

# 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 9 May 2018 – 5.40 pm to 7.49 pm**

**1.0 Present** Hamish Bowen, Janine Foster, Meegan Hall, Denise Johnson, Hayley Knights, Chris Nicholls, Ross Sinclair (5.50pm), Sithmi NMS Hewage, Jodie Murden (Secretary)

**Apologies** Sheri Buckland, Peter Foese

**2.0 Previous Minutes**

**2.1** Having been circulated the Minutes from 28 March 2018 were confirmed as a true and correct record.

C Nicholls/H Knights

**3.0 Previous Meeting Actions**

**3.1** Health and Safety walk around has now been completed by five Board members.

**3.2** The Alumni Foundation letter and TOR has been sent to Peter Stevens.

**3.3** Timeline meeting for the 2018 Strategic Planning process will be held next week. Information will be available for the next meeting.

**3.4** Please note the ERO meetings in diaries.

**3.5** Thank you letter has been sent to Penny Clarke.

**3.6** The Board requested an Alumni database update be included in the Principals report each month.

**4.0 Correspondence**

**4.1** The Board agreed to an early closure at 12.15 pm on Wednesday 23 May for staff to attend the PPTA Union Meeting at Naenae College.

**4.2** The Board approve the continuation of the current zone arrangements.

- 4.3 NZSTA AGM to be included on the agenda for the next meeting. Board members to consider attending and if not, appointing a proxy.
- 4.4 Thanks were passed to Shona for the great PPFA newsletter. It was suggested to include a link to the alumni database.
- 4.5 Finance Committee to confirm that an auditor has been appointed for 2018.
- 4.6 Changes made to the Foundation TOR were to specify a Board Rep and SLT Rep. It was felt that the purpose needs some bullet points with specific goals being aimed for.
- 4.7 It was resolved that the inwards correspondence be received and outwards be accepted.

C Nicholls/H Bowen

## 5.0 Health and Safety

- 5.1 While EAP referrals are confidential, it was noted that some have been work-related. Reassurance was provided that the school is dealing appropriately with known issues.
- 5.2 Existing staff are going through current health and safety induction process. The current system (GOSH) is less user friendly than originally thought and a Googledoc version is being trialled. A goal date was requested as to when the current staff will have completed this process. Ross explained the procedure currently underway and that he would like to see a good process emerge. A suggestion was made to have higher risk areas (Technology, Science and PE) completed first. A required completion date no later than December 2018 was agreed.
- 5.3 The larger percentage of staff incidents was highlighted. The Board would like more information on why there is such a high number.

## 6.0 Policy

- 6.1 The Governance Manual now includes the Schedule of Delegations. The manual will be emailed for Board members to review and approve at the next meeting.
- 6.2 A Schooldocs review group has been established to regularly consider termly reviews and changes to procedures. The Board noted that its interest is limited to those items relating to Policy with these requiring discussion at the Policy Committee before coming to the Board.

## **7.0 ERO visit**

- 7.1 The Board are asked to note the first meeting is 12 June from 1.00 – 3.00 pm. The closing conversation will be on 21 June at 10.00 am. Chris advised in advance that he is unavailable for either of these meetings.

## **8.0 2018 Charter and Variance Report**

- 8.1 Chris complimented the reports and commented that they were well written.
- 8.2 The Board expressed a degree of frustration that the Charter and Analysis of Variance had again been submitted to the MOE prior to Board approval. It was noted that there were some inaccuracies in the Charter that the Board would like corrected. The Board were asked to advise Ross of any errors and he will update before resending through to the Ministry.
- 8.3 It is noted there is a requirement in the new NAGs for analysis. The Board are interested to see/hear the outcomes for discussion in the upcoming strategic planning sessions.
- 8.4 Concerns were again raised around Year 11/12 Maths. The Board was advised that there were still students that were very unhappy and the potential outcome is not being achieved. Ross explained that student feedback will be gathered (as planned) after the first assessment round at which time the appropriate analysis of effectiveness can be undertaken. He noted that similar teaching processes have successfully been in place in a range of other subjects in the school for some time.
- 8.5 The Analysis of Variance needs to be uploaded to the school website (once the agreed changes had been made). A comparison against national results was suggested in order to help the school community best understand the figures.
- 8.6 Maori achievement pass rates for leavers at Level 1, 2 and 3 was requested to assist in determining success against the 2017 annual goal.
- 8.7 The Board thanked the Head of Learning Areas for the comprehensive annual reports.
- 8.8 The Board gave retrospective approval of the Charter and Analysis of Variance.

## **9.0 Code of Conduct**

9.1 The Board accepted the Code of Conduct with the following changes:

- Shoes need to be updated to current regulations
- 2.5 and 6.2 need to have “vaping paraphernalia” added.

9.2 A discussion was held about the requirement for students to be clean shaven. This was not covered in the recent uniform survey so it was agreed to include this question as part of the strategic planning discussions with the school community later this year. The Board would make a decision once community views were better understood.

## **10.0 Finance and Property Report**

10.1 Roll projections are lower than anticipated due partly to an active careers advisor finding alternate pathways for students. The Board noted that this was a successful outcome for these students.

10.2 5YA plan – schedule of activities underway. Technology space reworking has been agreed to following the final settlement for the fire last year being signed off.

10.3 Gym realities mean that the lower gym needs be used for some time yet. To ensure usability and improve the look of the building, the Finance and Property Committee recommend re-weather boarding rotten boards, painting the outside and some tidying work inside to the value of \$55,000. This would create a budget deficit of \$10,000.

Noting the lack of movement on the Campus of the Future largely due to a lack of Ministry support, the Board begrudgingly approve the spend of \$55,000 on the lower gym.

It was queried whether we are able to donate the gym to the Ministry to include as part of MOE assets. Craig Braun to explore this.

10.4 Reports presented:

- March 2018 Finance Report
- Minutes of Finance Committee 19 March 2018
- Profit and Loss and Balance Sheet dated 31 March 2018

The Finance report was accepted

H Bowen/C Nicholls


**11.0 Principal's Report**

- 11.1 Mark Oates has requested to extend his previously approved leave by 9 days to act as goalkeeping coach for the All Whites. The Board approved this request.
- 11.2 The maternity leave request from Frances Horne approved.
- 11.3 The 6 June Board meeting to be held in Hotuwaipara. Meegan put in her apologies for this meeting.
- 11.4 Congratulations were passed to Craig for his Postgraduate Diploma qualification.
- 11.5 The Board noted its appreciation of the work by staff in tracking of students. Discussion followed on how to recognise those producing this information.
- 11.6 Having been circulated the Principal's Report was adopted.  
H Knights/M Hall

**12.0 In Committee**

- 12.1 7.39 pm the Board moved into 'In Committee'  
M Hall/H Bowen
- 12.2 7.48 pm the Board moved out of 'In Committee'  
J Foster/H Knights

As there was no further business the meeting closed at 7.49 pm.

  
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Chairperson  
Version 0.1

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Date

<b>Action</b>	<b>Person Responsible</b>	<b>Target Completion</b>
Produce timeline for Strategic Plan	Janine, Ross, Sheri	For 6 June Meeting
ERO Meetings – 12 June 1-3pm 21 June 10am	All	
Technology Block concept plan to be developed	SLT	
Confirm 2018 auditor	Finance Committee	For 6 June meeting
Alumni database numbers in Principal's report	Ross	Every meeting
Foundation TOR needs further expansion of goals		
Staff H&S incidents – further breakdown	Ross	For 6 June meeting
Governance Manual to be emailed to all	Policy Committee	For acceptance at 6 June meeting
Analysis of Variance to be uploaded to website	Jodie	ASAP
Maori achievement pass rates	Ross	For 6 June meeting
Explore 'gifting' of the gym to the Ministry	Finance Committee	For 6 June meeting