

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 22 June 2016 – 5.31 pm to 7.38 pm

1.0 Present Hamish Bowen, Sheri Buckland, Peter Foese, Janine Foster, Hayley Knights, Chris Nicholls, Ross Sinclair, Safari Hynes, Jodie Murden (Secretary)

Apologies Denise Johnson, Peter Foese

Guests Astrid Visser and Catherine Betham

2.0 Election of Chair

2.1 Ross Sinclair, Principal called for nominations.
Janine Foster was nominated H Knights/S Hynes

As there were no further nominations received, J Foster declared Chairperson.

3.0 Presentation

3.1 Astrid Visser and Catherine Betham presented from the Art Department. The Board commended them on their very successful programme.

6.09 pm Astrid and Catherine left the meeting

4.0 Previous Minutes

4.1 Having been circulated the Minutes from 25 May 2016 were confirmed as a true and correct record.

S Buckland/H Knights

5.0 Previous Meeting Actions

5.1 McIndoe Urban feedback – email sent by Janine – ideas/thoughts to Janine and Sheri please by end of this week. 10 steps are to be developed by McIndoe.

6.0 Correspondence

6.1 NZSTA AGM – The Board agreed that the Wellington Wairarapa Chair is to be nominated to vote as the HVHS proxy at the AGM.

J Foster/H Bowen

6.2 NZSTA AGM attendance – This is held during the conference. At this stage no one is able to attend this year.

6.3 ERO – the report is available online.

6.4 It was resolved that the inwards correspondence be received and outwards be accepted.

H Knights/J Foster

7.0 Policies

7.1 The Policy Committee are to meet and review the policies due, and to produce an updated schedule covering a 3-year period.

7.2 Discipline Committee Terms of Reference (including new members) approved with review date of October 2016.

J Foster/H Bowen

7.3 Each Committee of the Board is to consider their terms of reference in the Governance Manual and provide comment to Policy Committee Chair (Hayley).

7.4 The Board agree to invite Denise Johnson, Associate Principal, to attend all meetings with speaking rights for the duration of this Board term.

J Foster/H Knights

8.0 Finance Report

8.1 The finances are heading in the right direction with close monitoring, which is increasingly positive.

8.2 Reports presented:

- May 2016 Finance Report
- Minutes of Finance Committee 17 May 2016
- Minutes of Special Finance Committee Meeting

8.3 The Finance report was accepted

J Foster/H Knights

9.0 Principal's Report

- 9.1 90th celebration – Two meetings have been held with the Committee. As only 19 registrations had been received, the decision was taken to cancel the weekend. One past pupil has complained to Ross, the Mayor and Hutt News. A 90th celebration will now be held hosted by the PPFA. HVHS will continue to do what it can to assist. The sign will be altered and put up. A smaller event will now include a concert on the day and an afternoon tea hosted by PPFA with a maximum of 200 people.
- 9.2 The Board are concerned about the PPFA and its autonomy. The Board have offered continued support to the PPFA and to Ross as he manages this relationship.
- 9.3 Timetable changes – Senior Management are wanting to introduce greater student agency through choice including making Science at Level 1 optional. Senior Management are also considering the compulsory nature of Level 2 English. Head of Department meetings are currently discussing this. Changes could be introduced for 2017. The Board gave their feedback which was supportive of actions and changes increasing student success.
- 9.4 Principals meeting – offer from Graham Stoop, to meet and discuss the role of the Education Council. The Board did not feel they would like to take up the offer at this time.
- 9.5 The total roll is very close to a seven year high.
- 9.6 A Wellbeing Network meeting will be held next week at HVHS. Schools would like to develop a recording system that can be presented to the Ministry detailing guidance contact, visits and therefore workload.
- 9.7 Having been circulated the Principal's Report was adopted.

J Foster/S Buckland

7.20 pm Chris Nicholls arrived at the meeting

10.0 Health and Safety

- 10.1 The first report from the Health and Safety Committee was presented for feedback from the Board. Any feedback or ideas to be sent through to Ross and Craig for changes to the report. Risk analysis is key – any changes that are being made and what is being done to address issues. The Board noted that any report should include a description of any incidents that were notifiable to Worksafe.

11.0 Application for Sabbatical

11.1 The Board are supportive of Ross Sinclair applying for a sabbatical in Term 2 of 2017.

12.0 General Business

12.1 It was resolved that an application be made to Pelorus Trust, Pub Charity and Infinity Foundation for \$20,000 each. This is for Hutt Valley High School sports teams to attend their respective National Championships and Regional qualifying tournaments, taking place from 27 August to 3 September 2016.

13.0 In Committee

13.1 7.35 pm the Board moved into 'In Committee'

J Foster/H Knights

13.2 7.37 pm the Board moved out of 'In Committee'

J Foster/S Buckland

14.0 2016 Meeting Dates

14.1 The following dates were confirmed for the remainder of 2016:
3 August, 31 August, 28 September (in holidays), 26 October and 30 November.

As there was no further business the meeting closed at 7.38 pm.


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Chairperson

3.8.2016
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Date

Version 0.1

Action	Person Responsible	Target Completion
Review Committee terms of reference	All	For next meeting