

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 31 August 2016 – 5.30 pm to 7.50 pm

1.0 Present Hamish Bowen, Sheri Buckland, Janine Foster, Chris Nicholls, Ross Sinclair, Jodie Murden (Secretary)

Apologies Peter Foese, Safari Hynes, Denise Johnson, Hayley Knights

Guests Violet Duguid

2.0 Presentation

Violet Duguid presented from the Guidance Department. This included a tour of the new guidance area and a snapshot of the work the guidance staff do.

6.10 pm Violet Duguid left the meeting

3.0 Previous Minutes

3.1 Having been circulated the Minutes from 3 August 2016 were confirmed as a true and correct record.

S Buckland/H Bowen

4.0 Correspondence

4.1 The resignations from Noeline Hannan, Margaret Martin and Lyn House were accepted by the Board with warm wishes for the three long serving staff members.

4.2 Resignations are also expected from our two Resource Centre workers. It was noted that there would be a financial risk associated with the change in staff in this department.

4.3 The study leave request from Nan Walden for 2017 was supported by the Board.

4.4 PPTA/NZEI union meeting, 8 September – The Board discussed options as to what time to cease classes for staff to attend the union meeting. Discussion followed on releasing staff early and the impact on students.

The Board agreed to send a letter to Etu, PPTA and NZEI objecting to the deception of seeking a 1.30 to 3.30 pm timeframe and then requesting staff be available earlier in order to march. Janine to draft then send to the Board for feedback.

The Board agreed to cease classes at 12.15 pm in order for staff to have time to eat lunch and get to the march.

J Foster/H Bowen

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

J Foster/S Buckland

5.0 **Campus of the Future**

- 5.1 The committee consists of Sheri, Chris, Hayley, Safari (or student trustee) and Tim Fox (as management team representative).
- 5.2 Sheri has agreed to stay in contact with Phil Press in Australia via email regarding alumni development and planning for the 100th.
- 5.3 Final documentation has yet to be received from McIndoe Urban. Sheri and Ross will follow up.
- 5.4 It was agreed that a brief report for the Campus of the Future Committee and each other Committee would be prepared by the Chair of each Committee for inclusion in the Board papers each meeting.

6.0 **Property**

- 6.1 The Property Committee recommended proceeding with the refurbishment of the toilets in C Block currently scheduled as part of the 5YP.

Given the time frames of the Campus of the Future project, it was decided to proceed with the upgrade of the C Block toilets to \$120,000 as part of the 5YP. It was noted that any spend less than this would require a rework of plans, etc and would result in missing the 2016-2017 Christmas holiday break window for the work. The Board agreed.

7.0 **Finance Report**

- 7.1 International Students – It was suggested that an analysis of our overseas funding be undertaken.

The Board approve a budget of up to \$10,000 to employ an analyst to prepare a comprehensive report on overseas student models, arrangements and funding potential looking at HVHS and at best practise for schools for comparison of cost, income and student numbers. Ross will arrange through Craig Braun with some urgency given the upcoming vacancy.

H Bowen/S Buckland

- 7.2 Reports presented:
- July 2016 Finance Report
 - Minutes of Finance Committee July 2016.

The Finance report was accepted

H Bowen/J Foster

- 7.3 Out of Zone student funding – it was noted that there is no real effect on funding as only 20 students qualify.
- 7.4 Communities of Learning – Ross Sinclair explained the concept of communities of learning. It was suggested that we approach other schools Boards of Trustees to discuss. Communities of Learning is an avenue of funding and student/staff development that needs to be explored further.

8.0 Health and Safety

- 8.1 The Board gave positive feedback on the layout and content of the first part of Health and Safety report. They would be happy to only include graphs of the 12 month situation. Going forward they would like to be able to compare year on year. The Board would like to have a broad statement giving an idea of 'what's on top' for the Guidance Department and significant stresses on staff related to school. The Board asked for EAP (Employee Assistance Programme) contact numbers to be included twice a year rather than monthly.
- 8.2 Ross Sinclair spoke of a recent trip that resulted in the Westpac Helicopter being called via our emergency locator beacon. The staff involved handled it very well and the school should be commended on their risk plan that was well adhered to. The Board support a mufti day as a fundraiser for the Westpac Rescue Helicopter.
- 8.3 As a result of a recent accident we are currently undergoing a voluntary Worksafe review of workshop practices.
- 8.4 Hautu – This is a Maori and cultural responsiveness self-review tool for Boards. Janine Foster to email out Hautu documents. All members to read for discussion at the next meeting.

9.0 In Committee

9.1 7.47 pm the Board moved into 'In Committee'

J Foster/H Bowen

9.2 7.49 pm the Board moved out of 'In Committee'

J Foster/S Buckland

10.0 Principal's Report

10.1 The Board agree signing with School Docs for policy recording and assistance with procedure development seems a good option.

S Buckland/J Foster

10.2 The Board formally note Ross Sinclair's successful application for sabbatical in Term 2 2017 and pass on their congratulations. Ross will work with the management team to assure appropriate cover is in place.

10.3 The maternity leave request from Eve Martin was accepted.

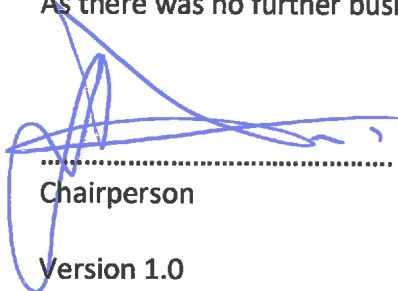
10.4 Having been circulated the Principal's Report was adopted.

H Bowen/C Nicholls

11.0 General Business

11.1 The Board were happy to continue with the same schedule of meetings for 2017 – usually the fourth Wednesday of each month at 5.30 pm.

As there was no further business the meeting closed at 7.50 pm.



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Chairperson

26.10.2016
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Date

Action	Person Responsible	Target Completion
Hautu documents to be read for next meeting	All	27 September
Letter to ETu, PPTA and NZEI	Janine to draft Board members to give feedback	