

# HUTT VALLEY HIGH SCHOOL BOARD OF TRUSTEES

## Minutes of the Hutt Valley High School Board of Trustees Meeting held in the Boardroom on 13 July 2011 – 5.27 pm to 6.57 pm

1.0. **Present** Peter Stevens (Chairperson), Amanda Gibbs, Karen Baker, James Stratford, Richard Hulse, Paul Rolton, Dane Rolton, Steve Chapman, Jodie Murden (Secretary)

1.1 **Apologies** Ross Sinclair

1.2 **Visitors** Jairo Trujillo-Ramirez

2.0 **Presentations**

### **J Trujillo-Ramirez**

Jairo Trujillo-Ramirez gave a presentation and overview of the Languages Department.

5.58 pm J Trujillo-Ramirez departed.

3.0 **Previous Minutes**

Having been circulated the Minutes from the June meeting, with amendments, were confirmed as a true and correct record.

A Gibbs/P Rolton

4.0 **Matters arising**

4.1 Peter Stevens has asked Filimino Lemisio for confirmation of his position on the Board. No reply has been received at this point. Peter Stevens to follow up.

4.2 The first meeting of the subcommittee of the board regarding the enrolment scheme has been held. Members are Peter Stevens, Steve Chapman and Karen Baker.

4.3 The uniform survey has closed. Results will be analysed by Ross Sinclair for the next meeting.

4.4 Thanks to be passed to those involved with preparing the Annual Report.

**5.0 Ombudsman**

- 5.1 Peter Stevens provided an update after meeting with ERO on 23 June with Ross Sinclair.
- 5.2 Peter Stevens met with Karen Sewell, Secretary of Education today.
- 5.3 The release date for the report is yet to be advised, but is likely to be mid-late August.
- 5.4 Our insurers will cover lawyer's costs but not PR related consultation.
- 5.5 A draft press release is being composed by Ross Sinclair and will be forwarded to Board members for comments.

**6.0 Correspondence**

- 6.1 It was resolved that the inwards correspondence be received and the outwards correspondence approved.

D Rolton/J Stratford

**7.0 Finance Report**

- 7.1 There was no subcommittee meeting this week.
- 7.2 Forecasting \$2,000 less than budget. Effectively still on budget.
- 7.3 The verbal Finance Report was adopted: June 2011

K Baker/R Hulse

**8.0 Principal's Report**

Having been circulated the Principal's Report was adopted.

P Stevens/K Baker

- 8.1 B Block – Ross Sinclair to draft a letter to Lucy Ross from the Board of Trustees.

- 8.2 Leaky Building – Barry to investigate if this is within the specific period to be able to claim via the Ministry of Education.

**9.0 Personnel Policy**

- 9.1 This Policy was adopted, subject to cross referencing the supporting documents, with a review date of July 2014.

P Stevens/K Baker

**10.0 International Fee-Paying Students**

10.1 Point 5 – Ross to clarify “guarantee” at next meeting.

10.2 This Policy was adopted, subject to confirmation of supporting documents, with a review date of July 2012.  
R Hulse/J Stratford

**11.0 In Committee**

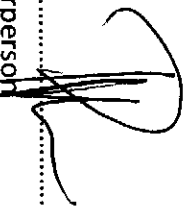
11.1 6.22 pm the Board moved into ‘In Committee’

K Baker/R Hulse

11.2 6.27 pm the Board moved out of ‘In Committee’

A Gibbs/J Stratford

As there was no further business the meeting closed at 6.28 pm.



Chairperson

Date

Version 1.0

Action	Person Responsible	Target Completion
External Funding	Ross Sinclair	Set up a meeting with Paul Logan including P Stevens
Review of Enrolment Scheme	Peter, Karen, Steve	First meeting held on 23 June