

HUTT VALLEY HIGH SCHOOL BOARD OF TRUSTEES

Minutes of the Hutt Valley High School Board of Trustees Meeting held in the Boardroom on 22 June 2011 – 5.30 pm to 6.57 pm

- 1.0. **Present** Peter Stevens (Chairperson), Ross Sinclair, Amanda Gibbs, Karen Baker, James Stratford, Richard Hulse, Dane Rolton, Steve Chapman, Jodie Murden (Secretary)
 - 1.1 **Apologies** Paul Rolton (late)
 - 1.2 **Visitors** Lyn House
- 2.0 **Ombudsman's Report Update**

A brief verbal update on activities relevant to the ongoing Ombudsman's report was received and discussed.
- 3.0 **Presentations**

L House
L House gave an overview and plan for 2011 of the International Department.

5.52 pm L House departed.
- 4.0 **Previous Minutes**

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

K Baker/J Stratford
- 6.00 pm Paul Rolton arrived
- 5.0 **Matters arising**
 - 5.1 Peter Stevens attended the B Block meeting with the Ministry staff and a tour was given of the school.
 - 5.2 The first meeting of the subcommittee of the board regarding the enrolment scheme is to be held tomorrow.

6.0 **Correspondence**

6.1 It was resolved that the inwards correspondence be received and the outwards correspondence approved.
J Stratford/A Gibbs

6.2 The BOT approve in principle the Language Department trip proposal.
P Rolton/R Hulse

6.3 Annual Report. There is a slightly larger surplus than expected. Discussion followed on enhancing the processes regarding segregation of duties. Ross Sinclair to query with Barry Law.

6.4 There was an \$80,000 GST error which has incurred a \$5,300 penalty. Karen Baker checked and felt that this was not obvious and easily overlooked. Double checking will now take place.

6.5 Ministry of Education approval for project transfers – this was given verbally by the Ministry of Education and there has now been a change in staff. Barry Law is following up on written confirmation retrospectively.

6.6 The formal advice of retirement of John Gibbs, HOD Computing at the end of Term 3 was tabled as it was received after the board papers were circulated.

7.0 **Finance Report**

7.0 The subcommittee meeting was held on 14 June.

7.2 Terms of Reference have been updated and rewritten. Having been circulated, the Terms of Reference for the Finance Committee were adopted with the change of "Chairman" to "Chair".
P Stevens/R Hulse

7.3 Credit Card Guidelines and Procedures – it was noted that the date on the Guidelines should read 22 June. After discussion it was agreed that the following clause should be added "At any event where more than one cardholder is present, the amount must be put on the most senior person's card and signed off for payment by his/her superior." The Finance Committee are to monitor these guidelines over the next six months and adjust if necessary.

Having been circulated the Credit Card Guidelines and Procedures, subject to the above changes, was adopted.

K Baker/R Hulse

- 7.4 Having been circulated the following Finance Report was adopted:
- May 2011

K Baker/A Gibbs

8.0 Principal's Report

Having been circulated the Principal's Report was adopted.

P Rolton/A Gibbs

- 8.1 Restorative Practises – appointments have now been formalised.

- 8.2 Leave requests for Robyn Lantsbery and Diane Burborough were approved.

- 8.3 There was a lengthy discussion on the nature of the relationship between attendance in class to achievement (ie: whether evidence of a high correlation between the two was evidence of a casual relationship in either direction). A request was made for results information at achieved level.

- 6.35 pm Peter Stevens left the meeting and the chair was passed to Paul Rolton.

- 8.4 LSU Review model is being conducted by Kevin Palmer. A focus group meeting is being held at 3.00 pm tomorrow.

- 8.5 B Block – the time frame is still on track. Construction begins the week after seniors go on study leave.

9.0 In Committee

- 9.0 6:58 pm the Board moved into 'In Committee'

P Rolton/R Hulse

- 9.1 7:05 pm the Board moved out of 'In Committee'

J Stratford/D Rolton

10.0 General Business

- 10.1 Anne Tolley has announced that schools will hold two NCEA release days. One to be held before the end of July and another in Term 4.

10.2 WeITec/Whiteria Strategic Partnership Proposal – they will run a single council for both institutes and set up a free bus service between sites. This is still in the consultation phase as approval will be needed for a joint council. The next step is to send the proposal to the Minister. They are unsure of the pastoral system at this point.

10.3 Hutt Valley Activity Centre

- ERO will be performing their 3 year visit in September. Steve Chapman and Latu To'omaga have had their first meeting to prepare for this.

- Suggestion of the Board of Trustees to hold their August meeting at the Activity Centre.

- Youth Worker position closes on Monday 27 June.

10.4 The Support Staff Collective Agreement offer was declined.

As there was no further business the meeting closed at 7.15 pm.

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Chairperson

26/8/11
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 on 23 June
Uniform Survey	Ross Sinclair	Send out to school community Term 2