

# 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 24 February 2016 – 5.30 pm to 7.09 pm**

**1.0 Present** Sheri Buckland, , Peter Foase, Janine Foster, Denise Johnson, Chris Nicholls, Ross Sinclair, James Stratford, Safari Hynes, Jodie Murden (Secretary)

**Apologies** Steve Bielby, Melissa Denzler , Hayley Knights

**Guests** Trevor Himona

**2.0 Guest**

2.1 Trevor Himona was welcomed to the meeting and introduced himself.

**3.0 Previous Minutes**

3.1 Having been circulated the Minutes from 25 November 2015 were confirmed as a true and correct record.

C Nicholls/J Stratford

**4.0 Teaching and Learning Committee**

Denise Johnson explained the committee. There is one staff representative from each learning area. New ideas and plans are formed and information is then fed back to departments and vice versa. The focus for 2016 is being more interactive in classrooms and online reporting.

**5.0 Correspondence**

5.1 Resignation William Connor was accepted by the Board.

5.2 5ya and 10yp paperwork completed. Several items are already underway. Thanks were passed to Ross Sinclair and Craig Braun for their work in completing the process.

5.3 It was resolved that the inwards correspondence be received.

J Stratford/S Buckland

## 6.0 Delegations Authority Policy

- 6.1 The Delegations Authority Policy was accepted with a review date of February 2017.

C Nicholls/J Stratford

- 6.2 All policies have been revised along with supporting documents by Denise Johnson. It was requested to authorise a global acceptance across all policies of supporting documents. These have been updated and in some cases renamed. Individual policies will continue to be updated as required.

The Board agree to acceptance of all supporting document changes.

J Foster/J Stratford

## 7.0 Campus of the future

- 7.1 One committee meeting has been held. Key thing is making sure 90<sup>th</sup> celebration is a showcase for the school. Dates have been changed to 12-14 August.
- 7.2 The current task is trying to establish an accurate past pupils database. It is 1500 so far and growing.
- 7.3 Email distribution programme – The cost of purchasing the software is approximately \$3,000. It was suggested that this could be shared with PPFA. There would be relatively few ongoing costs. The Board are happy to foster relationships with PPFA and agree to sharing the cost of programme.
- 7.4 McIndoe Urban report is due end of next week. This is to be circulated via email to the Board members.

## 8.0 Pacific Community Engagement

- 8.1 Peter Foese updated the Board on progress with opening connections with Pacific families. Meetings have been held with a low response to date although 17 parents are now engaged through a facebook group. Peter would like to hold a welcome BBQ to be held this term. Peter to work with Tim Fox as the HVHS liaison point on the next steps.
- 8.2 There was a broad suggestion to start a fund that can support students whose families cannot afford a device. Trevor Himona spoke about the project that Petone Central are undertaking getting support from local businesses. A long term approach is needed for this. Further conversations will occur off-line.

- 8.3 It was agreed to renew the co-option of Peter Foese through to end of the current Board's term.

J Foster/C Nicholls  
All Agreed

## 9.0 Health and Safety

- 9.1 Good progress is being made on GOSH implementation. Next steps include educating staff and testing. Craig Braun felt we are ahead of other schools.
- 9.2 The next Greater Wellington Principals meeting will be focussing on health and safety.
- 9.3 Janine Foster encouraged board members to attend NZSTA Health and Safety courses in order to understand and familiarise themselves with the Health and Safety at Work Act and impact on them as individuals and the Board of Trustees as a whole.

## 10.0 Principals Report

- 10.1 This year we have 19 part time staff – two thirds female one third male. This is an increase on past years.
- 10.2 An additional Year 9 class was generated due to continuing enrolments before school started.
- 10.3 School cleaning – issues have been resolved. Ross is being thanked by staff for the extra step taken and for the resulting cleaner environment.
- 10.4 Richard Maxwell – leave request. Richard is in the NZ underwater hockey team to travel to the world championship in South Africa plus 9 days unpaid leave at the end.  
The Board agree to the unpaid leave for Richard Maxwell.

J Foster/J Stratford

- 10.5 Having been circulated the Principal's Report was adopted.  
P Stevens/C Nicholls

## 11.0 Board Elections 2016

- 11.1 Jodie Murden was appointed as Returning Officer.  
J Foster/C Nicholls
- 11.2 Friday 3 June 2016 was nominated as the election date.

10.3 Janine Foster and Ross Sinclair to discuss potential ways of advertising for nominations.

**12.0 Finance Report**

12.1 Congratulations to Craig, Ross and the school for the 2015 surplus.

12.2 Campus of the future items to be moved from the Finance Committee to the Campus Committee.

12.3 Budget 2016 – there have been a couple of minor changes.  
The 2016 Budget was approved J Foster/C Nicholls

12.4 Property team review has been completed satisfactorily.

12.5 Reports presented:  
- January 2016 Finance Report  
- Minutes of Finance Committee 17/11/2015

The Finance report was accepted J Foster/C Nicholls

**13.0 General Business**

13.1 Safari Hynes spoke about his time on the Spirit of Adventure Student trustee trip.

**14.0 In Committee**

14.1 6.57 pm the Board moved into 'In Committee'  
J Foster/C Nicholls

14.2 7.09 pm the Board moved out of 'In Committee'  
J Stratford/S Buckland

As there was no further business the meeting closed at 7.09 pm.

  
.....  
Chairperson

30.3.2016  
.....  
Date

<b>Action</b>	<b>Person Responsible</b>	<b>Target Completion</b>
External Funding	Ross Sinclair	Set up a meeting with Paul Logan including P Stevens