

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 26 September 2018 – 5.41 pm to 7.24 pm

1.0 Present Hamish Bowen, Sheri Buckland, Peter Foese, Janine Foster, Meegan Hall, Sithmi NMS Hewage, Chris Nicholls, Denise Johnson, Ross Sinclair, Kirsten Taylor, Jodie Murden (Secretary)

Apologies Hayley Knights

Guests Kirsten Taylor

2.0 Staff Trustee

Speaking rights were given to Kirsten Taylor for the meeting.

3.0 Previous Minutes

3.1 Having been circulated the Minutes from 29 August 2018 were confirmed as a true and correct record.

C Nicholls/H Bowen

4.0 Correspondence

4.1 The resignation letter from Sheri is to be included in correspondence.

4.2 The leave request from Alexia George was approved by the Board.

4.3 It was resolved by the Hutt Valley High School Board of Trustees that an application be made to Pub Charity for \$20,280.00 to assist with costs towards a Water Safety Education programme for Year 10 students.

S NMS Hewage/S Buckland

Chris Nicholls asked for his objection to be noted. He does not agree the school should be applying to Pub Charity for funds.

4.4 It was resolved that the inwards correspondence be received and outwards be accepted.

M Hall/J Foster

5.0 Finance

- 5.1 We are still working to a projected surplus of approximately \$200-250,000.
- 5.2 Solar panel funding grant applications have not been successful.
- 5.3 So that a decision can be made about the use of the funds from the infrastructure donation, the Board asked the Finance Committee to bring estimates on funding the netball courts, solar panels and shade/seating as potential projects.
- 5.4 Chris Nicholls commented that MOE should be funding school infrastructure not parents or the school.
- 5.5 Pavilion and M1 have changed out PCB lighting. It was questioned whether there are any more in the school? Ross to check with Craig and to clarify inclusion in 5YA funding as per the report Craig included.
- 5.6 Reports presented:
 - August 2018 Finance Report
 - Minutes of Finance Committee 21 August 2018

The Finance report was accepted

P Foese/C Nicholls

6.0 Strategic Plan Update

- 6.1 Further work is required to complete the Strategic Planning document. Discussion followed including adding a further goal around communication.
- 6.2 Janine and Ross to progress next steps in the development of the Strategic Plan and bring to the next meeting. Denise to share with HOLAs for next step planning. Any further feedback to Janine or Ross please.

7.0 Board Vacancy

- 7.1 The Board resolve not to fill the casual vacancy created by Sheri Buckland's resignation.

8.0 Succession Planning

- 8.1 The Board discussed contacting those people who attended strategic planning cafes in regards to the 2019 Board election. Meegan to draft a letter to send out.
- 8.2 It was agreed to commence active engagement with people in preparation for the 2019 election knowing that there will be a number of people not standing again. A suggestion was to invite people to the remaining meetings this year and have an evening event in March.
- 8.3 Succession planning to be on the Agenda for the October Meeting.

9.0 Principals Report

- 9.1 Cara Penfold's leave request for Terms 2, 3 and 4 in 2019 was agreed to by the Board.
- 9.2 The Board asked that the school broadly communicate details of the new uniform to our school community, via the school newsletter and a range of other channels.
- 9.3 It was asked if succession planning was underway for when the Hugh Williams (Health and Safety Committee Chair) is on sabbatical next year. Once the Chair is elected at the beginning of next year, this will be followed through by the Health and Safety Committee.
- 9.4 Hutt Valley Activity Centre (HVAC) property funding is twice what was expected. Discussion followed on the changing landscape at HVAC and the need to consider funding guidance services specific to HVAC. The Board will keep a watch on this over the coming months.
- 9.5 Thanks were passed to our Guidance Team from Peter Foese for the work they do for our students especially around the suicide earlier this term.
- 9.6 Principals Report accepted.

M Hall/S Buckland

7.05 pm Kirsten Taylor left the meeting

10.0 In Committee

- 10.1 7.06 pm the Board moved into 'In Committee'

S Buckland/H Bowen

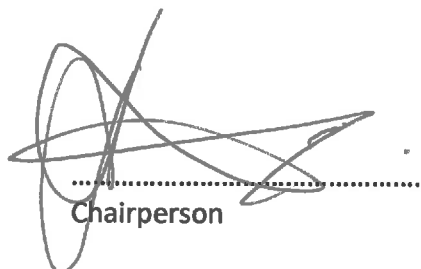
10.2 7.08 pm the Board moved out of 'In Committee'
S NMS Hewage/S Buckland

7.08 pm Kirsten Taylor returned to the meeting

11.0 General Business

- 11.1 Please note the dates for upcoming prizegivings including Hotuwaipara Awards on 29 October.
- 11.2 A reminder that the hours spent on Board duties in 2019 need to be calculated for the annual return to the Ministry of Education. The school will provide the spreadsheets used last year with known details (such as time at Board meetings) pre-completed. Sheri and Sithmi will need to complete these as at the end of September. The remainder will not be able to be completed until mid-December to allow prizegiving attendance to be included.
- 11.3 Farewells were made to Sithmi and Sheri with thanks for their time and contribution to the Board.

As there was no further business the meeting closed at 7.24 pm.



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Chairperson

29.10.2018
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Date

Version 0.1

Action	Person Responsible	Target Completion
Clarify Health and Safety location categories	Ross Sinclair	For Term 3 Health and Safety Report
Rainbow Tick project	Ross Sinclair	Find out more information from staff
Summarise volunteer hours for board duties in 2019	All members	To Janine by November meeting
Letter to be sent to parents attending Strategic planning cafes re elections	Meegan to draft a letter	