton Hill School Board of Trustees approved the proposed change to staff gift policy - \$25 for first and second years of service, \$10 for every year after.” Matt/Agreed

“The Hampton Hill School Board of Trustees moved to adopt the Principal’s report.” Matt/Agreed

POLICIES

EOTC policy – reviewed by policy expert.

Time: 6.25pm

FINANCE

“The Hampton Hill School Board of Trustees moved those payments of \$53,146.07 for May 2023 to be ratified.” Matt/Agreed

ACTION: Ian to contact Mark from Ashbys to find out why money from ministry not coming through more regularly.

Haven’t been able to get relievers so this part of the budget has hardly been spent. If not all spent we can get relievers in to release teachers for reports or other reports they have to write. Comes out of Ops Grant so can be spent as needed and doesn’t have to be given back to ministry. Third term is always bad in terms of sickness.

Approval of using BOT funds - \$520,000 balance will be down to approximately \$350,000. Have been spending a lot. Declining roll will have significant impact on funds. Cash on hand should be approx \$200,000 and we will be above this. Asset renewal profile – how much to spend on assets (classroom furniture, chromebooks). Have a plan for each year and have a budget set for replacement for assets. Plan to be in place by November.

5YA and 10YA – concrete, retaining wall need to check that these are in there.

“The Hampton Hill School Board of Trustees moved to adopt the May 2023 Finance report.” Matt/Agreed

CULTURAL RESPONSIVENESS

Renee explained what Hautu is. She met with Jenny and Keriana who look after this. They have done an initial review and Renee shared where they are up to with this. Will update BOT at next meeting after further discussions with Jenny and Keriana. Ka Hikitia – Renee explained what this is, why it was developed and what the vision is. Discussion had about NELP. Need to go through Hautu plan. BOT to read documents sent by Renee. BOT to look at data and this feeds into this. Where does this sit with PB4L and UDL? PB4L will always be part of this as well as cultural responsiveness. A lot of things need to be looked at. Do we need UDL as well? Need to get an understanding of what families want for their kids. Changing curriculum by ministry is helping towards Ka Hikitea. We are already doing a lot towards this as a school and moving in the right direction.

Time: 6.35pm

PROPERTY UPDATE

Had meeting on 6th June and a site handover from the main contractor. Ministry will send funds to start project. Start date is Monday 3rd July with all moving to be done that day. Caretaker room will move to a small container by the PE shed. Expected finish date is mid January 2024 in time for term 1. The sequencing of things was discussed. First week of holidays will be the noisy demolition work and breaking up concrete to limit the impact on classes. Alarms are being sorted. Need to notify neighbours of noise. Contractors will be coming on site to move things not staff. A portacom is coming for Claire’s office. Another meeting is

Time: 6.53pm

scheduled for 3rd or 6th July. Are we still convinced that we want to do rooms 3 and 4 due to the diminishing roll? More economical to be done together even if they are not being used at the time as classes still need to be done. Goof to have all classes the same and better to do now than later as it will be more expensive. School will be a construction site for at least a year. Plans to stay as are. Transition into new project (class refurbishment) will be straight after cladding. Tender design process is finishing then goes out to consent. Tender to go out in October/November. Works would look to start in term 2. Want to make recladding/refurbishment a seamless process.

Project proposal started in September last year. Replace roof for top block. Veranda poles have sunk which are pulling the roof down. It is in the 5YA. No contribution from the BOT is required. Would be great to get this done at the same time as refurbishment. New property person from ministry (6th or 7th person Ian has dealt with). Mark Ashby and Ian have spoken about it. Needs to be done when classes get done. PE/Art shed needs repairs and has a lot of mould. It may need to be pulled down and replaced. Concrete up top block needs replacing and path from top to bottom needs replacing. Need to look at 5YA and 10YA plan.

ANY OTHER BUSINESS

Time: 7.18pm

Code of conduct for school BOT members has been sent by NZSTA and comes into effect tomorrow. BOT needs to be aware of this. No need to sign anything. To review and understand and add anything if needed. Discuss at the next BOT meeting. **ACTION: Sue to add as agenda item. Sue to create a Conflict of Interest register.**

Camp

Time: 7.22pm

Claire has not heard anything regarding the whanau response to camp. Assistance was mentioned in the camp letter sent to families. Need to get more information out to whanau next term if they want to apply for assistance from Kaitoke YMCA.

Matariki

Time: 7.25pm

This is the same as Tawa Intermediate. How can the BOT support the staff? Help serving soup? Keriana and Jenny are the organisers. Just turn up and ask if help is needed and what job to do. Event is from 4.30-6.30pm. Keriana and Jenny have a plan for activities for the night.

Fundraising

Time: 7.29pm

What has the school done in the past about fundraising? Bookfair, bike-a-thon. Used to be a fundraising committee and would be good to get this going again. A great way to get funds for the school. Need to make sure we have a parent committee. Over holidays draft BOT comms and ask for interest in being on the committee. Grant applications – who is doing this? Are we aware of grants that are out there? Need to pick this up. **ACTION: Maia to look into grant availability and fundraising opportunities.**

Deputy Chairperson

Time: 7.40pm

Matt does a lot of travel for work. There is a high chance of being sent to the UK for 4-5 weeks. We need to have a deputy chairperson in place for this. BOT agreed it was very important. Unsure of dates – Matt will advise when he gets them. Matt explained the time that he spends doing BOT chair things and what is required. Claire nominated Renee. Renee agreed to act as deputy chair just for the period that Matt is away. ***“The Hampton Hill School Board of Trustees moved to appoint Renee as deputy chairperson while Matt is away”.***
Claire/Matt/Agreed

PUBLIC EXCLUDED MINUTES

Time: 7.45pm

The meeting closed at 8.12pm

Next meeting: **Tuesday 1st August 2023 at 5.30 pm. Ian to provide food.**

ACTION: Claire to advise date of data meeting.

ACTION ITEMS

| Action Item | Responsible |
|--|---|
| Playground maintenance Matting | Claire to work with David on playground maintenance - ONGOING Matting - ONGOING |
| Cultural Responsiveness / Kahui Ako | Sue to include Cultural Responsiveness as regular agenda item - DONE Renee to look into the need for a permanent BOT member at Kahui Ako meetings. Renee to meet with Keriana & Jenny next week and report back. Gap for community member – 6 on Boards keen to join. Renee to talk to. Ngati Toa to run training programme – suggest get a parent to attend but difficult to find someone. |
| Cyclical maintenance plan | Sue to send doc to Ian (not pdf) |
| Staff Gift Policy | Sue to advise School Docs of change |
| Property Project Funding | Ian to contact Mark from Ashbys to find out why money from ministry not coming through more regularly. |
| BOT Code of Conduct | Sue to add as agenda item |
| Conflict of Interest Register | Sue to create register |
| Fundraising / Grants | Maia to look into grant availability and fundraising opportunities. |
| Data Meeting | Claire to advise date of meeting |

