

# 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 February 2017 – 5.34 pm to 7.34 pm**

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

**Apologies** Hamish Bowen, Peter Foese

**Guests** Meegan Hall

## **2.0 Election of Chair**

Ross Sinclair, Principal, called for nominations.

Janine Foster's nomination was received C Nicholls/H Knights  
As there were no further nominations received, J Foster declared Chairperson.

## **3.0 Co-option**

**3.1** The Board agreed to co-opt Meegan Hall for the remainder of the current Board term, May 2019.

J Foster/C Nicholls

## **4.0 Previous Minutes**

**4.1** Having been circulated the Minutes from 30 November 2016 were confirmed as a true and correct record.

J Foster/C Nicholls

## **5.0 Correspondence**

**5.1** Resignations from Fiona Howat, Nan Walden and Astrid Visser were accepted by the Board.

**5.2** The Leave Request from Matt Barclay was approved by the Board.

- 5.3 Chris Carr, PPTA National Executive – congratulations were passed to Chris and the leave he requires throughout the year approved.
- 5.4 Languages tour of France – the proposal for a French trip in 2018 was approved in principle by the Board.
- 5.5 Exit Interview of students – The Board endorse the idea of gathering exit information from senior students departing for another school and their parents. Jodie to draft a reply to Helen Stringer for Chair's signature.

5.55 pm Meegan Hall joined the meeting. Introductions were made.

- 5.6 24-7 Youthwork – The church pays  $\frac{3}{4}$  of the wages and HVHS pay  $\frac{1}{4}$ , costing us approximately \$20,000 annually for four youth workers. Thanks were passed to 24-7 for their work for the school and with our students.
- 5.7 It was resolved that the inwards correspondence be received and outwards be accepted.

J Foster/H Knights

## 6.0 Policy Update

- 6.1 Hayley updated the Board on developments with School Docs and Board policies. Policies should be available for ratification at the March meeting.

## 7.0 Campus of the Future

- 7.1 No committee meeting has been held yet this year.
- 7.2 Sheri Buckland met with Christine Barnett from the PPFA. A draft letter proposing an option to the PPFA for consideration at it's AGM regarding a closer relationship with the school was discussed. The letter was approved with the changes suggested by the Board.
- 7.3 The Board discussed engaging more with the community as stated in the Annual Plan and how those links could be created.

## 8.0 Property

- 8.1 Feedback from the fire: Any future laser cutters purchased should have a cut out feature. The insurance figure is currently being settled.

**ACTION:** Ross and Craig to keep Chris and the Property Committee up to date with progress and involve in future property discussions.

8.2 New toilets are currently being costed.

## 9.0 Finance Report

9.1 Staffing levels are approximately the same as last year but include Hutt Valley Activity Centre staff and we have an increased roll.

9.2 A good surplus is predicted for 2017.

9.3 The 2017 Budget was approved by the Board.

S Buckland/C Nicholls

9.4 The Hutt Valley Activity Centre budget was approved.

J Foster/C Nicholls

9.5 Reports presented:

- January 2017 Finance Report
- Minutes of Finance Committee Meeting 22 November 2016

The Finance report was accepted

C Nicholls/H Knights

## 10.0 Charter and Variance Statement

10.1 The Charter is due to the Ministry by 1 March 2017.

10.2 The Board endorse the Charter as presented to the Board in the capacity knowledge that minor fixes can be advised to and amended by Ross Sinclair in the next 48 hours.

C Nicholls/H Knights

10.3 The Variance Statement was accepted by the Board with amendments as discussed in the meeting.

J Foster/S Buckland

10.4 Thanks were passed to Ross Sinclair for all the work that has gone into both the Charter and the Variance Statement to meet the very tight timeframe.

## 11.0 Principal's Report

11.1 There are 15 part time staff this year impacting on staffing and also the number of laptops needed in the school.

- 11.2 Uniform survey to take place next week.
- 11.3 Exit interview information regarding lundia shelving that is unsafe is to be investigated further. The Board requested clarification for the next meeting that this potential health and safety issue has been investigated.
- 11.4 Having been circulated the Principal's Report was adopted.  
C Nicholls/S Buckland

## 12.0 General Business


- 12.1 It was agreed that Hutt Valley High School apply to Pub Charity Limited for a donation of \$4,806.18 to cover the costs of Hockey and Football turf expenses.
- 12.2 It was resolved that an application be made to the Hutt Mana Charitable Trust for funding to cover the purchase of Ultimate Frisbee Discs for the amount of \$1,956.52.
- 12.3 Hautu – Board self review: Janine gave out information in 2016 regarding how the Board meets their accountabilities by reviewing and increasing their cultural responsiveness. This will feature on the agenda for discussion in the coming months.

ACTION: All members to familiarise themselves with the Hautu self-review documentation.

## 13.0 In Committee

- 13.1 7.31 pm the Board moved into 'In Committee'  
J Foster/H Knights
- 13.2 7.32 pm the Board moved out of 'In Committee'  
J Foster/C Nicholls

As there was no further business the meeting closed at 7.34 pm.

  
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Chairperson  
Version 0.1

29.3.2017  
.....  
Date

| <b>Action</b>                                 | <b>Person Responsible</b>     | <b>Target Completion</b>   |
|---|-------------------------------|----------------------------|
| Consider options for Old Gym                  | Property and CotF Committees  | For February meeting       |
| Update expiry dates on policies               | Jodie                         | By February meeting        |
| Consider Fundraising avenues eg Give a Little | Policy Committee              | Next Finance Policy review |
| Reply letter to Kapa Haka                     | Denise                        | By February Meeting        |
| Update Property Committee as needed           | Ross Sinclair and Craig Braun | Ongoing                    |
| Familiarise with Hautu self-review document   | All                           | For March meeting          |