

# 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 3 May 2017 – 5.30 pm to 7.46 pm**

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

## **Apologies**

## 2.0 **Presentation**

The meeting began with a tour of the new Food Technology Room and a Whakatau at the school Marae.

The meeting opened with the karakia.

6.22 pm Chris Nicholls joined the meeting.

## 3.0 **Previous Minutes**

- 3.1 Having been circulated the Minutes from 29 March 2017 were confirmed as a true and correct record.

H Knights/C Nicholls

## 4.0 **Previous Meeting Actions**

- 4.1 Hautu discussion deferred to the 31 May meeting.

## 5.0 **Correspondence**

- 5.1 The leave request from Frank Versteegan was approved by the Board.
- 5.2 The resignation from Penny Clarke has been withdrawn.
- 5.3 John Mitchell's resignation was approved by the Board. His last day of work is 29 June 2017 which means his application for leave is no longer needed.

5.4 Thanks was passed to the 24/7 Youth Workers who are a busy group making a difference around the school.

5.5 It was resolved that the inwards correspondence be accepted.

H Knights/S Buckland

## 6.0 Policy

6.1 Curriculum and Student Achievement Policy was noted and adopted (review date 2019). This replaces the existing *Curriculum Delivery* policy which should now be removed from the website.

6.2 Finance and Property Management Policy was noted and adopted with minor alteration (review date 2019). This replaces the existing *Finance and Property and Physical Environment* policies which should now be removed from the website.

6.3 Health, Safety and Welfare Policy was noted and adopted (review date 2019). This replaces the existing *Health and Safety* and *Child Protection* policies which should now be removed from the website.

6.4 Legislation and Administration Policy was noted and adopted (review date to be decided). This replaces the existing *Legislation and Regulation, International Fee-Paying Students* and *Creative Commons* policies which should now be removed from the website.

6.5 The *Documentation and Self Review* and *Employer Responsibility* policies are to be reviewed at the next meeting. The Policy Committee will meet and send out proposed amendments/additions with the papers for the 31 May meeting.

6.6 It was noted that the existing Governance Manual will also be reviewed by the Policy Committee this term as the transition to SchoolDocs continues.

## 7.0 Finance

7.1 End of year financials need to be finalised by 31 May. It was suggested that those who would like to be involved come to the Finance Meeting on 23 May at 5.30 pm. All documents will be looked at in detail at the meeting. Exact figures from the fire have not yet been received from the insurers.

**ACTION:** End of year financial statements to be sent out to the Board (post 23 May meeting) for out of session acceptance prior to 31 May 2017.

- 7.2 A range of options are being considered for science lab bench top upgrades in line with new regulations.
- 7.3 C Block cost estimate has been requested and is in progress.
- 7.4 Reports presented:
  - March 2017 Finance Report
  - Minutes of Finance Committee 21 March 2017

The Finance report was accepted

H Bowen/M Hall

## **8.0 Code of Conduct**

- 8.1 The Board agreed Denise Johnson would rewrite the Code of Conduct to be in alignment with current HVHS disciplinary practise. Draft for approval to be send out to the Board with quick turnaround to ensure readiness for enrolment packs.

## **9.0 Health and Safety**

- 9.1 Fencing has been erected around the Science Block for a new visually impaired student.
- 9.2 The Board requested increased clarity in health and safety reporting. Each of the duties need to be covered in the reporting, but it is critical that the Board understand that the appropriate analysis has occurred and that the appropriate action is being taken to mitigate risk and prevent future incidents.

## **10.0 Principal's Report**

- 10.1 Denise to send open letter prepared by Ross to Christine Barnett for insertion in the next PPFA newsletter.
- 10.2 HVHS has agreed to take part in the Victoria University Welfare survey. The results of this have proved valuable to those involved over the last few years. The university will be presenting to staff on 15 May.

- 10.3 Destination of Year 13 students – this post-school conversation is a special and valuable process for our school leavers, many of whom need, and get, help and guidance after they have finished Year 13.
- 10.4 Evacuation drill was completed on Day 1 Term 2 – 14.5 minutes.
- 10.5 Having been circulated the Principal's Report was adopted.  
J Foster/S Hynes

## 11.0 Committee Arrangements

- 11.1 Janine Foster suggested a variation to the current committee arrangements where there some overlap and potential duplication of effort. Her current thinking is four committees but would also like ideas from others:
- Finance and Property Committee (permanent)
  - People, Partnerships and Promotion Committee (permanent)
  - Policy Committee (permanent)
  - Disciplinary Committee (ad hoc)
- 11.2 Janine will send out current and draft replacement committee terms of reference and indicative time commitments before the next meeting. There is an expectation that each member has a roll outside of the main meeting. Any feedback on proposed committees to Janine prior to the next meeting when the structure of committees will be discussed.

## 12.0 In Committee


- 12.1 7.26 pm the Board moved into 'In Committee'  
J Foster/S Buckland
- 12.2 7.32 pm the Board moved out of 'In Committee'  
J Foster/S Buckland

## 13.0 General Business

- 13.1 The next meeting date is 31 May 2017.
- 13.2 Thanks were passed to Safari, Tuauri and Nanaia for hosting us in Hotuwaipara, it is great to have been formally welcomed on to the Marae.
- 13.3 Sheri attended a Property training workshop and gave a brief summary about the session.

- 13.4 Janine attended a session on Communities of Learning with Ross. A letter has been written to our contributing schools inviting them to join a conversation on forming a CoL.

As there was no further business the meeting closed at 7.46 pm.

  
 .....  
 Chairperson

31-5-2017  
 .....  
 Date

Version 0.1

Action	Person Responsible	Target Completion
Consider options for Old Gym demolition/ deconstruction	Property Committee	Ongoing
Familiarise with Hautu self-review document	All	For 31 May meeting
End of Year Financials to be sent out to the Board	Hamish Bowen	Prior to 31 May meeting
Board committees information (current and proposed)	Janine Foster	Prior to 31 May meeting
Replaced policies (as set out in 6 above to be removed from the school website	Jodie	As soon as possible