

HUTT VALLEY HIGH SCHOOL BOARD OF TRUSTEES

Minutes of the Hutt Valley High School Board of Trustees Meeting held in the Boardroom on 25 May 2011 – 5.30 pm to 6.57 pm

- 1.0. Present: Peter Stevens (Chairperson), Ross Sinclair, Paul Rolton, Amanda Gibbs, Karen Baker, James Stratford, Richard Hulse, Dane Rolton, Steve Chapman, Jodie Murden (Secretary)
- 1.1 Apologies: Filimino Lemisio
- 1.2 Visitors: Gemma Crawford
- 2.0 Presentations
- 2.2 G Crawford
- G Crawford gave an informative outline of the Secondary Literacy Project.
- 5.52 pm G Crawford departed.
- 3.0 Previous Minutes
- Having been circulated the Minutes from the April meeting were confirmed as a true and correct record.
- P Rolton/D Rolton
- 4.0 Matters arising
- 4.1 Having been circulated the Terms of Reference and Delegation subject to changes, was adopted.
- J Stratford/P Rolton
- 5.0 Correspondence
- 5.1 It was resolved that the inwards correspondence be received and the outwards correspondence approved.
- P Stevens/A Gibbs
- 5.2 The following leave was approved:
Natalie Bowles – sabbatical leave
Susan Arrowsmith – study leave
- P Rolton/R Hulse
- 5.3 Secondary Teachers' Collective:
Discussion followed on Work Transition and the changes in the agreement.

6.0 Finance Report

- 6.0 The first subcommittee meeting has been held.
- 6.2 Policy on credit card usage being composed by R Sinclair for the next Finance Committee meeting.
- 6.3 Having been circulated the following Finance Report was adopted:
- April 2011
K Baker/R Hulse

7.0 Principal's Report

- Having been circulated the Principal's Report was adopted.
P Stevens/J Stratford
 - 7.1 The appropriateness of sponsored gifts at awards assemblies is being researched.
 - 7.2 Gilles McIndoe Institute – student based fundraising event is supported by the Board.
 - 7.3 Code of Conduct - rewording of point one agreed. The Board approve of the reworded Code of Conduct and views the promulgation of the code as being another foundational component of the strategic plan.
Having been circulated the Code of Conduct was adopted.
P Stevens/R Hulse
 - 7.4 B Block – P Stevens will be attending the meeting tomorrow to speak with the Ministry of Education.
 - 7.5 Two more suspensions this week, totalling 3 from the same incident.
 - 7.6 The 'flat' performance was noted for NCEA 2010, where only minor gains in academic outcomes were apparent. This was discussed, especially in the context of current strategies.
- 8.0 Property and Physical Environment Policy
- 8.1 This Policy was adopted with a review date of May 2012.
P Stevens/K Baker
- 9.0 Protected Disclosure Policy
- 9.1 This Policy was adopted with a review date of May 2012.
P Stevens/J Stratford

9.2 R Sinclair to advise staff of Protected Disclosures Policy and how to access it.

10.0 In Committee

6.50 p.m. the Board moved into 'In Committee'

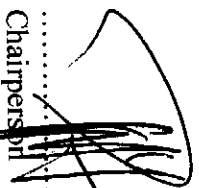
P Stevens/P Rolton

10.1 6.55 p.m. the Board moved out of 'In Committee'

P Stevens/K. Baker

11.0 General Business

11.1 As there was no further business the meeting closed at 6.57 pm.



Chairperson

13-07-11

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	Sub committee to be formed
Uniform Survey	Ross Sinclair	Send out to school community Term 2