

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 3 August 2016 – 5.34 pm to 7.16 pm

- 1.0 Present** Hamish Bowen, Sheri Buckland, Peter Foese, Janine Foster, Denise Johnson, Hayley Knights, Chris Nicholls, Ross Sinclair, Safari Hynes, Jodie Murden (Secretary)

Apologies

Guests Grace Davey

2.0 Presentation

Grace Davey presented from the Music Department. The Board were impressed by the range and quality of courses and co-curricular activities offered by the Department.

6.18 pm Grace Davey left the meeting

3.0 Previous Minutes

- 3.1** Having been circulated the Minutes from 22 June 2016 were confirmed as a true and correct record.

S Buckland/H Knights

4.0 Correspondence

- 4.1** The leave request from Cara Penfold was accepted by the Board.
- 4.2** Resignations from Fiona MacAlpine and retirement of Violet Duguid were accepted. Another two retirements have been received from Noeline Hannan and Margaret Martin, details of which will be in the August meeting material.
- 4.3** 24/7 Youth Workers report – thanks was passed to the workers for their work. The Board noted that the number and range of interventions have increased since the original programme was set up.

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

J Foster/C Nicholls

5.0 **Principal's Report**

- 5.1 The out of zone applications is the lowest number at Year 9 in last five years.
- 5.2 Four teaching positions are currently advertised.
- 5.3 Wellness Network – there has never been coordination between schools in respect of students under pressure and the Ministry of Education has no meaningful records with data from guidance departments. The Wellness Network aims to address that and to find ways schools can track and compare, as well as support each other in a wider sense.
- 5.4 Student attitude averages – Denise Johnson has been doing some tracking and surveying a group of Year 9 Maori students.
- 5.5 Me and My School survey is currently being completed with Year 9 and 10 students. Results will be available for the September meeting.
- 5.6 Having been circulated the Principal's Report was adopted.

P Stevens/C Nicholls

6.0 **Policies**

- 6.1 A meeting of the committee was held in the holidays. A three year plan is being developed for the Board. The initial draft is being developed and was included in the Board papers. This will be reviewed in the light of the expected adoption of a School Docs framework for policy revision.
- 6.2 The Policy Committee recommends that three policies be adopted today:
Property and Physical Environment
Personnel
International Fee-Paying students
All were adopted with a review date of November 2016.
- 6.3 It was agreed to give all remaining expired policies and those expiring prior to November 2016, a review date of November 2016 to give time to review for moving to School Docs.
- 6.4 School Docs are a policy and procedure writing company who currently deal mainly with primary and intermediate schools who would like to move into the secondary market. It has been proposed working Hutt

Valley High School as a possible pilot school. The Board are happy to work with the company.

7.0 Finance Report

- 7.1 The first meeting was held with the new committee. It was a familiarisation meeting for Hamish and Peter.
- 7.2 It was noted that out of zone students do not get property funding. Hamish suggested the financial implications of school zone feature as part of next year's zoning discussion. It was agreed that anything with a financial implication should be brought to the meeting for discussion.
- 7.3 Finances are in a good position. Hamish to make adjustments to the financial report to make it more user friendly.
- 7.4 Reports presented:
- June 2016 Finance Report
 - Minutes of Finance Committee June 2016.

The Finance report was accepted

H Bowen/C Nicholls

8.0 Health and Safety

- 8.1 A Worksafe referral has been made this week after an accident in the workshop.
- 8.2 ACTION: All Board members to send to Ross Sinclair any templates, samples or level of detail for effective Health and Safety Board reporting.

9.0 In Committee

- 9.1 7.11 pm the Board moved into 'In Committee'

S Hynes/P Foese

- 9.2 7.13 pm the Board moved out of 'In Committee'

J Foster/S Hynes

10.0 Campus of the Future

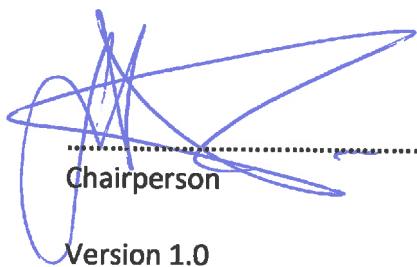
- 10.1 Sheri Buckland has provided a draft Terms of Reference for the Committee.

- 10.2 The Board are happy to proceed with Sheri's proposal. A number of minor projects can be undertaken in the short term, including seating, drinking fountains, signage and landscaping. Sheri to send documents to Board members with any feedback by end of Thursday 4 August in order to provide response to McIndoe Urban.
- 10.3 Executive summary – The Board was unsure who should be completing this document. Sheri and Ross to meet this week for next steps and Sheri will liaise with Andrew from McIndoe Urban to finalise.

11.0 General Business

- 11.1 The next Whanau hui will be held on 11 August. Denise to discuss the desire of the Board for Maori representative on the Board to whanau and seek expressions of interest. The Board confirmed that they are looking for a full board member rather than someone being co-opted for a specific purpose.
- 11.2 Year 9 Camp 2016 – Year 9 Deans have been doing preliminary research into holding this at the end of this year.
- 11.3 PPFA – monitoring the situation at the moment. It was decided to wait until after the reunion to meet with them and find the most effective way forward.

As there was no further business the meeting closed at 7.37 pm.



 Chairperson
 Version 1.0

31-8-2016.

 Date

Action	Person Responsible	Target Completion
Health and Safety templates	All	
Responses to Sheri re CotF	All	4 August