

MINUTES OF THE HAMILTON EAST SCHOOL BOARD OF TRUSTEES MEETING

HELD ON 21st AUGUST 2019

Present: T Balvert (Chair), P Wright (Principal), L McKenzie (Staff Rep), D Robson, T Dobson, L Taitoko, G Bobsien, G Hay, C Taylor.

Karakia

Welcome: Meeting opened at 7.00 pm. T Balvert welcomed the board and G Hay to the meeting.

Apologies: L Nelson

Motion: that the board accepts L Nelson's apology.

MOVED from chair

CARRIED

T Balvert introduced G Hay to the Board.

Motion: that G Hay has speaking rights.

MOVED from chair

CARRIED

Declarations of interest: none

In Committee

Moved into Committee at 7.01pm

As tabled

Moved out of Committee at 7.44pm

T Balvert welcomed G Bobsien and C Maunsell to the meeting..

Motion: that G Bobsien and C Maunsell have speaking rights.

MOVED from chair

CARRIED

Strategic Planning Discussed by T Balvert

2020 - 2023 Strategic Plan planning

- The school is required to have a Charter each year. The Strategic section of the Charter is due to be revised.
- We can prepare a survey for the Community which covers our Strategic Aims for the next 3 years.
- The current survey by Melinda Webber covers some of this data, we expect to get the results in Term 4.
- The new reporting regime starts in 2023.
- The Vision is still relevant, it was reviewed 5 years ago. T Balvert - are the Trustees happy with the present Vision. Trustees agreed.
- G Bobsien – M Webber will give us 5 directions from the Community Survey, then will focus on 2 directions for the School to work on.
- T Balvert - the timing may not suit for the Charter to be completed by March.
- P Wright - Springboard Trust have offered to support us with the compilation of the Strategic Plan. Do we take up this offer?
- T Balvert – can bring Springboard work, M Webber, staff and the community together to work on the Charter. G Bobsien – also include Kahui Ako.
- P Wright - we are committed to a strong Science focus for the next 4 years.
- D Robson. - at what point do we ask for new classrooms due to the growth in the student roll. P Wright - MOE has recently granted us 4 new classrooms. We are on the urgent list.
- T Balvert – would the Board prefer to hold a specific workshop on the Charter? Board agreed. Will find M Webber’s timeframe and use this information for the Strategic Plan. A workshop will be held in October - after P Wright and Leadership have attended the Springboard Support Workshop.
- P Wright – we can get feedback from the staff on Strategic Direction.
- D Robson - would we invite the FUNdraising team for input on the Strategic Plan? G Bobsien - also the Te Hononga Whanau Group.
- P Wright - there is a link to the charter in the Principal Report.

Charter Check ins - none this meeting

Policies Discussed by T Balvert

Trustees Code of Conduct

- NZSTA has a policy framework that we can use as a guideline for our policies. The Trustees Code of Conduct is similar to their outline, the Role of the BOT is quite different.
- D Robson - missing is the outcome if there is failure to follow process.
- Board discussed the Trustees Code of Conduct.
- D Robson offered to review the Code of Conduct.

Action:

- Review of the Trustees Code of Conduct. D Robson

The Role of the Board of Trustees

- The governance of the school is the responsibility of the Board. Also to support the Principal and the staff.
- Board discussed The Role of the Board of Trustees.
- T Balvert spoke on the NZSTA guidelines.
- Addition - No 2. The number one responsibility of the Board is student achievement.
- The Board manages risk for the school - part of Governance and part of every decision the Board makes.

Motion: that the Role of the Board of Trustees policy is accepted with amendments.

MOVED T Balvert/D Robson

CARRIED

Action:

- Add amendment to The Role of the BOT policy. C Taylor

GENERAL BUSINESS/REPORTS Discussed by T Balvert

Action List June 2019

Contract with Playground Creations.	T Balvert/T Dobson
New pool cover	P Wright/D Brugh
Board Newsletter.	T Balvert

Discussion:

- Contract with Playground Creations. T Dobson has gone through the contract and will meet with Playground Creations on site next week.
- New Pool cover. P Wright. New caretaker to organise.
- Board Newsletter. T Balvert – the newsletter has been sent out.

Audit Report Discussed by T Balvert/ P Wright

- P Wright - the school is Audited twice a year. There is a huge list of requirements that we supply to the Auditor.
- The Audit is a requirement of MOE, they appoint the Auditor.
- The Audited Accounts have been added to the school website.
- D Robson - the school is able to give feedback regarding the Audit.
- The 10 yr Maintenance Plan is due for renewal next year.
- P Wright - we put aside money for the rotational painting of the buildings. Do we sign a contract with a company who will take care of this, or do we create a 10 yr Maintenance Plan and pay the Finance person to administer this? We can model this on the plan we have from the present painting company.
- T Balvert. - our new caretaker has painting skills.
- P Wright - can we get quotes from other companies to compare.
- T Balvert - we would like quotes for the next board meeting , with the different options.
- T Balvert - do we need to commit to 10 years or go for a shorter time-frame? Would any of the Trustees be keen to meet with potential contractors?
- D Robson – it would be useful to look at the previous contract to see what was included. Next meeting see a copy of the current contract.
- Email S Flintoft to check our legal requirements regarding a painting contract.
- G Bobsien - is there legal requirement regarding heights and safety if the caretaker carries out the work.
- P Wright - could get quotes for water blasting and painting as required. We have a maintenance plan for the trees, the arborist has been in recently regarding the Redwood tree.
- Board viewed the Audit Report for 2018.
- Next meeting to review Cyclical Maintenance.

Action:

- Quotes for the painting of the buildings and other options. P Wright/S Reyneke
- Copy of the current painting contract for the September meeting. P Wright/S Reyneke
- Email S Flintoft re legal requirements for painting the buildings. P Wright.

Principal's Report: As tabled. Discussed by P Wright

- Roll stands at 468.
- Kowhai Data Snapshot has been added to google docs by S Nagels. There is a low level of at and above at, in reading compared with writing . This is due to the required writing levels at 5-6 years old are easy to achieve.
- S Nagels and G Bobsien are reviewing the 20 week Assessment Data.
 - This was part of the National Standards guidelines.
 - We are working out what data we need since the change from National Standards. Waiting for direction from the Ministry.
 - G Bobsien - we set out progression through the different levels for reading writing maths. There is some assessment and some observations.
 - We didn't receive the Learning Support offered by the Government, this is a trial happening in Hamilton. It is based on Kahui Ako.
 - There would have been 15 Learning Support Co-ordinators in our Kahui Ako. They would have taken over some of the work of the RTLB's.
 - G Bobsien - reading levels are improving in the Yr 4-6 group. Writing is still a struggle for our students, we have made big gains, but there are still gaps in the data.
 - We are mentoring our new Teachers to upskill them in maths. The B Moody programme is working well for our students.
 - G Bobsien - we have implemented intervention programmes with reading, the results are showing in the student's achievement levels.
- ERO was due to visit this year, we have not heard from them. It is likely to be next year at this stage.
- Personal – A Dent has been on ACC leave, she has not been able to work full-time since her accident. Her Case Manager has not been in to assess her.
- M Frost remains on sick leave. T Balvert - she has to apply for LWOP from the Board. T Balvert will draft a letter to M Frost inviting her to explain why she requires further leave.
- We have a new bus driver. Mr Bull drove the bus for us for a few afternoons. The Board thanks S Reyneke for the extra work she has carried out with employing a new driver. A Matthews is our bus driver. The new caretaker is willing to get his bus licence as a back-up driver.
- T Balvert - new caretaker, we have verbally offered the position and he has accepted. We are waiting for the Police Check to be processed before signing a contract.
- Teaching positions for 2020 - there is a permanent position in Kauri team, and a reliever position available as G Cox-Wright will be completing the Science Programme for 2 Terms. S Nagels will retire in the middle of 2020. C Pennell may still want to take a year's leave next year. With the boards permission I will advertise the Kauri position. The Kauri Team Leader and any of the Trustees are welcome to be on the appointment committee.
- He Piko He Taniwha Kahui Ako - G Bobsien explained the report.
 - We continue working with the 2 schools in our CoL.
 - Working at sharing data across the schools for transition of the students, etc.
 - T Balvert asked to view the power point presentation regarding the Kahui Ako as this would be of interest to the new board members.

- No further Kahui Ako will be formed. Existing ones can still function and grow. This is an expensive programme.
- The schools which have withdrawn are still being paid for their positions.
- A positive side is that it provides leadership growth for the participants.
- Our staff have had the opportunity to present to the secondary school teachers.
- We are getting feedback from the secondary level, using the CoL to develop our leaders and make the best use of this system. It has paid for teachers to be out of class and develop their skills.
- Parent/Teacher/Child Conferences.
- Kete Aronui Art Exhibition will be held next week.
- The next meeting is on the 18th September, can this be changed to the 17th September? Board agreed.

Motion: that the September Board of Trustees meeting is moved to Tuesday 17th September.

MOVED from Chair
CARRIED

Motion: that the Principal's report is accepted.

MOVED P Wright/T Balvert
CARRIED

Action:

- Letter to M Frost regarding further leave. T Balvert
- Power point presentation of Kahui Ako for the Board. G Bobsien

Finance Report Discussed by D Robson/P Wright

Finance meeting was held Tuesday 20th August, 1.30pm.

Present: D Robson, P Granville, P Wright, S Reyneke, L McKenzie, G Bobsien.

Apologies: T Dobson, T Balvert

- MOE has finally put through payment for the 2018 classrooms
- The Banked Staffing surplus goes into the Operational Plan.
- We will be funded for an extra 40 students by the Ministry.
- The Balance Sheet is incredibly healthy.
- P Granville apologies for the next meeting
- The board will decide where to spend the extra funds. The staffroom needs to be upgraded.
- P Wright - we should know how the 2020 Budget looks for the next board meeting.

- Variance - 300% overspent on Board Costs. This includes the cost of the BOT Election which will be reimbursed by the Ministry.

Motion: that the board accepts the Finance Report for the months of June and July 2019.

MOVED from chair

CARRIED

Motion: that the board authorises the Finance Committee to pay the batch payments for the month of August 2019.

MOVED from chair

CARRIED

Training Debriefs Verbal reports by T Dobson and L Taitoko

Governance Essentials 101

- L Taitoko – the training went over the role of the Trustees and the Code of Conduct. Found the training to be informative and learnt more about the role of the Board..
- T Balvert - Governance 102 is available for Trustees to attend.
- T Balvert will forward future training sessions dates to the Trustees.

T Balvert and D Robson – Leading an Effective Board

- T Balvert – found the training interesting.

ADMINISTRATION

Correspondence:

IN

STA News

D Brugh – Resignation. As tabled.

NZEI – Notice of Strike, Primary Principals. As tabled.

MOE – Hamilton Christian School, Application to Integrate. As tabled.

Ed Gazette (x3)

NZSTA – Membership Matters. As tabled.

MOE – Finance 101 Workshops. As tabled. L Nelson and T Balvert to attend.

M Densem – NZ Facebook Group for Trustees. As tabled. T Balvert has signed up and has found it to be quite useful.

S Flintoft – 10YPP-5YA Amendment Application. As tabled.

NZEI – Paid Union Meetings for Primary Principals. As tabled.

Westpac – Government Employee Package Update. As tabled.
NZSTA - Networking Hui 7th September for Board Chairs. As tabled.
NZSTA – Membership Matters 9 August 2019. As tabled.
C Davidson – Trees on school boundary. As tabled. Discussed by the board. P Wright and T Balvert to meet and decide on any action required.
D Eriepa HCC – collect voting papers at school, 30 Sept – 11 Oct. As tabled. Discussed by T Balvert. Are the board happy for someone from HCC to be at the school to collect voting papers? Board agreed. Email - C Taylor.

Out

Motion: that the Inwards and Outwards correspondence be accepted.

MOVED from chair

CARRIED

Action:

- Trees on the school boundary. P Wright & T Balvert
- Email D Eriepa re voting papers. C Taylor

D Robson – the children enjoyed the Kaboom Percussion Show.

P Wright - cross county races will be held tomorrow, depending on the weather.

Board Minutes

Motion: that the Minutes dated 26th June 2019, be accepted as a true and correct record.

MOVED from chair

CARRIED

Schedule Next Committee Meetings:

Finance:

September 17th, 1.30pm

October 22nd, 1.30pm

November 19th, 1.30pm

ACTION TABLE LIST - August 2019

Review of the Code of Conduct.	D Robson
Add amendment to The Role of the BOT policy.	C Taylor
Quotes for the painting of the buildings and other options.	P Wright/S Reyneke
Copy of the current painting contract for the September meeting.	P Wright/ S Reyneke
Email S Flintoft re legal requirements for painting the buildings.	P Wright.
Letter to M Frost regarding further leave.	T Balvert
Power point presentation of Kahui Ako for the Board.	G Bobsien
Trees on the school boundary.	P Wright & T Balvert
Email D Eriepa, HCC, re voting papers.	C Taylor

Next Board Meeting: 17th September 2019

To discuss at the September meeting:

Hautu for the Board.
Internal Evaluation Tool
Strategic Plan
Painting Contract
Review Cyclical Maintenance.

Meeting closed at 9.43pm

Signed as a true and correct record

Date