

# 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 6 December 2017 – 5.34 pm to 7.35 pm**

**1.0 Present** Hamish Bowen, Peter Foese, Janine Foster, Hayley Knights, Sithmi NMS Hewage, Chris Nicholls, Ross Sinclair, Meegan Hall, Jodie Murden (Secretary)

**Apologies** Denise Johnson, Sheri Buckland

## **2.0 Previous Minutes**

**2.1** Having been circulated the Minutes from 1 November 2017 were confirmed as a true and correct record.

H Knights/H Bowen

## **3.0 Correspondence**

**3.1** Resignations from Shane Beverley, James Hurring and Penny Clarke were accepted by the Board.

**3.2** The leave request from Anna Flaherty was approved.

**3.3** The Board support a School trip to Japan in 2019.

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

J Foster/M Hall

## **4.0 Health and Safety Report**

**4.1** The new report format was presented to the Board.

**4.2** The Board queried the total sick leave taken by staff over 2017. Ross explained that four staff members had substantial sick leave during the year due to serious health issues. This has distorted the numbers. Further investigation was not needed.

**4.3** The Board questioned whether if the Maths Department staff changes were due to problems occurring within NCEA. Ross explained further the circumstances surrounding the resignations from two long standing

employees looking for a change, one fixed term role and one leaving teaching.

- 4.4 The hazard review included a consideration of the netball courts. No work is currently being undertaken with the estimated cost to resurface approximately \$65,000. The Board requested that the netball courts be considered a priority in the future 5YA planning. The Finance Committee to research options further.
- 4.5 Ross to propose a date in January for a Board Health and Safety walk around. Once determined the Board will be advised and those available will attend. Hayley confirmed her participation.

## **5.0 2018 Annual Goals**

- 5.1 Discussion followed on Goal 4 and rewording of the Goal and Actions to follow.
- 5.2 The Board is keen to generate momentum and increase alumni connections however acknowledge that this is a broad and ambitious goal that is everyone's responsibility.
- 5.3 HVHS Foundation to be developed further during 2018 with the assistance of Peter Stevens.
- 5.4 The Board agreed to the Annual Goals with some minor changes. It was felt it was important to be able to measure engagement at school for Maori students and this should be added to the requirements for Goal 1. Add Action 4 (Goal 2) to the Actions for Goal 1.
- 5.5 Goal 2, Target 1 – take out “including Maori”.

## **6.0 Hautu**

- 6.1 Employer Role – After discussion the Board decided to focus on the recruitment process and cultural capacity. It was also agreed to look at reporting on cultural staff development. It was suggested that the school make clear to incoming staff the specific cultural competencies required at HVHS. The Board would like to consider further how these ideas can best be incorporated in the recruitment process.
- 6.2 Leadership – Work has started on Treaty of Waitangi inclusion in School docs. Distinct input of the Maori community is needed into the governance documentation, including the Charter. The Board would like to develop a more formal process for engaging with the Maori community for greater inclusion of the Maori voice. The Board agreed a

need for the induction process and material to be updated for the 2019 election.

Priority work areas agreed upon were the Treaty of Waitangi Policy and the Board induction material.

A paper summarising the discussion of the four Hautu self-review areas will be presented at the February meeting. Janine and Meegan will compile.

## **7.0 Policy**

- 7.1 Governance Manual – a clarification was made to the Terms of reference for the Finance and Property Committee which should include two elected trustees plus the Principal and Executive Officer. A minimum of one elected trustee must attend the meeting.
- 7.2 Sithmi NMS Hewage indicated a desire to be part of the Connections Committee.
- 7.3 Pro Bono and Treaty of Waitangi Policies are currently being worked on.
- 7.4 The Governance Manual had several other minor changes which the Policy Committee will update prior to it being published on SchoolDocs.

## **8.0 Finance Report**

- 8.1 An MOE property briefing session was held 16 November 2017. Hamish Bowen attended. The Board queried insurance cover of the old gym – Ross Sinclair to check the current arrangements.
- 8.2 Finance report for October – a number of 5YA items are currently underway for completion during the holidays.
- 8.3 The Board accepted the recommendations of the Finance Committee with regards to fire protection and the asset management plan.
- 8.4 The Board agreed to continue the Infrastructure donation at the same level for 2018 with specific goals to be achieved.
- 8.5 A meeting was held with the Ministry of Education regarding the Campus of the Future Plan. A number of different options were explored. Current Ministry calculations suggest that we do not need additional teaching spaces. Discussion followed on moving forward with the Campus of the Future Plan.

- 8.6 It was suggested to invite Chris Hipkins, Ginny Anderson and Chris Bishop for a walk around school to view the current state of the school and to share our Campus of the Future plan.
- 8.7 A surplus of \$110,000 is forecast in the 2017 Year End. There are risk factors for the 2018 budget around in-zone student numbers and international student numbers. The focus of international students is changing from short stay programmes to longer term, with a focus on the Chinese market.
- 8.8 A close watch is being kept on the outcome of a case regarding care policies in rest homes could be applied to schools that host international students. Those working in student-minder roles in schools with an international programme may need to be paid 24/7. This would have a huge impact on whether an international programme is viable.
- 8.9 Photocopying budget will be reducing in 2018/2019 due to the renewed contract being lower.
- 8.10 Reports presented:
- October 2017 Finance Report
  - Minutes of Finance Committee 24 October 2017
  - 2018 Budget

The Finance report was accepted

H Knights/C Nicholls

- 8.11 Innovative ideas are requested from Board members for how we can progress Campus of the Future for 2018.

## 9.0 **Principal's Report**

9.1 We are currently fully staffed for 2018.

9.2 The Year 9 intake is currently 338 for 2018.

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

M Hall/H Knights

## 10.0 **In Committee**

10.1 7.29 pm the Board moved into 'In Committee'

J Foster/H Knights

10.2 7.34 pm the Board moved out of 'In Committee'

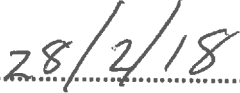
J Foster/H Bowen

**11.0 General Business**

11.1 A Board representative is requested to attend the Hutt City Scholastic Awards Ceremony on Thursday 14 December at 5.00 pm. As Janine cannot attend - Hamish Bowen will attend with Ross.

As there was no further business the meeting closed at 7.35 pm.

  
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Chairperson

  
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Date

Version 0.1

Action	Person Responsible	Target Completion