

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 5 July 2017 – 5.30 pm to 7.36 pm

1.0 Present Hamish Bowen, Sheri Buckland, Safari Hynes, Denise Johnson, Hayley Knights, Chris Nicholls, Jodie Murden (Secretary)

Apologies Peter Foese, Janine Foster, Tim Fox, Meegan Hall

Guest Robyn Deverall and Nicola Fletcher

2.0 Curriculum Update

2.1 Robyn Deverall and Nicola Fletcher presented from the Special Educational Needs Department. Thanks were passed to them both for a great presentation. Chris noted that the work they are doing is very valuable and he is concerned they are under resourced.

6.11 pm Robyn Deverall and Nicola Fletcher left the meeting.

3.0 Election of Deputy Chair

3.1 Denise Johnson, Acting Principal, called for nominations.

Hamish Bowen's nomination was received in absentee from Janine Foster and seconded by Denise Johnson.

As there were no further nominations received, H Bowen declared Deputy Chair.

4.0 Previous Minutes

4.1 Having been circulated the Minutes from 31 May 2017 were confirmed as a true and correct record.

H Knights/S Buckland

5.0 Correspondence

5.1 Guidance software package request – The Guidance Department have made a request for funding on an online software package for use by our

Counsellors and Youth Workers. This request is outside of the 2017 budget. The Board agree to purchase the TOMM package for use at Hutt Valley High School.

C Nicholls/H Knights

5.2 PPTA – Promise to New Teachers – The Board discussed signing this document. The Board felt that there were some realities of employment that were not being considered and are declining to sign at this time.

5.3 The Board discussed the Family First email regarding PPTA Guidelines on Gender Identity and Policies on Toilets etc. The Board disregarded this as an unqualified legal opinion and declined to reply.

5.4 It was resolved that the inwards correspondence be received.

H Knights/C Nicholls

6.0 Connections Committee

6.1 A meeting has been held with Eugene Collins (a local lawyer and past pupil) regarding setting up a charitable trust . He will provide this service free of charge to the school. All monies held in trust will be set aside and only used for the purpose nominated. Denise is networking for volunteers to set up the initial trust and serious fundraising body. From there a clear purpose will be decided on that is separate from the Board of Trustees.

6.2 The PPFA have held a meeting and have a strong committee going forward.

7.0 Health and Safety

7.1 There has been one new hazard identified which is a new system needed for a new piece of equipment.

8.0 Finance

8.1 Progress on the 5 Year Plan is detailed in the Finance Report.

8.2 The D Block toilets are likely to be completed before Christmas.

8.3 A risk review has been completed of the school. It noted that there was a critical issue in the Workshop. This has been rectified.

- 8.4 A further eight urgent matters relate to fire control systems and the current school bell system using the fire circuit annunciators. A full upgrade would be a substantial cost.
- 8.4 Asbestos has been found in all areas of the school except G Block.
- 8.5 Recent frauds in other organisations have been found around email payments. Processes have been put in place at Hutt Valley High School to avoid this.
- 8.6 Chris Nicholls to be removed from the Property/Finance Committee Terms of Reference.
- 8.7 The Finance Report was accepted.

H Bowen/S Hynes

9.0 Principal's Report

- 9.1 Staffing – Emma Pritchard has been appointed Head of Visual Art starting for Term 3. A reliever will be needed to cover classes until a new Art Teacher has been appointed.
- 9.2 The following changes were endorsed by the BoT and will take effect over the next year:
1. A short-sleeved, lightly striped, grey shirt will be added to the girls' and boys' uniform options. To be worn without a tie.
 - a. The shirt will be available for Term 4 , 2018.
 - b. Students are expected to have a plain white shirt and tie for use at formal occasions or to be worn by choice.
 2. A unisex, mid-calf black sock will replace the current boys' socks. The sock has an HVHS logo on the side and can be worn for sport.
 3. Shoes - any brand or style of plain black, *leather or synthetic* school shoes (with a back). Black upper and black sole, no coloured branding is permissible.
 4. Jewellery - A simple stud or sleeper earrings and a small nose stud are permissible. Necklaces and one bracelet (including fundraising) ones are fine. No other facial piercings.
- 9.3 The decision around male students with beards is deferred to the next meeting.
- 9.4 The Principal's report was accepted.

S Buckland/H Bowen

10.0 In Committee

10.1 7.03 pm the Board moved into 'In Committee'

H Bowen/M Hall

10.2 7.10 pm the Board moved out of 'In Committee'

H Bowen/S Buckland

11.0 General Business

11.1 The Board agree to cancel the meeting on 2 August. The next meeting will be Wednesday 30 August.

H Bowen/C Nicholls

11.2 Thank were passed to Denise Johnson for her work as Acting Principal during Term 2.

11.3 Chris Nicholls put in his apologies for next meeting.

As there was no further business the meeting closed at 7.36 pm.


.....
Chairperson


.....
Date

Version 1.0

Action	Person Responsible	Target Completion
Collate Hautu responses	Janine and Meegan	For June meeting
Uniform – beard decision	All	August Meeting