

# 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 28 February 2018 – 5.45 pm to 8.08 pm

1.0 **Present** Hamish Bowen, Sheri Buckland, Peter Foese, Meegan Hall, Denise Johnson, Hayley Knights, Chris Nicholls, Sithmi NMS Hewage, Ross Sinclair, Jodie Murden (Secretary)

**Apologies** Janine Foster

### 2.0 **Election of Chair and Deputy Chair**

2.1 Ross Sinclair, Principal, called for nominations for Chair.

Janine Foster's nomination for was received H Bowen/S Buckland

As there were no further nominations received, J Foster was declared Chair.

2.2 Ross Sinclair, Principal, called for nominations for Deputy Chair.

Hamish Bowen's nomination for was received S Buckland/M Hall

As there were no further nominations received, H Bowen was declared Deputy Chair.

### 3.0 **Previous Minutes**

3.1 Having been circulated the Minutes from 6 December 2017 were confirmed as a true and correct record.

S Buckland/M Hall

### 4.0 **Previous Meeting Actions**

4.1 Health and Safety walk around – Jodie to send a poll to find a suitable date. Meegan, Chris and Hamish all happy to attend with a 5.00 pm start.

### 5.0 **Correspondence**

5.1 Leave request – The leave requested by Loes Reitsma was approved.

- 5.2 Leave request – The leave requested by Jacqui Binnie was approved.
- 5.3 NZSTA AGM notification indicated notice of motion were included. These were not. Jodie to check with NZSTA and pass any notices via email to the Board.
- 5.4 It was resolved that the inwards correspondence be received.  
C Nicholls/H Bowen

## 6.0 Health and Safety

- 6.1 Staff Flu vaccinations will be offered again this year at no cost to staff.
- 6.2 The two beehives have been found and destroyed.

## 7.0 Hautu

- 7.1 The Board had previously agreed on two aspects in each area as documented in Meegan's memo.
- 7.2 The draft implementation plan was discussed.
- 7.3 Leadership - point one agreed. Point two deadline was changed to September. A third point was added asking the BOT to familiarise themselves and understand the contents of the induction pack. This will be prepared and ready for December.
- 7.4 Employer role – both points agreed.
- 7.5 Representation – all three points agreed.
- 7.6 Accountability – both points agreed.
- 7.7 Should this be populated with a covering memo to our school community? The BOT to consider this for decision at the next meeting.

## 8.0 Connections

- 8.1 Nothing to report this month. Focus discussions are ongoing.

## 9.0 Policy

- 9.1 Two items are for review this term – Home Learning (BOT, staff and parents) and Financial Control and Expenditure (BOT only).

## 10.0 Finance Report

- 10.1 5YA plan – D Block toilets start date will be in the Term 1 break due to delayed consent from the Council.
- 10.2 Fire system budget has increased and is now based on Wellington High School spend.
- 10.3 A Specialist area is needed to be created from fire money. A current idea is a permanent replacement for the foods room incorporating a dining area so a complete hospitality area. W block will then redeveloped.

The Board give consent for D1 and D2 food area and B1 as a permanent technology replacement.

- 10.4 \$37,000 to \$39,000 change in budget surplus.  
The variation in the 2018 budget was approved by the Board  
H Bowen/C Nicholls

- 10.5 Campus of the Future is now reliant on outside funding/donations. The Board discussed the possibilities around adding a clip on to the new gym and demolishing the old gym.

Next steps were including the clip on in the next 5YA and having conversations and potentially tours with MPs. The BOT approve exploring the gym clip on possibility.

- 10.6 Reports presented:
- January 2018 Finance Report
  - Minutes of Finance Committee 14 November 2017

The Finance report was accepted H Bowen/C Nicholls

## 11.0 Principal's Report

- 11.1 Leave request from Mark Oates was approved by the Board.
- 11.2 Ross attended a meeting of WISGP (Wellington International Student Growth Programme Steering Group). Their goal to double student numbers in the greater Wellington area by 2025. Ross gave a summary of this meeting and future predictions.

- 11.3 Ross highlighted the increased interest and English scholarship entries.
- 11.4 Year 11/12 Maths – It was asked whether there was any connection with change of maths teaching and teachers resigning at the end of the year?  
No – Ross explained the movement and why each teacher had left.
- 11.5 An expectation is that the new way of Maths will increase the retention of students into Year 13. Teacher observations report settled classes and a lot of positive student feedback. There was a suggestion that a more gradual approach would have been better.
- 11.6 Meegan spoke about our secondary students doing 100 level Maori papers at Victoria University. Three students from HVHS have enrolled to diploma in Maori Tanga. Victoria University pay half the fees and the school pay the other half. STAR funding is being used. It does not affect free fees for first year of University. There is also potential for other subjects to be offered next year.
- 11.7 Having been circulated the Principal's Report was adopted.  
H Knights/S Buckland

## 12.0 In Committee


- 12.1 7.50 pm the Board moved into 'In Committee'  
H Bowen/H Knights
- 12.2 8.05 pm the Board moved out of 'In Committee'  
H Bowen/C Nicholls

## 13.0 General Business

- 13.1 Student leaders will be presenting at the next Board meeting – 28 March.

As there was no further business the meeting closed at 8.08 pm.

  
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Chairperson

  
.....  
Date

<b>Action</b>	<b>Person Responsible</b>	<b>Target Completion</b>
Health and Safety walk around – book time	Jodie	By March meeting