

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 30 March 2016 – 5.49 pm to 7.39 pm

1.0 Present Steve Bielby, Sheri Buckland, Melissa Denzler, Janine Foster, Denise Johnson, Ross Sinclair, Safari Hynes, Jodie Murden (Secretary)

Apologies James Stratford, Hayley Knights, Chris Nicholls, Peter Foese

2.0 Previous Minutes

2.1 Having been circulated the Minutes from 24 February 2016 were confirmed as a true and correct record.

S Buckland/S Bielby

3.0 Correspondence

3.1 Enrolment Scheme – the Board decided that there was a need for an ongoing enrolment scheme and to retain the current scheme without amendment.

3.2 Green Party proposal to lower speed zone in front of school - the Board have no opinion to share at this time.

3.3 The Board encourage and support the school to look at initiatives that while not necessarily under the IES banner, can be explored as part of a cluster.

3.4 It was resolved that the inwards correspondence be received.

J Foster/S Bielby

4.0 Policy

4.1 Discipline Committee Terms of Reference Policy – Ross Sinclair explained that members must be named in order for them to have the required authority to act in the Disciplinary Committee.

The Discipline Committee Terms of Reference was ratified to be reviewed at the June meeting with a new Board taking office.

J Foster/S Buckland

- 4.2 Health and Safety Policy – amendments were made to the wording “this policy is delivered through the following procedures” and “documents detailing aspects of health and safety practice”.

The Health and Safety Policy was ratified with the above amendments and a review date of March 2017.

J Foster/S Biebly

5.0 Health and Safety

- 5.1 Janine Foster queried whether Board members have a clear understanding of their roles and duties under the new legislation. The Board requested a summary of the current situation.
ACTION: Ross Sinclair to provide a summary for the next meeting. It was suggested to include 4 or 5 topics at each meeting for discussion including PCBU (Person Conducting a Business or Undertaking)
- 5.2 Ross Sinclair to send the Peter Hughes newsletter link to Board members.
- 5.3 Discussion followed on the readiness of existing school procedures and practice to support worker safety. Any identified gaps are being worked through in priority risk order. The Health and Safety meeting today included discussion of sports injuries and reporting of those to the school. An updated to EOTC procedures is currently underway.
- 5.4 Ross Sinclair and Craig Braun continue to complete site inspections.
- 5.5 The School is working to make health and safety an integral part of the culture.
- 5.6 The Board requires comprehensive monthly reports updating on progress on both cultural and procedural progress.

6.0 Principals Report

- 6.1 There is staffing pressure at the moment. Several different situations have contributed to this. Resignations from Asha Ryder and Jenna Owen were accepted.
- 6.2 Child protection policy – Ross Sinclair to attend a meeting after school tomorrow meeting at Wellington Girls College. A draft Policy will be available for discussion at the early May meeting.
- 6.3 Approval was sought for a Junior trip to Vietnam in order to continue with planning. Discussion followed as to whether this was a good fit for

the school and the impact on senior trips. The Board gave tentative approval with some recognition that this is primarily a management decision.

6.4 Full school athletics day was a very successful event. The trial of house system was very successful.

6.5 The Principal's Report was accepted.

S Biebly/S Hynes

7.0 Campus of the Future

7.1 The next McIndoe hosted Campus of Future meeting is to be held on Tuesday 12 April, 3.30 - 6.00 pm.

7.2 The community will be advised through the Principal's donation letter how we have spent the infrastructure donation from last year and some information in relation to intent for the donation from 2016.

7.3 Sheri will arrange a Campus of the Future Committee meeting after the session on 12 April. Sheri to report back to the Board on 4 May. Something more substantial is needed. Stage 1 – August vision, stage 2 – includes smaller projects that the donation money can be used for this year. Sheri to contact Graeme McIndoe and Peter Stevens.

8.0 Finance Report

8.1 Report was tabled for discussion.

8.2 Board approve the purchase of a tractor that is \$11,000 outside the 2016 budgeted expenditure.

J Foster/S Bielby

8.3 Reports presented:

- February 2016 Finance Report
- Minutes of Finance Committee

8.4 The Finance report was accepted

S Bielby/M Denzler

9.0 90th Reunion

9.1 PPFA seem to be struggling for numbers, and may need more significant support from the School.

9.2 Sheri, Pip and Denise have been helping to organise the 90th.

- 9.3 The PPFA have agreed to pay the full price of setting up the email database.
- 9.4 Suggestion of holding a meeting asap with the PPFA to clarify what is their situation and if they are willing to hand 90th arrangements over to the Board with attached funding. The Board agreed to take ownership of the 90th reunion if the PPFA formally hand it over.
- 9.5 Steve Bielby to research legal entity side of things to clarify for the School if the PPFA is part of the School and if it disbands what happens to the funds.
- 9.6 Ross Sinclair to contact Graham Marshall.
- 9.7 The Board requested a summary of plans to date from Sheri and Denise.

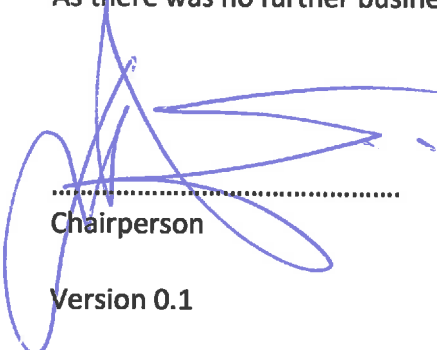
10.0 In Committee

10.1 7.35 pm the Board moved into 'In Committee' J Foster/S Hynes

10.2 7.37 pm Steve Bielby left the meeting.

10.3 7.38 pm the Board moved out of 'In Committee' P Stevens/J Foster

As there was no further business the meeting closed at 7.39 pm.



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Chairperson

4 May 2016
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Date

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Action	Person Responsible	Target Completion
Health and Safety updates	Ross Sinclair	4 May Meeting
Campus of the Future Committee meeting and report back	Sheri Buckland	4 May Meeting
Summary of plans	Sheri/Denise	4 May Meeting