

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 31 May 2017 – 5.30 pm to 7.36 pm

1.0 Present Hamish Bowen, Sheri Buckland, Peter Foese, Janine Foster, Tim Fox, Denise Johnson, Hayley Knights, Chris Nicholls, Safari Hynes, Meegan Hall, Jodie Murden (Secretary)

Apologies Nil

Guest Jairo Trujillo-Ramirez

2.0 Curriculum Update

2.1 Jairo Trujillo-Ramirez presented from the Languages department. Thanks were passed to Jairo for a great presentation – good to view footage of what is happening in language classes.

6.04 pm Jairo Trujillo-Ramirez left the meeting.

3.0 Previous Minutes

3.1 Having been circulated the Minutes from 3 May 2017 were confirmed as a true and correct record.

H Bowen/S Buckland

4.0 Correspondence

4.1 The resignation from John Mitchell was accepted.

4.2 The maternity leave request from Alana Charlton was accepted.

4.3 The leave request from Hayley Knights for Term 3 2018 was accepted.

4.4 The Board were pleased with the very positive ESOL report from the MoE.

4.5 It was resolved that the inwards correspondence be received.

H Knights/C Nicholls

5.0 Hautu

- 5.1** This is part of an ongoing commitment to self-review within the Board. Tonight's aim is to commence the Board Hautu self-review process. Meegan explained that the review covers four different areas: leadership, representation, accountability and employer role. The first step is reflection on current state. The Board moved into smaller groups and discussed the four areas. Meegan and Janine will collate the answers and consider how they measure up against the criteria.
- 5.2** The next step for the Board is to discuss the results and the desired state to determine any development required.

6.0 Uniform

- 6.1** The uniform survey was well contributed to and largely people are surprisingly happy with the current. Students and parents confirmed they like a bit of choice and the ability to buy some items elsewhere in order to have cost options, although some parents were unaware that trousers could be purchased elsewhere. Shirts were the main area of concern. Girls commented that they are see through, parents that white won't stay white, and boys wanted to be able to wear them untucked.
- 6.2** Denise has looked at other schools. A couple of shirt options were shown to the Board with the idea that they would have a HVHS logo and be worn without tie. Timeline at this stage is looking for beginning to roll out in Term 4 2018.
- 6.3** The Resource Centre are researching a cheaper blazer option, a variation to the PE uniform and an alternate to the jersey (which was deemed itchy and uncomfortable by many). They have highlighted that there will be a financial impact to any uniform change, particularly where we are currently holding stock.
- 6.4** A more relaxed sports-style shoe could be considered, however hoodies were regarded as a 'trend' item and will not be included.
- 6.5** Discreet jewellery and natural makeup will also be considered as part of the guideline review.
- 6.6** Safari raised a query he has received from a student regarding facial hair. This will be included in the review of guidelines.
- 6.7** Any feedback from Board members is welcomed before the next meeting at which time the proposed options, cost impacts and a timeline for implementation will be presented for consideration.

7.0 Committee Terms of Reference

- 7.1 As part of a commitment to continuous improvement, four Terms of Reference (ToR) were put forward for a revised Board sub-committee arrangement.
- 7.2 Two changes to the ToR of the Connections Committee were agreed:
- the addition of Safari Hynes, Student Trustee to membership.
 - Variation to purpose to read “positive relationships with HVHS Alumni, the local business community, **Maori and Pacifika** and other stakeholders”.
- 7.3 The Board agreed to adopt the new Committee structure and the proposed Terms of Reference. These will be incorporated within the Governance Manual when it is reviewed.

H Knights/S Buckland

8.0 Policies

- 8.1 The Documentation and Self Review Policy was adopted.
- 8.2 The Employer Responsibility Policy was adopted.
- 8.3 Discussion followed on the agreed Principal Appraisal arrangements. It was recommended the Board establish a pattern of regular review by an external appraiser, preferably using the same reviewer for a two year period to provide some continuity. A budget for this would need to be factored in the future (it is already in the budget for 2017). It was agreed (a) that the delegation for Principal Appraisal on behalf of the Board remains with the Chair, and (b) the Board would contract an external provider to complete the principal’s appraisal process with the Chair.

C Nicholls/J Foster
All Agreed

9.0 Health and Safety

- 9.1 Denise presented the new look Health and Safety Report. Information was taken from GOSH, our online health and safety tool.

10.0 Principal’s Report

- 10.1 School House names have been decided with a clear majority of respondents (70%) voting for these names.
- Orongorongo

- Pukeatua
- Tararua
- Remutaka
- Pukeariki
- Matairangi

The Art Department are coming up with designs for each house from which flags will be made.

10.2 The Principal's report was accepted.

M Hall/H Bowen

10.3 The Board were asked to note the additional effort by Craig Braun over the Christmas break in order to get replacement facilities up and running as soon as possible after the fire, and in preparing the requirement insurance and Ministry paperwork. The Board wished to formally record their thanks for this effort. Janine to write a letter of thanks to Craig from the Board.

11.0 Finance

11.1 The 2016 Annual Report was accepted by the Board.

H Bowen/J Foster

11.2 Nearing the half way point in the year the projection at this stage is for a solid surplus.

11.3 Finance report accepted

C Nicholls/S Buckland

12.0 In Committee

12.1 7.26 pm the Board moved into 'In Committee'


J Foster/M Hall

12.2 7.32 pm the Board moved out of 'In Committee'

J Foster/S Buckland

As there was no further business the meeting closed at 7.36 pm.


.....
Chairperson


.....
Date

Version 1.0

Action	Person Responsible	Target Completion
Collate Hautu responses	Janine and Meegan	For June meeting
Uniform cost impact, timeline and proposed changes	Denise Johnson	For June meeting
Thank you letter to Craig Braun	Janine Foster	Completed