

# 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 25 May 2016 5.45 pm to 7.42 pm

1.0 **Present** Steve Bielby, Sheri Buckland, Melissa Denzler, Peter Foese, Janine Foster, Denise Johnson, Hayley Knights, Chris Nicholls, Ross Sinclair, James Stratford, Safari Hynes

**Apologies** Jodie Murden (Secretary)

### 2.0 Presentation

2.1 Presentation by McIndoe Urban of the Campus of the Future (CotF) draft report.

2.2 Discussion followed on prioritising and possible next steps.

2.3 McIndoe requested an image of the front of the school.

2.4 It was decided that the next steps would be to review the documentation and report back. It was important to have a vision statement and link this to 10 priority areas for targeted work using the infrastructure donations so there is a clear gain to be seen by donors.

### 3.0 Previous Minutes

3.1 Sheri Buckland requested the Board note concerns over the low numbers involved in the most recent McIndoe CotF workshops.

3.2 Having been circulated the Minutes from 4 May 2016 were confirmed as a true and correct record.

H Knights/C Nicholls

### 4.0 Correspondence

4.1 It was resolved that the inwards correspondence be accepted.

H Knights/J Stratford

## 5.0 Policy

- 5.1 The Creative Commons Policy was accepted with changes and a review date of May 2017.

S Bielby/C Nicholls

## 6.0 Campus of the future

- 6.1 Sheri Buckland gave an update.

## 7.0 Health and Safety

- 7.1 Overview spreadsheet – Ross Sinclair clarified the plan. There are no “red” areas. Systems are in place with a training and review cycle operating.
- 7.2 The Ministry of Education suggest little has changed. Ross Sinclair challenges this as the difference is that schools must now demonstrate systems with an additional 15 hours per week workload for compliance monitoring.
- 7.3 The Board passed their thanks to Ross Sinclair and Craig Braun for producing the plan.

## 8.0 Principal’s Report

- 8.1 Predictions are that Year 9 2017 will be the same size as this year.
- 8.2 There has been an increase in support staff participating in sports coaching.
- 8.3 Year 9 streaming – This has been discussed at school and the data suggests that we should change our model. Ross Sinclair proposed that we do not continue with streaming in 2017. This was fully supported by the Board.
- 8.4 Having been circulated the Principal’s Report was adopted.

S Hynes/C Nicholls

## 9.0 90<sup>th</sup> Reunion

- 9.1 Steve Bielby is continuing to follow up with the Past Pupils and Friends Association.

## **10.0 Finance Report**

10.1 We are currently status 'orange' with a possible \$60,000 deficit. Senior Management are working on checking all lines of income, and deferring spending on discretionary budget items until the longer term pattern permits them to be actioned.

10.2 Reports presented:

- April 2016 Finance Report
- Minutes of Finance Committee April 2016

10.3 The Finance report was accepted S Bielby/C Nicholls

## **11.0 Board Election**

11.1 Voting papers have been posted. There are six candidates; 2 existing elected, 2 co-opted and 2 new people.

11.2 Staff Election – Hayley Knights stood unopposed and is elected.

11.3 Induction Evening is scheduled for June 15 from 4.30 pm to 8.00 pm.

## **12.0 Annual Report Draft**

12.1 The draft report has been circulated to the Board. Grammatical feedback to Ross Sinclair please.

12.2 The Board endorse the Chair's words in the introduction for the Annual Report.

12.3 Steve Bielby requested a reflection of this plan to go to the Board. Ross Sinclair explained that we made reasonable progress last year, but not with Maori and Pasifika performance. Additional actions have been taken in 2016, including the Boost hours and a Specialist Classroom Teacher role.

12.4 Professional Development grants in 2017 from the Ministry of Education will be used for Communities of Schools development. The school is currently investigating links with our contributing schools.

12.5 The Board accept the 2015 Annual Report.

S Bielby/C Nicholls

**13.0 Code of Conduct 2017**

13.1 The changes as presented to the Board were accepted.

C Nicholls/H Knights

**14.0 General Business**

14.1 The Board agreed to Tim Fox having delegated authority for the Principal for the time that both Ross Sinclair and Denise Johnson will be away out of the country on professional development.

J Foster/Steve Bielby

**15.0 In Committee**

14.1 7.28 pm the Board moved into 'In Committee'

J Foster/H Knights

14.2 7.30 pm the Board moved out of 'In Committee'

J Foster/J Stratford

**16.0 Farewells**

16.1 Farewells and presentations were made to James Stratford, Steve Bielby and Melissa Denzler.

As there was no further business the meeting closed at 7.42 pm.



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Chairperson

22.6.2016

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Date

Version 1.0

Action	Person Responsible	Target Completion
External Funding	Ross Sinclair	Set up a meeting with Paul Logan including P Stevens
Note NZSTA AGM delegation for June Agenda	Jodie	22 June meeting
Feedback to McIndoe Urban on vision statement, 10 priorities and general CotF draft feedback	All	End of June