

# HUTT VALLEY HIGH SCHOOL BOARD OF TRUSTEES

## Minutes of the Hutt Valley High School Board of Trustees Meeting held at the Hutt Valley High School Boardroom on 1 August 2018 – 5.35 pm to 7.19 pm

**1.0 Present** Peter Foese, Janine Foster, Meegan Hall, Sithmi NMS Hewage, Jon Nash, Denise Johnson, Ross Sinclair, Jodie Murden (Secretary)

**Apologies** Hamish Bowen, Sheri Buckland, Hayley Knights, Chris Nicholls

**Guests** Jon Nash, Claire Ross

### 2.0 Presentation

Claire Ross presented from the Guidance Department. The Board thanked the guidance department for the amazing work they do with students and whanau. It also acknowledged the demands on the staff and discussed the adequacy of resourcing.

6.08 pm Claire Ross left the meeting.

### 3.0 Staff Trustee

3.1 Jon Nash was welcomed as the staff member attending the meeting during Hayley Knight's absence. Speaking rights were given to him for the meeting.

### 4.0 Previous Minutes

4.1 Having been circulated the Minutes from 6 June 2018 were confirmed as a true and correct record.

M Hall/R Sinclair

### 5.0 Correspondence

5.1 The leave request from Cara Penfold was approved subject to dates being confirmed at the next meeting.

5.2 Emily Blyth has advised an extension of her maternity leave for another year which was approved by the Board.

5.3 Approval in principle (pending applications) was given to a years study leave in 2019 for Kereru Rogers.

5.4 It was resolved that the inwards correspondence be received and outwards be accepted.

M Hall/J Foster

## 6.0 Health and Safety

6.1 The Term 2 report was provided. The Asbestos Management Plan has identified all areas in the school where there is asbestos. A ceiling panel in C16 has been replaced and all items in school are intact and pose no risk in that state. The Science Department have isolated, removed and replaced the Bunsen burner gauze mats that tested positive to very low levels of asbestos.

6.2 A potential armed intruder response last week prompted discussion around how the lock down procedure runs at school. A practice scenario will be held as part of the staff meeting on 20 August after school.

6.3 Janine Foster asked how we see the numbers of students interacting with guidance reflected in health and safety reporting given the wellness aspect of a number of these interactions? Ross explained that the school is currently working on better ways of data gathering from the guidance software in conjunction with the developer.

6.4 The Board queried how near misses are currently being reported. It was confirmed that in the future they will be reported separately. The Board can expect to see this clearer in the next report.

6.5 Upon reviewing events by location, the most common location was classrooms (ahead of areas that would be expected to be higher such as sports fields and gyms). Ross will follow up and report back to clarify areas of accidents for the next meeting. The Board also asked for further definition of the categories *classroom incident* and *no category* to better understand why numbers are quite high.

## 7.0 ERO

7.1 General disappointment in the ERO report and its mismatch with the verbal feedback received from the review team. Comments and suggestions for adjustment to be sent back to ERO today.

## **8.0 Education and NCEA Review**

- 8.1 Meegan and Janine met last week and suggest participation in the Tomorrow Schools Review currently being coordinated by the Ministry. It closes on 6 August. Janine and Meegan will complete a response on behalf of the Board including the issues raised with the ERO Review team.

## **9.0 Strategic Planning Exercise**

- 9.1 The process is underway with the staff session held last week, and community sessions in various venues over the next few weeks. An SLT member and a Board member will be present at each of the meetings. Registrations have been steady, as have responses to the survey.

## **10.0 Finance**

- 10.1 We are currently on track for an end of year surplus. Conversations have begun regarding the most appropriate use of these funds. A pricing for an upgrade of the netball courts as outlined in the Campus of the Future Plan is being sought as one option.
- 10.2 An architect has been appointed for the work on the revised Technology Block. Exterior work on the old gym has begun. Toilet renovations are proceeding slowly.
- 10.3 Hutt Valley Activity Centre (HVAC) has grant applications in process to help with current year expenses. They are just entering the 5YA and 10YP process for the first time. SchoolDocs are also being explored for use at HVAC.
- 10.6 Reports presented:
- June 2018 Finance Report
  - Minutes of Finance Committee 28 June 2018

The Finance report was accepted

R Sinclair/M Hall

## **11.0 Principal's Report**

- 11.1 Rainbow Tick costs were originally \$6,000 but have now been revised to \$3,200 + GST should we make a 5-year commitment. The Board have asked for more information before making a decision to better understand the value there is going to be for the school as a whole entity (particularly students), not just for staff. Ross will also meet with Jill Skinner to hear her reservations.

11.2 Leave request from Ria Edmonds for an extra year of maternity leave was approved. Leave for Fiona Pearson was approved for her Woolf Fisher Award.

11.3 NZCER survey – Meegan to answer on behalf of the Board.

11.4 Year 9 in zone enrolments for 2019 are currently 234 vs 137 two years ago. Total Year 9 enrolments are at 322 vs 207 two years ago.

11.5 Following on from Maori data provided at the meeting, the Board requested results from the cohort and Pacifica students to enable comparisons at the next meeting.

11.6 Having been circulated the Principal's Report was adopted.

P Foase/S NMS Hewage

7.16 pm Jon Nash left the meeting

**12.0 In Committee**

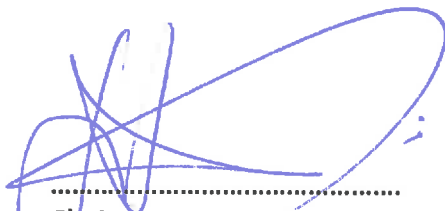
12.1 7.11 pm the Board moved into 'In Committee'

M Hall/S MNS Hewage

12.2 7.19 pm the Board moved out of 'In Committee'

R Sinclair/M Hall

As there was no further business the meeting closed at 7.19 pm.

  
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Chairperson  
Version 1.0

29.8.18  
.....  
Date

<b>Action</b>	<b>Person Responsible</b>	<b>Target Completion</b>
Clarify Health and Safety location categories	Ross Sinclair	29 August meeting
Complete Tomorrow Schools Review	Janine Foster and Meegan Hall	By 6 August
Rainbow Tick project	Ross Sinclair	Find out more information from staff
Complete NZCER Survey	Meegan Hall	29 August meeting
Results comparisons	Ross Sinclair	29 August meeting