

HUTT VALLEY HIGH SCHOOL BOARD OF TRUSTEES

Minutes of the Hutt Valley High School Board of Trustees Meeting held at the Hutt Valley High School Boardroom on 4 May 2016 – 5.45 pm to 6.55 pm

- 1.0 **Present** Steve Bielby, Sheri Buckland, Melissa Denzler, Peter Foase, Janine Foster, Denise Johnson, Hayley Knights, Chris Nicholls, Ross Sinclair, James Stratford, Safari Hynes, Jodie Murden (Secretary)

Apologies

- 2.0 **Guest**

2.1 Trevor Himona was welcomed to the meeting and given speaking rights.

- 3.0 **Previous Minutes**

3.1 Having been circulated the Minutes from 30 March 2016 were confirmed as a true and correct record.

J Foster/S Bielby

- 4.0 **Correspondence**

4.1 The leave request from Siobhan Haley was approved by the Board.

4.2 The request from Teri Sturrock for study leave in 2017 was approved in principle by the Board.

4.3 Attendance at the NZSTA AGM was deferred for new Board to decide at the June meeting.

4.4 It was resolved that the inwards correspondence be accepted.

H Knights/J Foster

- 5.0 **Policy**

5.1 Child Protection Policy – a template has been devised by Julia Davidson at Wellington Girls' College and shared with Wellington Schools. This has been now adapted to HVHS. A discussion followed and it was confirmed as per policy that the Principal would report any major child protection issue to the Board Chair.

- 5.2 The accompanying new procedure is changing the way staff are checked within the school. The time commitment will be approximately 3 hours per staff member every three years.
- 5.3 Child Protection Policy is accepted with changes and a review date of May 2017.

S Bielby/C Nicholls

6.0 Campus of the future

- 6.1 McIndoe session – various options were presented for discussion by those attending. Recommendations were made on the order of various stages in the process. Those in attendance provided feedback.

Sheri Buckland arrived at 6.08 pm

- 6.2 McIndoe Urban will present at the next Board meeting. A larger number of people would be preferred at future consultations.
- 6.3 The Board requested the Campus of the Future (CotF) Committee to bring a recommendation to the next board meeting as to what is needed to support the McIndoe timelines.
- 6.4 Roll projection data – MOE predict that the school roll will drop by two students over a three year period. This is based on the fact the numbers of students in contributing schools is static. Upper Hutt is the area of growth.

However the MOE projections include the post-2007 roll and current patterns are changing to a higher in-zone uptake and a gender balance closer to 50:50 boy-girl for the last two intakes. Thus, the projections have an uncertainty factor that is higher than usual.

7.0 Health and Safety

- 7.1 Commentary of first few points completed by Ross. All need to be familiar with the duties for Board members under Health and Safety at Work Act.
- 7.2 Some costs related to complying with the new regulations are outside of the budget. They will be managed and ongoing.

8.0 Finance Report

- 8.1 GOSH – implementation of this useful and relatively inexpensive tool is underway and will enhance and simplify Health and Safety reporting.
- 8.2 We had a surplus of just over \$20,000 for 2015. That is a major turn-around from the previous years \$100,000 deficit. We have a good and stable financial environment at present.
- 8.3 Parent donations received are higher than at this time last year. The community has responded when asked.
- 8.4 Property – individual projects are being progressed.
- 8.5 The Finance Committee approved an allocation of \$3,000 for the 90th Reunion. This is a cost recovery situation if possible. The PPFA Secretary has handed all papers to the current Chair Paul Logan. Steven Bielby is to continue to try and make contact with Paul Logan for an update of the PPFA current position and to offer assistance if required.
- 8.6 Reports presented:
- March 2016 Finance Report
 - Minutes of Finance Committee March 2016
 - Financial Statements for year ended 31 December 2015

The Finance report was accepted

S Bielby/H Knights

9.0 90th Reunion

- 9.1 There is a committee meeting tomorrow. Tickets have been released.
- 9.2 Registrations will be at Hutt Valley High School on the Friday night followed by a function at the Angus Inn. Saturday will include a formal welcome, tours, decade photos, sports games. There will be a function from 4.00 -6.00 pm in the school hall, followed by decade dinners at various venues in Lower Hutt.

10.0 Principal's Report

- 10.1 Stand downs – the decline in numbers is not due to moving goal posts, but to fewer incidents happening. Extensive restorative work is being done with students and stand downs are used as a last resort. The recent spike in numbers reflected student behaviour that staff believe is now dealt with.
- 10.2 Having been circulated the Principal's Report was adopted.

J Stratford/H Knights

11.0 Board Election

- 11.1 Nomination forms have been posted. Nominations are due by 20 May.
- 11.2 Board promotions ideas – development day to induct new board.
- 11.3 Next meeting is last meeting of the current board.

12.0 Annual Report Draft

- 12.1 This will be available before the next meeting, to be circulated to members.

13.0 General Business

- 13.1 Trevor Himona stated his interest in being part of the Board and raising the Maori representation.

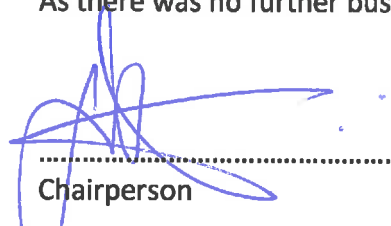
6.48 pm Trevor left the meeting

14.0 In Committee

14.1 6.49 pm the Board moved into 'In Committee'
J Foster/H Knights

14.2 6.54 pm the Board moved out of 'In Committee'
J Foster/J Stratford

As there was no further business the meeting closed at 6.55 pm.


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Chairperson
Version 1.0

25. May . 2016
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Date

Action	Person Responsible	Target Completion
External Funding	Ross Sinclair	Set up a meeting with Paul

		Logan including P Stevens
What is needed to support the McIndoe timeline?	COtF Committee	25 May Meeting
Note NZSTA AGM delegation for June Agenda	Jodie	