

# 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 4 July 2018 – 5.30 pm to 7.54 pm

**1.0 Present** Hamish Bowen, Sheri Buckland, Janine Foster, Meegan Hall, Denise Johnson, Hayley Knights, Chris Nicholls, Ross Sinclair, Jodie Murden (Secretary)

**Apologies** Peter Foase, Sithmi NMS Hewage

**Guests** Tim Overton, Ced Simpson

### 2.0 Leave from Meetings

2.1 Peter Foase advised on 9 May that he would be overseas and not available for the 4 July meeting. The Board approve his leave from this meeting.

2.2 The Board approve the leave of three meetings for Hayley Knights who will be overseas for Term 3. The Board agreed it is desirable for a staff representative to be present during this period so Hayley's position will be back-filled for this period.

### 3.0 Presentation

Tim Overton presented from the Social Sciences Learning Area. The Board congratulated Tim on the strong results he outlined and the development work he and the staff are carrying out.

6.08 pm Tim Overton left the meeting.

### 4.0 Previous Minutes

4.1 Having been circulated the Minutes from 6 June 2018 were confirmed as a true and correct record.

C Nicholls/S Buckland

## **5.0 Matters Arising**

- 5.1 Drill down of Maori achievement data was requested in line with the current annual goals. **ACTION:** Ross will discuss offline with Meegan to determine the best way to do this for inclusion in the next Principal's report.

## **6.0 Correspondence**

- 6.1 The resignations from Shani Pittams, Paule Poulin and Edward Martinez were accepted by the Board.
- 6.2 It was resolved that the inwards correspondence be received and outwards be accepted.

C Nicholls/H Bowen

## **7.0 Health and Safety**

- 7.1 The Ministry recently advised that Bunsen burner mats in the science labs may contain asbestos. It has been confirmed that this is the case for some lab mats the school uses, and so the appropriate steps have been taken to stop use and isolate. The mats will be removed and labs cleaned by professionals in the holidays with the mats being replaced with an asbestos-free alternative.
- 7.2 There are ongoing problems with students crossing Woburn Road after school. Discussions with the Council requesting consideration of a second crossing further east of the school have been unsuccessful (Council advises this is cost prohibitive). They have extended the walk phase from 4 seconds to 10 seconds during the after-school period and are monitoring the effects of the change. The Board have requested that staff take appropriate opportunities to remind students of expectations.

## **8.0 Policy**

- 8.1 The Governance Manual final draft was sent out to all Board members. Meegan asked for the distinction between the email approval protocol and the electronic meeting process to be explained. It was also clarified that the gifts referred to are only those received by trustees in their capacity as a Board member.
- 8.2 Terms of Reference for the Foundation Establishment Committee have been included in the Governance Manual. A review date of the end of 2018 is to be included to enable continued relevance.

8.3 The Governance Manual was then approved for inclusion on SchoolDocs.

## 9.0 Connections

9.1 Ross Sinclair is meeting with Peter Stevens tomorrow. The financial and legal obligations/guidelines that need to be followed have been provided by the Ministry.

## 10.0 ERO

10.1 Janine gave a summary of the meetings with ERO, particularly the positive outcomes and comments received. The draft report is due shortly and will require comments and corrections to be provided within 20 days.

10.3 The Board would like to feedback to the MOE review process regarding property issues and how teaching spaces could be a factor in their broader consideration of excellence.

10.4 HVHS to do specific student feedback sessions on NCEA in order to feedback to the Ministry as part of the current review process.

10.5 Feedback is currently being sought on about 18 reviews. **ACTION** Meegan will identify what avenues are available for the Board to have input, and **ACTION** Meegan and Janine will consider which are relevant for the Board to provide feedback.

## 11.0 Strategic Planning

11.1 Two meetings have been held with Evaluation Associates who are assisting in the Strategic Planning process. It has been decided to hold seven café style workshops with some very generic questions, along with an electronic survey using similar questions to those used previously to enable trends to be analysed. The Board are hoping to reach as many people as possible for input into the HVHS future.

11.2 **ACTION** Jodie to send out a doodle poll for Board to confirm that they can attend the decision-making session from 9.00 am - 2.00 pm on 22 September.

11.3 Sheri is leading the work on behalf of the Board. A steering group and admin support will be required to ensure this process works well. The school advise that the Steering Group comprises of Ross, Denise and Tim. A broader collation group and admin support has yet to be identified.

11.4 The Board agreed that school can finish at 12.30 pm on Thursday 26 July in order that all staff can take part in a strategic planning session to start at 1.30 pm provided the required number of half days open is met.

11.5 Ross advised that a student (Tama) has created an invitation for the event. A communication plan will be devised by Sheri. Data gathering to be decided by the steering group and template shared with Sheri for input.

11.6 **ACTION** All Board members to look at workshop timetable and commit to one session and advise Sheri (in addition to 22 September).

## 12.0 Finance

12.1 The Deloitte Auditors Report included two minor identified areas.

12.2 An analysis has been completed on donations showing comparisons with previous years. There is a consistent downwards trend, especially in Year 12 year group.

The Finance Committee is to consider if a financial information handout could be available for parents/caregivers to view at the strategic planning sessions.

12.3 A meeting has been held with the MOE. Clarity of ownership of the old gym is not yet established and no decision regarding demolition can be made until this is established. Expectations of completion of the gym situation are that it could be 4-5 years. The Board renew its decision to spend \$55,000 on general maintenance of the old gym.

12.4 After discussions with the Ministry regarding infrastructure, there is potential for a \$3,000,000 top up for roofing across the school. The Ministry is also willing discuss the potential partial demolition of C Block. This would be a step in the CotF direction.

12.6 Reports presented:

- May 2018 Finance Report
- Minutes of Finance Committee 29 May 2018

The Finance report was accepted

H Bowen/H Knights

## 13.0 Principal's Report

13.1 Two quotes have been received for a project to provide unified signage throughout the school. The quotes received are for vastly different plans,

one of which is significantly more comprehensive in its approach. Both quotes are from parents/caregivers of students at HVHS. The Board agree to spending infrastructure funds of \$27,000 for Salted Herring to complete the signage project around the school.

13.2 Having been circulated the Principal's Report was adopted.  
H Knights/S Buckland

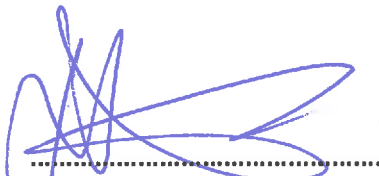
7.50 pm Ced Simpson left the meeting

**14.0 In Committee**

14.1 7.51 pm the Board moved into 'In Committee'  
S Buckland/C Nicholls

14.2 7.54 pm the Board moved out of 'In Committee'  
H Bowen/S Buckland

As there was no further business the meeting closed at 7.54 pm.

  
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Chairperson  
Version 1.0

1.8.2018  
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Date

Action	Person Responsible	Target Completion
Maori Achievement Data breakdown	Ross Sinclair	Next meeting
Doodle poll for 22 September	Jodie	Next meeting
NCEA review process – identify avenues for feedback	Meegan Hall	Next meeting
NCEA review process - select relevant avenues	Meegan Hall and Janine Foster	Next meeting
Café Workshop attendance	All	Advice Sheri asap which cafes you can attend