

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 6 June 2018 – 5.30 pm to 8.20 pm

1.0 Present Hamish Bowen, Craig Braun, Sheri Buckland, Janine Foster, Denise Johnson, Hayley Knights, Chris Nicholls, Ross Sinclair, Sithmi NMS Hewage, Jodie Murden (Secretary)

Apologies Peter Foese, Meegan Hall

Guests Lucy Ross, Stephen Cross and Mandy Bird, MOE

2.0 Presentation

2.1 Lucy Ross, Stephen Cross and Mandy Bird attended from the MOE Property team. They detailed how property funding is calculated. They stated that HVHS has been well maintained, is in good shape and commended the Board for that.

2.2 The Board asked for MOE help and direction in order to bring the Campus of the Future plan to fruition. The MOE strongly encourages schools to get all infrastructure details out on the table and have them addressed. They indicated there would be value in HVHS bundling up all infrastructure jobs needing to be done, and noted that the MOE has boost funding in order to help with this.

2.3 MOE representatives agreed to meet with Ross Sinclair and Craig Braun and Board representatives within the next two weeks to provide advice on the removal of the old gym and the commencement of a new gym facility (Phase 1 of CotF).

2.4 Stephen Cross to meet with Ross Sinclair and Craig Braun regarding current infrastructure maintenance requirements and the support that can be provided to meet these without 5YA impact.

6.52 pm Lucy Ross, Stephen Cross and Mandy Bird left the meeting.

3.0 Previous Minutes

3.1 Having been circulated the Minutes from 9 May 2018 were confirmed as a true and correct record.

H Bowen/H Knights

4.0 Correspondence

- 4.1 The study award request from Kieran O'Connor was supported by the Board.
- 4.2 The leave request for Judith Gardiner was approved by the Board and will be paid leave as time in lieu for voluntary work completed in our archives department.
- 4.3 The proposed Languages tour to Spain in 2019 was approved in principle noting that another teacher will need to be able to take Kieran O'Connor's place if he receives a study award.
- 4.4 It was resolved that the inwards correspondence be received.

C Nicholls/H Bowen

5.0 Finance and Property

- 5.1 The Asbestos Management Plan has been completed and we are awaiting the recommendations.
- 5.2 The Board agree to a continuation of the current auditor for the period of 2018-2020.
- 5.3 Reports presented:
- April 2018 Finance Report
 - Minutes of Finance Committee 1 May 2018

The Finance Report was accepted

H Bowen/C Nicholls

6.0 Policy

- 6.1 The Governance Manual is almost complete. Janine and Sheri to meet and finalise the Terms of Reference for the Foundation subcommittee.

7.0 ERO Visit

- 7.1 The initial meeting with ERO has been confirmed for 1.30 pm to 3.00 pm on Tuesday 12 June – Ross, Denise, Janine, Sithmi and Hamish can attend.
- 7.2 The summary meeting is confirmed for Thursday 21 June at 10.00 am – 12.30 pm.

7.3 Ross took the Board through the assurance statement. The Board sought two changes and the signed off the self-audit checklist.

8.0 NZSTA AGM

8.0 HVHS will not be sending a Board representative to the AGM this year. The Proxy vote will be given the Wellington/Wairarapa representative. In terms of the one remit that is being considered, the Board supports the status quo for payments to Board of Trustee members. Jodie to complete paperwork.

9.0 Annual Report

9.1 The Board formally accept the 2017 Annual Report.

J Foster/H Bowen

10.0 Principal's Report

10.1 The Board agree to additional hours being paid to Shona Reisima in respect of Alumni development work.

10.2 Maternity leave requests for Alana Charlton (extension to beginning of 2019) and Kat Thomsen (2019) were approved by the Board.

10.3 The sabbatical request from Denise Johnson for Term 3 2019 was endorsed and supported by the Board.

10.4 The sabbatical request from Nick Larkin for Term 2 2019 was endorsed and supported by the Board.

10.5 Hugh Williams leave for a sabbatical for Term 2 2019 was endorsed and supported by the Board.

10.6 A set of three Health and Safety goals were agreed and approved by the Board.

10.7 The tsunami evacuation plan will be rolled out to whanau tomorrow detailing the actions staff, students and others on site are expected to take and the revised reunification point of Hutt Intermediate.

10.8 Having been circulated the Principal's Report was adopted.

H Knights/S Buckland

11.0 In Committee


11.1 7.51 pm the Board moved into 'In Committee'

S Buckland/C Nicholls

11.2 8.19 pm the Board moved out of 'In Committee'

H Bowen/S Buckland

As there was no further business the meeting closed at 8.20 pm.


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Chairperson
Version 1.0

4. July. 18
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Date

Action	Person Responsible	Target Completion
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	
Alumni database numbers in Principal's report	Ross	Every meeting
Foundation TOR needs further expansion of goals	Janine and Sheri	
Maori achievement pass rates	Ross	For 4 July meeting
NZSTA Proxy Vote	Jodie	By 15 June