

HUTT VALLEY HIGH SCHOOL BOARD OF TRUSTEES

Minutes of the Hutt Valley High School Board of Trustees Meeting held in the Boardroom on 22 September 2010 – 5.30 pm to 8.12 pm

1.0. Present: P Stevens (Chairperson), R Sinclair, S Xie, K Baker,
J Stratford, R Hulse, S Chapman, P Rolton, J Murden (Secretary)

1.1 Apologies: B Law, A Gibbs, P Patchett (PPFA)

1.2 Visitor: G Newby HOD Technology

2.0 Geoff Newby gave a presentation on the Technology Department. After discussion Geoff departed at 6.11 pm.

3.0 Confirmation of Minutes of Meeting held 25 August 2010

3.1 Point 7.4 should also read that the Board may look at co-opting a member from the Whanau Advisory group if there is no one from the current Board able to take on this role.

3.2 Point 7.6 "Fund raising" should read Fund raising.

3.3 H&S to be written in full (Health & Safety) on the website.

Having been circulated these minutes, with adjustments, were confirmed as a true and correct record.
S Xie/J Stratford

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 Rolton/J Stratford

5.1 PPTA have mooted rolling strike action with loss of pay to staff. The Principal has recorded the dates reported from the newspaper and will wait on PPTA confirmation.

5.2 Francie Bengge (DP) has tendered her resignation for lifestyle reasons. There are two strong possible internal applicants. Discussion followed on possible regrading of management positions. The Principal is to email a discussion document to the Board with different options and implications.

5.3 Spanish trip 2011 proposal accepted by the Board of Trustees.
Recommendation that management consider if reliever costs should be included in students trip fee.

5.4 The Principal has met with Simon Davis (parent) and the Chair has responded to his letter. Deputy Principal has sent an apology.

- 5.5 Aru Vythingam – study grant application approved.
- 5.6 French trip 2011 proposal accepted by the Board of Trustees.
Recommendation that management consider if reliever costs should be included in students trip fee.
- 5.8 Geraldine Smart has requested that the school have a Sustainability Policy. She is invited to present at the next board meeting.
- 5.9 Sarah-Jane Abraham's request of one year leave of absence was declined by the Board.
- 5.10 The Ombudsman (with his researcher Sarah Murphy) has formally requested a meeting next week with the Principal, the Chair, Associate Principal, and past Chair (Susan Pilbrow). The meeting will only go ahead if Susan is available.
- 6.0 Finance Report
Having been circulated the July financial reports were adopted.
P Stevens/P Rolton
- 7.0 Principals' Report
Having been circulated the Principal's Report was adopted.
P Stevens/S Xie
- 7.1 Quarterly funding for 2011 was discussed.
- 7.2 Teachers PD responses will be collated and available for the next meeting.
- 7.3 Stand down and suspension figures were discussed.
- 7.4 ERO report – Including Students with high needs – bullying of high needs students was discussed.
- 7.5 LSU complaint. The Speech and Language Therapist has been unable to contact the family. The Principal is to write a response to the complainant after speaking with Speech & Language Therapist and Judy Fox, GSE.
- 7.6 An application is to be made to Infinity Foundation for funding to the value of \$6,675.80 to assist Hutt Valley High School Waterpolo North Island Secondary Schools Junior Championships.
- 8.0 In Committee
- 7.50 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 Stevens/K Baker

8.1 7.55 pm the Board moved out of 'In Committee.'

P Stevens/P Rolton

9.0 Property Committee Report

Property Committee have met and changed the figures for B Block. A meeting is to be held with the Property Committee, the Executive Officer and the Ministry of Education regarding the 5 Year Plan funding.

10.0 Strategic Plan

Plan has been circulated from Tim White Consulting. Planning day agreed to be 30 October. The Principal to confirm after meeting with Kevin Palmer on Tuesday 28 September.

11.0 External Funding

Suggestion from Steven Xie that funding could be linked via the PPFA to our website.

12.0 Policy – Communication, Concerns and Complaints

Rewording took place and it was ratified by the Board of Trustees.

Rewording of guidelines:

Point 1, 5 – Add “as a rule”

Point 2 – to read “Other significant information will be posted on our website.”

Point 3 – change “Bulletin” to “Website”.

Point 4 - delete

This policy needs to be updated on the website and other policies to be checked and updated if necessary.

13.0 Student Representative’s Report

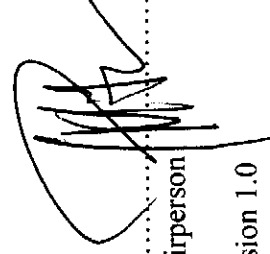
All clocks have been checked and report passed to Executive Officer.

Thanks passed to Steven Xie for his time and work on the Board of Trustees over the last year.

14.0 General Business

14.1 Suspension meeting scheduling and process – Paul Rolton to be emailed separately for suspension meeting attendance.

12.3 As there was no further business the meeting closed at 8.12 p.m.



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Chairperson

27/10/10.
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Dated

Version 1.0

Action	Person Responsible	Target Completion
Co-option of members	All Board members	As and when suitable candidates available.
External Funding	All Board members	Ongoing.
Cash flow statement	B Law	October Board meeting
Property Committee meeting with the MOE	Property members	ASAP
Trevor Mallard to attend a meeting	Peter Stevens	October meeting
Strategic Planning Meeting	Board of Trustees	Before October meeting
Meeting with Ombudsman	Peter, Ross, Steve, Susan	ASAP