

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 27 September 2017 – 5.32 pm to 7.33 pm

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

Apologies

- Guests** Heather Lear from Tautoko, Supported Learning Centre.

2.0 **Presentation**

Heather Lear presented about progress and success in Tautoko, Supported Learning Centre. The Board commended Heather on the progress made since the last LSU report.

5.56 pm Heather Lear left the meeting

3.0 **Previous Minutes**

- 3.1 Having been circulated the Minutes from 30 August 2017 were confirmed as a true and correct record. H Knights/C Nicholls

4.0 **Previous Meeting Actions**

- 4.1 All trustees to inform Jodie of which prizegivings they will be attending this year. Janine asked that people regard the Year 13 Leavers Ceremony as a priority.
- 4.2 Feedback on Governance Manual to Hayley please.

5.0 **Correspondence**

- 5.1 Resignations from Georgia and Jasmine were accepted with regret. Both will be missed.
- 5.2 The leave application from Lucy Chave was supported by the Board.

- 5.3 Wa Ora Montessori – the Board have no issue with the proposed roll increase. Jodie to draft a letter to be sent from the Board reflecting this.
- 5.4 School Leaver Achievement – This to be looked at closer to inform the planning process and Annual Goals for 2018. Feedback was suggested regarding acknowledging other pathways for leavers during the year. The next cycle of strategic planning occurs in 2018 – this document should also form part of that discussion.
- 5.5 It was resolved that the inwards correspondence be received and outwards be accepted. J Foster/C Nicholls

6.0 Health and Safety

- 6.1 Health and Safety has deliberately been included earlier on the agenda. H&S is a Board priority and needs to be treated as such. In preparing the WorkSafe and Education Council submissions and undertaking the recent investigation, it was identified that there is room for improvement and this is a key responsibility of the Board.
- 6.2 Head of Departments went through a hazard identification process earlier in the year. There needs to be a process developed for assurance and follow up.
- 6.3 A new Health and Safety induction process was trialled this year for new staff. A priority is now for all existing staff to follow this same process.
- 6.4 A complaint has been received regarding health and safety of a Year 13 drama production. The parent was concerned for participants and the audience. Guidance are currently performing a safety audit of the class today and the School is investigating.
- 6.5 Discussion followed on forming a temporary subcommittee to define what Health and Safety reporting the Board would like each month and what constitutes due diligence in this space. Hamish and Janine to meet to consider an appropriate approach.

7.0 Hautū

- 7.1 The next stage of the Hautū discussion has been deferred until the 1 November meeting.

8.0 Student Achievement

- 8.1 The Maths department would like to combine Year 11 and 12 classes in 2018 and teach students at a varying pace.

9.0 Connections

- 9.1 The Alumni newsletter was emailed out today. It has a fresher and more concise approach.
- 9.2 Graduway product – reference checks have been completed. Very positive feedback was provided. The cost is not currently not in the budget. The Board request that an appropriate amount for an alumni tool be considered in the draft budget for 2018. The costs of Graduway are \$6,000 set-up fee and \$9,000 per year ongoing. The level of resource needed internally to set up, develop and utilise will need to be.

10.0 Finance Report

- 10.1 A full cost for a new fire system has not been received yet.
- 10.2 We are currently on target for a predicted surplus of \$98,000 for 2017.
- 10.3 There is some confusion about what is required to satisfy Ministry and regulatory requirements in terms of an Asbestos Management Plan. At this stage we are likely to produce a plan but no physical testing will need to take place.
- 10.4 Reports presented:
- August 2017 Finance Report
 - Minutes of Finance Committee 22 August 2017
 - Financial Statements 31 August 2017
- 10.5 The mid-year review by Kendons has taken place with some invoicing delays being noted. Practise around these will be reviewed. It is good practice to have a regular assessment of our current model.
- 10.6 The school have requested parameters around the operation and use of pro bono in the school. Janine and Sheri to draft a document for review/approval at the next meeting.
- 10.7 The Finance report was accepted. H Bowen/R Sinclair

11.0 Policies

- 11.1 Feedback has been received on two policies. These will be reviewed by the Board early in Term 4.
- 11.2 All members to provide feedback on the Governance Manual to Hayley as soon as possible.

12.0 Annual Plan – Goal 4

- 12.1 Discussion followed on what has been progressed over the last 12 months. The Board felt that significant progress has been made this year.
- A tangible plan has been developed
 - There has been growth of the alumni database
 - A dedicated Alumni/fundraising part time staff member has been employed
 - Several small projects are pending
 - Alumni foundation work is ongoing.
- 12.2 The Board need to consider how best to get the input of the Whanau Steering Group with a view to informing part of a Māori achievement goal for 2018. It would also be good for Board members to attend a meeting to best understand the discussion and ideas discussed.

13.0 Principal's Report

- 13.1 Appointments – five positions are currently advertised for 2018.
- 13.2 A report from the Hutt Valley Activity Centre will be included in the Board papers every month now. The Board invited Ruth Hogg, Director, to speak at the next meeting.
- 13.3 Ross is currently budgeting on a Year 9 cohort of 340. Staffing has been based on 330 students. Projections have us at a total roll of 1710 (not including International students) which will be the highest for some time.
- 13.4 Having been circulated the Principal's Report was adopted.

J Foster/C Nicholls

14.0 In Committee

- 14.1 7.03 pm the Board moved into 'In Committee'
- 14.2 7.23 pm the Board moved out of 'In Committee'

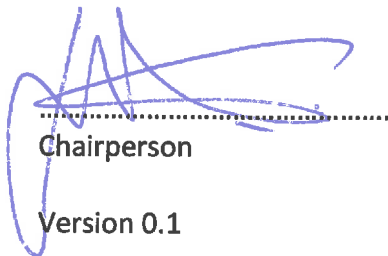
J Foster/H Bowen

J Foster/ Buckland

15.0 General Business

- 15.1 John Russell has resigned from Naenae College effective end of the year. The Board noted the high recent turnover in Wellington region Principals.
- 15.2 Safari Hynes – sincere thanks were passed to Safari for his work over the last two years. He has offered a value-added experience. Janine gave tribute to the fact that he had changed practice on the Board and contributed more than any other student that she has experienced. The Board wished him well in his future.
- 15.3 Safari thanked the Board for all the learning he has experienced. He thanked Chris for his mentoring. Safari is willing to mentor the new student.
- 15.4 Chris Nicholls to buddy the new student.

As there was no further business the meeting closed at 7.33 pm.


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Chairperson
Version 0.1

9.11.2017
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Date

Action	Person Responsible	Target Completion
Feedback – re Governance Manual	All	ASAP
Letter to Wa Ora Montessori	Jodie	27 October
Subcommittee – health and safety elements for reporting	Janine and Hamish	Next meeting
Pro bono checklist	Janine and Sheri	Next meeting