

HUTT VALLEY HIGH SCHOOL BOARD OF TRUSTEES

Minutes of the Hutt Valley High School Board of Trustees Meeting held in the Boardroom on 28 July 2010 – 5.30 p.m. to 8.11 p.m.

- 1.0. Present: P. Stevens (Chairperson), R Sinclair, P. Rolton,
J. Stratford, R. Hulse, S. Chapman, B. Law (Secretary)
- 1.1 Apologies: S. Xie, K. Baker.
- 1.2 Visitor: K. Kennedy.
- 2.0 Karen thanked the Board for the opportunity to take sabbatical leave. The benefits that were gained personally and what the school has the potential to gain and actions planned arising from the learning were discussed. The Board complimented Karen on her report.
- K. Kennedy departs at 5.40pm.
- 3.0 Confirmation of Minutes of Meeting held 23 June 2010
Having been circulated these minutes were confirmed as a true and correct record.
R. Hulse/P. Rolton
- 4.0 Matters arising
There were no matters arising not already covered in reports.
- 5.0 Correspondence
It was resolved that the inwards correspondence be received and the outwards correspondence approved.
P.Stevens / R. Sinclair
- 5.1 Chris Osborne's request for LWOP 2011. This request approved.
P. Rolton/P. Stevens
- 5.2 Three members indicated that they were considering attending the workshop 'The Boards' Role in Student Achievement'.
- 6.0 Finance Report
Having been circulated the June financial reports were adopted.
P. Rolton/P. Stevens
- 7.0 Principals' Report
Having been circulated the Principal's Report was adopted.
J. Stratford/R. Hulse
- 7.1 The following staff appointed:
- De-Anne Ward (Nurse)
 - Lesley Titheridge (Part time English LTR for 2010)
 - Meghan Bray (ESOL Teacher Aide)
 - Hayley Hopwood (Assistant HOD Social Sciences)

- 7.2 The following resignations received:
- Gina Reid - 24 September 2010
 - Jenny Moore-Carter - 27 January 2011
 - Van Lon Truong - 27 January 2011

7.3 Strategic Plan

Paper circulated with a suggested process. After discussion the Board agree that the Principal to proceed with discussions with Kevin Palmer of Tim White Consultancy with a view to a contract being finalised.

The estimated cost of \$5,000.00 has been budgeted for.

J. Stratford/R. Hulse

- 7.4 Work has commenced on installing Kamar as the administrative computer programme in the school. We will continue with MUSAC until year end.
- 7.5 The Uniform Committee's recommendations have been circulated to staff for comment before it goes to the school community. The Principal invited comments from Board members on the proposals to be sent to him via e-mail.
- 7.6 The report of ASH (Action on Smoking and Health) was discussed.
- 7.7 Stand downs and suspensions to July 20 discussed.
- 7.8 Attendance data for Terms 1 and 2 discussed.

8.0 In Committee

7.21 pm the Board moved into 'In Committee.'

"Resolved that in terms of Section 4B of the Local Government Office Meeting Information Act, 1987, the public be excluded from this part of the meeting as the Board wished to discuss matters relating to staff and/or students, and for the Reason that the discussion of these matters would infringe the privacy of a natural person under Section 9(2) of the Official Information Act."

P. Rolton/R. Hulse

- 8.1 7.40 pm the Board moved out of 'In Committee.'

P. Rolton/R. Hulse

9.0 Property Committee Report

P. Rolton updated the Board on the Property Committee meeting held 23 July 2010 attended by J. Stratford, R. Sinclair, B. Law and himself.

- 9.1 The Property Committee recommend that the Board adopt the 5YA/10YP plan drafted by Ashby Property Services Ltd after a provision of \$50,000.00 for grounds has been made.

P. Rolton/J. Stratford

9.2 The Board agreed that the upgrade to the B Block walkway is a priority and that work should take place in conjunction with the H&S work being done in this area November 2010 through to February 2011

10.0 Policy Review

The following policies reviewed:

1. Personnel - Under supporting documents Principal's Appraisal to be added.
2. International fee-paying students - no change.

J. Stratford/P. Rolton

11.0 General Business

11.1 The Chair updated the Board on the lines of communication between Board Chair and Principal.

11.2 The Chair advised that the Principal's Appraisal completed and objectives set for the coming year.

11.3 Staff/Board breakfast confirmed for the 13 August at 8.00 am.

11.4 The Environment Committee may be giving a presentation at the next meeting. A possible conflict of interest may exist as Board Chair's daughter is on this committee. Board members did not feel that this would create a conflict.

11.5 Request made for a draft agenda to be circulated prior to the papers being circulated so that items can be added by Board members as required.

11.6 As there was no further business the meeting closed at 8.11 p.m.

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Chairperson

Version 1.0

25/8/10
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Dated

Action	Person Responsible	Target Completion
Co-option of members	All Board members	As and when suitable candidates available.
External Funding	All Board members	Ongoing.