

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 29 March 2017 – 5.30 pm to 8.23 pm

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

Apologies Peter Foese

Guests Hannah Borrer – visitor from another school board
Jill Skinner – Queer/Straight Alliance
Mark Oates and Aimee Francois – PE Department

2.0 Presentation

Jill Skinner presented on behalf of the Queer/Straight Alliance.

Mark Oates and Aimee Francois presented from the PE Department.

5.55 pm Jill Skinner left the meeting. Letter of thanks to be sent to Jill and students for their presentation to the Board. Jodie to draft.

6.02 pm Chris Nicholls joined the meeting.

6.22 pm Mark Oates and Aimee Francois left the meeting.

3.0 Previous Minutes

3.1 Having been circulated the Minutes from 22 February 2017 were confirmed as a true and correct record.

H Knights/C Nicholls

4.0 Previous Meeting Actions

4.1 Old gym – this will be an ongoing item in terms of the disassembling and removal from the site.

4.2 Agenda item for school docs – carried over to the April meeting.

4.3 Hautu discussion deferred to to a later agenda.

5.0 Correspondence

5.1 The leave request from Matt Harrison was approved by the Board.

5.2 The leave request from Frank Versteegan was deferred to next meeting to enable a clarification discussion with Frank. More background information was requested by the Board prior to a decision.

5.3 The leave request from Georgia Young was approved by the Board.

5.4 Thanks was passed to Ross for pulling the charter together in the time allocated and thank you to the Board for their help with it.

5.5 Enrolment Scheme – The Board endorse option A – “The school has an ongoing need for an enrolment scheme to prevent overcrowding or the likelihood of overcrowding at the school. The Board believes that the home zone in the present scheme should be retained without amendment.”

5.6 The PPFA AGM was held on Monday night. PPFA asked for an adapted letter for inclusion in their June newsletter. There are currently 10 financial members and 6 life members. The PPFA has lost its incorporation status as the accounts were not presented as required. They have a current financial holding of \$48, 506. The Board note an ongoing need to monitor and carefully manage the relationship.

5.7 It was resolved that a request be made to Four Winds Foundation for funding to cover the wages of a Youth Worker for the Hutt Valley Activity Centre for the amount of \$17,539.

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

S Buckland/H Knights

6.0 BOT Meeting Dates

6.1 Changes to 2017 meeting dates were agreed as follows:
5 July (replaces 28 June)
1 November (replaces 25 October)
29 November (replaces 22 November)

7.0 Delegations

- 7.1 The HVHS Board of Trustees formally delegates to Denise Johnson the full authority to act as Principal during Term 2 2017, and consequential delegations to Tim Fox as Associate Principal during the same period.

C Nicholls/J Foster
All Agreed

8.0 Curriculum

- 8.1 The Board request from the PE Department more detail on the costs involved with using outside gym providers.
- 8.2 The Board are conscious that the gym spaces are important consideration within the Campus of the Future plans.

9.0 Policy

- 9.1 Craig and Denise have been comparing draft documents within the School Docs framework against what we have at present. The coverage seems to be fairly comprehensive. HVHS specifics have been provided to Schools Docs for amalgamation into the documentation. The Board can expect to see draft policies within the next month or so.

10.0 Campus of the Future

- 10.1 The previously agreed 2016 Infrastructure spend is on hold until the fire and C Block details are clarified.
- 10.2 Focus remains on identifying HVHS alumni and different groups within our community with whom partnerships would be of benefit and how to engage with them.
- 10.2 Of note Mayor Ray Wallace is coming to HVHS next week to meet with Year 13 student leaders.

11.0 Property

- 11.1 End of fire conversation with Steven Cross, MOE, will occur shortly. Schematic viable option of C Block has to be presented to the Ministry within a year in order for the insurance payout to be made. If there are

any changes to the plan it is requested that these be presented to the Board for approval.

- 11.2 The Board were keen to understand whether the MOE would pay for the architects plans to redo C Block.

12.0 Finance

- 12.1 Nothing of concern to report.

- 12.3 A revised code of practice for laboratories was developed for 2017. All labs must have non permeable work surfaces. Estimates suggest that the cost of this could be anything from \$11,000 – \$40,000 per lab.

- 12.2 Reports presented:

- February 2017 Finance Report
- Minutes of Finance Committee 14 February 2017

The Finance report was accepted

H Bowen/R Sinclair

13.0 Health and Safety

- 13.1 It was noted that there were more offsite injuries due to sports days held at local grounds.

- 12.2 We have had a new enrolment of student who is legally blind. An assessment of site risks has been made and some changes may be required. Any costs will be covered by the MOE.

14.0 Principal's Report

- 14.1 There is a continuing surge in the roll even with the conservative approach taken to out of zone enrolments for 2017.

- 14.2 The school is close to maximum student levels with some classes above desired levels.

- 14.3 Ross attended the Education Law Conference. There are shifting risk parameters around teacher relationships with students. Ross has briefed staff. Andrew Greig is coming in to talk further with staff on this topic.

- 14.4 Level of gratitude from parents was very high at the two recently held literacy support meetings.

- 14.5 Architects have advised that we should only consider a multi-storey building to replace C Block. Although not signalled in any current status reports, the architects suspect asbestos is likely to be present in C Block with the potential to increase costs substantially. An alternative gym clip on option out the rear of the gym was proposed to enable existing foundations to be used. The cost of exploration of this project will be available in next 2-3 weeks. A further three months will be needed for more comprehensive drawings and costings.
- 14.6 The recent spate of suspensions and stand downs have mostly been generated by one incident.
- 14.7 The Board acknowledge Safari and the group of students who are giving tours through Hotuwaipara for all Year 9 students. A student on return from stand down is taking an active role in helping others and wearing correct uniform to do it. The April Board meeting (3 May) will be held in Hotuwaipara.
- 14.8 Communities of Learning (CoL) – Ross attended a meeting with our feeder primary school principals. This was a positive meeting however the message from most was that they are doing well and did not need to be part of a CoL. The Board offered their help including visiting other Boards, if this would help. Ross to contact the MOE to clarify minimum CoL sizes.
- 14.9 Timetable changes – Ross has done some research with other schools in Wellington. One board member spoke of the challenges from a parenting perspective when students have 3 late starts per week. Timetables throughout NZ will also form part of Ross’ research during his Term 2 sabbatical.
- 14.10 Having been circulated the Principal’s Report was adopted.

J Foster/S Hynes

7.51 pm Hannah Borrer left the meeting

15.0 In Committee

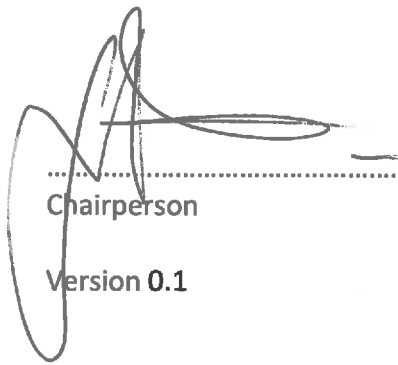
14.1 7.51 pm the Board moved into ‘In Committee’

J Foster/S Buckland

10.2 8.22 pm the Board moved out of ‘In Committee’

J Foster/S Buckland

As there was no further business the meeting closed at 8.23 pm.



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Chairperson
Version 0.1

3.5.2017
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Date

Action	Person Responsible	Target Completion
Consider options for Old Gym demolition/ deconstruction	Property Committee	Ongoing
Familiarise with Hautu self-review document	All	For May meeting