

# 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 August 2017 – 5.30 pm to 7.55 pm**

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

**Apologies** Peter Foese, Chris Nicholls

**Guest** Fiona Pearson

## **2.0 Presentation**

Fiona Pearson presented from the English Department.

6.00 pm Fiona Pearson left the meeting.

## **3.0 Previous Minutes**

3.1 Having been circulated the Minutes from 5 July 2017 were confirmed as a true and correct record.

H Bowen/H Knights

3.2 Janine Foster reminded all Board members to keep a record of their hours spent on Board work for the year as this is a reporting requirement of the Ministry of Education to be completed at the end of each year.

## **4.0 Finance**

4.1 Hamish Bowen reported that there was nothing unusual or exceptional to note in the financial reports.

4.2 Deloitte Audit Report – The Board noted the loss made by the Resource Centre. It is not excessive and is thought that this was due to an overlap in staff with multiple retirements. Trading margins for uniforms have been reviewed. The Board have considered and decided no correcting measures are needed at this time and it should reset over the next year.

The Board requested that the Finance Committee check on the current status for the 2017 year with regards to the Resource Centre budget.

- 4.3 Our current Fire Alarms are up to code but are not independent therefore a break in the circuit impacts those beyond that point therefore increasing the risk to people in those areas. If we want to upgrade it is likely to be at our cost as we are deemed compliant by the Ministry. The cost of replacing would be approximately \$300-500,000.
- 4.4 An estimated replacement costing for C Block has been completed - \$11,700,000. Conversations have been held with both the Regional Property Manager and the National Property Manager. The Ministry does not support a Public/Private shared funding model for individual block replacements within schools. Further consultation is underway with the policy makers to determine alternate options.
- 4.5 An additional recent requirement of the Ministry is for an asbestos plan with testing needing to be completed by 2018. Clarification of requirements is being sought.
- 4.6 The Finance report was accepted.

H Bowen/J Foster

## 5.0 Correspondence

- 5.1 Frances Horne's leave request was approved by the Board.
- 5.2 Maternity leave requests for Sarah Marchant and Nicola Fletcher were accepted.
- 5.3 German tutorial support has been provided by another employee following the resignation of Fiona Pinkernell.
- 5.4 PPTA proposal – the Board declined to take part as was discussed at the previous meeting.
- 5.5 It was resolved that the inwards correspondence be received.

H Knights/M Hall

## 6.0 Hautu

- 6.1 The Board continued with the next stage of the self-review process. Reporting, funding and tikanga going well. Review cycle has opportunities for the Board.

- 6.2 The Board discussed how review processes could be improved to better receive the input of our Maori community. This would help to ensure that the Board (and school) are meeting the needs of Maori students and their whanau.
- 6.3 It was agreed to review what our plans are in order to increase engagement with our Maori whanau. How to connect and how to then measure success are two of the challenges. Ideas for increasing engagement were suggested: socialising with whanau, relationship building with whanau and information sharing.
- 6.4 The Board then need to use the information to set realistic goals going forward.
- 6.5 The Board set a goal of having a process in place for feedback to be provided to the Board. They agreed on a timeline of the middle of 2018. These results would then flow through to the next goal setting for the next strategic plan.

## **7.0 Connections**

- 7.1 A meeting was held with Trisha Wallbridge and Peter Stevens regarding fundraising and contribution to the foundation.
- 7.2 Ongoing work continues to identify and approach potential foundation members including Andrew Stockley and Andrew Bridgeman.
- 7.3 Recently the HVHS Alumni Facebook page is generating more chat and an increased profile. Thanks was passed to Shona Reisima for her work on the alumni page. Research has begun on an alumni database. Graduway a UK product also common in the US and Australia. It is a very comprehensive database package that includes a link to LinkedIn. There is an initial set up cost and an annual fee. Reference checks are still to be done.

## **8.0 Returning Officer**

- 8.1 Raewyn Kerr was appointed as the returning officer for the 2017 Student Election.

J Foster/H Knights

## **9.0 Policy**

- 9.1 Policies – Child Protection and Supported Learning Centre policies required feedback from staff and families. Denise has sent out to all with

the SchoolDocs login details required to provide feedback. Denise and Hayley will review this feedback. Some changes have been made to the appointments section. Board feedback is also sought.

- 9.2 Governance Manual - Hayley will resend the Governance Manual as a word document to all. Feedback should be provided to Hayley by mid-September.

## **10.0 Principal's report**

- 10.1 Staffing is well underway for next year. Several fixed term roles have been made permanent. Digital Technology has been advertised but no applications have been received.

- 10.2 The NZEI Support Staff Collective has been ratified. The Board agree that support staff on Individual Employment Agreements are offered the same terms and conditions as the collective.

M Hall/J Foster

- 10.3 Health and Safety – there has been an increase in incidents from the Supported Learning Centre. It has become clear that they have not previously been reporting incidents.

- 10.4 Health and Safety – every worker in the school environment needs to be aware of the health and safety requirements. The Board understands the time needed to do this however this cannot be seen as optional.

- 10.5 Dates for diaries:

- Hotuwaipara Awards - Tuesday 24 October, 7.00 pm, school hall
- Combined Year 11 and 12 prizegiving date to be confirmed but likely to be an evening with the trial of a new format.

Jodie to send dates of prizegivings and 2018 Board meetings to all Board members.

- 10.6 The Principal's report was accepted.

J Foster/S Buckland

## **11.0 In Committee**

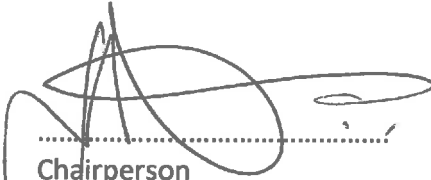
- 11.1 7.42 pm the Board moved into 'In Committee'

J Foster/S Buckland

- 11.2 7.55 pm the Board moved out of 'In Committee'

J Foster/S Buckland

As there was no further business the meeting closed at 7.55 pm.

  
.....  
Chairperson  
Version 0.1

27.9.17  
.....  
Date

Action	Person Responsible	Target Completion
Email Prizegiving and 2018 meeting dates	Jodie	Asap
Provide feedback on the Governance Manual	All	18 September