

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 28 March 2018 – 5.34 pm to 7.55 pm

1.0 **Present** Sheri Buckland, Janine Foster, Denise Johnson, Peter Foese, Hayley Knights, Chris Nicholls, Ross Sinclair, Sithmi NMS Hewage (6.30pm) Jodie Murden (Secretary)

Apologies Hamish Bowen

2.0 **Presentation**

2018 Student Leaders presented to the Board and were commended for taking the time to do this.

6.08 pm Student Leaders left the meeting

3.0 **Previous Minutes**

3.1 Having been circulated the Minutes from 28 February 2018 were confirmed as a true and correct record.

S Buckland/H Knights

4.0 **Previous Meeting Actions**

4.1 Point 7 – Hautū Plan to be shared and available for the school community. It was decided to share this on the school website in the Governance section.

4.2 Revised date to be set for school H&S walk around.

5.0 **Correspondence**

5.1 The leave request from Janine Doile was approved by the Board as leave with pay.

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

C Nicholls/S Buckland

6.0 Rainbow Tick

- 6.1** The information provided in the Board papers formed a base for a Board discussion. While this offer is a good opportunity to be clear about who we are as a school (both for the student body and staff), the Board regarded the \$5,000 cost as significant. The Board felt this could form part of the consultation during strategic planning in order to gauge community feeling. The Board was concerned about what would need to be forgone to fund this certification.
- 6.2** The Board support the idea of the school being recognised for what it does in the LGBTTI environment but are unsure whether at that cost if the Rainbow Tick Programme is the way to go at present. The Board asked the school to explore a lower cost option with the company as a not for profit organisation.

7.0 Connections

- 7.1** Alumni database. An update report was requested from the Board which will be included in the Principal's report each month.
- 7.2** Database Administrator. Ross to check if extra funds are in the budget to increase current hours. The Finance Committee to explore this further at their next meeting.
- 7.3** Alumni Foundation. The Board agree that the appropriate parameters be set up in order that Peter Stevens and Eugene Collins can move forward with setting up a foundation. Janine to send letter with parameters to Peter Stevens.
- 7.4** Alumni marketing. Once the trust/foundation is set up then marketing will be needed. This is to be further developed by the Foundation. The Connections Committee will be the liaison between the Board and Foundation.
- 7.5** Connections Committee. A re-focus on community engagement for the strategic plan. Any necessary changes to the Terms of Reference will come for approval at the next meeting.
- 7.6** Janine Foster, Sheri Buckland and Ross Sinclair to meet soon and produce a plan for revision of the Strategic Plan. This will include a completion date in advance of making the annual plan and time line.

8.0 Policy

- 8.1 Schedule of Delegations – A draft will be included in the next board papers. Combo of Finance and Policy Committees. Two other policies to be reviewed this term too.

9.0 ERO visit

- 9.1 ERO will be visiting starting week of 11 June for two weeks. Ross and Janine attended a pre-visit meeting. ERO are inspecting schools to see if schools are matching Ministry best practice guidelines. All Board members to book in a meeting time on the morning of 11 June for one hour and a feedback meeting on the Friday 22 June. Ross Sinclair to contact ERO and to request best estimate times for the opening and closing meetings.
- 9.2 Two key areas are the analysis involved of the impact of what is being done and the process that the school employs to achieve equity and excellence.
- 9.3 The Board needs knowledge of the changes to the Education Act regarding planning and reporting in particular. Janine asked all members to ensure they were familiar with the changes that took place to NAGS (particularly 1 and 2) earlier this year. Janine will forward the document to the Board in preparation for the meeting.

10.0 Finance Report

- 10.1 We are currently staffed at a student level that hasn't transpired as more students than expected have left. It was noted that we are currently slightly overstaffed and if another group of Year 13 students were to leave this could pose a financial risk.
- 10.2 Property progress is slow but progressing.
- 10.3 Asbestos Management plan – three quotes have been received. The Board agree to the \$5,000 plan that is external and not invasive and would highlight any issues that need to be addressed.
- 10.4 Technology Department property changes due to the fire are being developed. Currently investigating D1 and D2 being upgraded to a hospitality suite. B1 would then be revamped as a replacement to the rooms lost in the fire. This would all be paid under the insurance claim. The Ministry was positive about these ideas and the next step is for concept plans to be drawn up. An upgrade of W Block will then follow.

- 10.5 Reports presented:
- July 2018 Finance Report
 - Minutes of Finance Committee 16 June 2018

The Finance report was accepted

R Sinclair/C Nicholls

11.0 Principal's Report

- 11.1 Maori annual focus groups were held last week with Denise Johnson and Nick Larkin. Students were largely very positive. One key request was for teachers to give feedback, but quietly and privately. Students were unaware if teachers knew they are Maori. Students would like teachers to greet them in Maori - say kia ora or morena. A summary will be available for the next meeting.
- 11.2 We are fully staffed at the moment and have been fortunate in finding part time staff to fill smaller roles. Maternity leave for Frances Horne has been covered for second half of this year.
- 11.3 Uniform change – The Board approve the wearing of white or black thermal tops as part of school uniform.
- 11.4 Staff flu injections have been confirmed for 11 April.
- 11.5 Penny Clarke is leaving at the end of this term. Feedback received from Year 13 leavers and their caregivers when receiving contact from Penny after finishing school, was that it was very beneficial and helpful for those still choosing a pathway. Janine Foster to draft thank you letter to Penny.
- 11.6 Staff have been helping revise how the school will achieve the Annual Goals. Goal 1 is the focus on whanaungatanga. The feedback process from staff has been simplified. Departments are setting contributory goals and action plans. Over 60 staff have signed up to the Cultureflow sessions next term.
- 11.7 Ross to update on the 2018 goals and provide meaningful drilldown of Goal 2 at the next meeting.
- 11.8 The Board discussed the results from the Year 9 settling in survey. Ross clarified the many support systems in place at school. As this was an anonymous survey, individual students cannot be contacted.
- 11.9 The Board noted with concern the under 85% attendance rate was especially high at Year 12. While pathways are being explored for students, they are often not in class. The Board requested this to be tracked closer and asked about the outcomes are we seeking and what is being done to address this.

11.10 A new Pasifika singing group has been launched. They are learning a range of songs from the Pacific nations. 50 students attended the first session.

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

H Knights/S Buckland

12.0 In Committee

12.1 7.42 pm the Board moved into 'In Committee'

J Foster/S Buckland

12.2 7.52 pm the Board moved out of 'In Committee'

J Foster/H Knights

13.0 General Business

13.1 The following applications for travel and accommodation for New Zealand Secondary Schools Sports Tournament week were approved by the Board.

J Foster/S Buckland

1. Pelorus Trust

It was resolved by the Hutt Valley High School Board of Trustees that an application be made to Pelorus Trust for \$30,000.00 to assist with costs towards travel and accommodation for New Zealand Secondary Schools Tournament week.

2. Pub Charity

It was resolved by the Hutt Valley High School Board of Trustees that an application be made to Pub Charity for \$30,000.00 to assist with costs towards travel and accommodation for New Zealand Secondary Schools Tournament week.

3. Infinity Foundation

It was resolved by the Hutt Valley High School Board of Trustees that an application be made to Infinity Foundation for funding to assist with costs towards travel and accommodation for New Zealand Secondary Schools Tournament week for the amount of \$30,000.00.

4. Four Winds Foundation

It was resolved by the Hutt Valley High School Board of Trustees that a request be made to Four Winds Foundation for funding to assist with costs towards travel and accommodation for New Zealand Secondary Schools Sports Tournament week for the amount of \$30,000.00.

As there was no further business the meeting closed at 7.55 pm.


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Chairperson
Version 0.1

9. May. 2018
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Date

Action	Person Responsible	Target Completion
School health and safety walk around	All	Before next meeting
Funding for Database Administrator	Finance Committee	For 9 May meeting
Alumni Foundation parameters	Janine Foster	
Connections Committee – revised terms of reference	Sheri Buckland	For 9 May meeting
Produce timeline for Strategic Plan	Janine, Ross, Sheri	
Draft Schedule of Delegations	Policy Committee	For 9 May meeting
ERO Meetings – 11 and 22 June	All	
Technology Block concept plan to be developed	SLT	
Thank you letter to Penny Clarke	Janine Foster	By the end of Term