

**MINUTES OF THE HAMILTON EAST SCHOOL BOARD OF TRUSTEES MEETING**

**26th FEBRUARY 2020**

**Present:** T Balvert (Chair), P Wright (Principal), L McKenzie (Staff Rep), T Dobson, L Taitoko, L Nelson, D Robson, Y Akasaka, S Howse, C Taylor.

Karakia

**Welcome:** Meeting opened at 7.00 pm. T Balvert welcomed the board, Y Akasaka and S Howse to the first board meeting for 2020.

**Apologies:** G Bobsien

**Motion:** that the Board accepts G Bobsien's apologies

**MOVED** from chair

**CARRIED**

**Motion:** that Y Akasaka and S Howse have speaking rights.

**MOVED** from chair

**CARRIED**

**Introductions:** T Balvert introduced Y Akasaka and S Howse to the Trustees.

**Declarations of interest:** none

**ACTION TABLE LIST - December 2019**

|   |                       |
|---|-----------------------|
| Schedule of Work plan from S Flintoft, 2020.            | P Wright              |
| Hall extension/Livingston Builders.                     | T Balvert & T Dobson  |
| Pool cover.   | P Wright & W Gounder  |
| Meet with S Seel regarding the school's policies.       | T Balvert             |
| Policies/Delegations document.                          | T Balvert             |
| MAP Consent Form.                                       | T Dobson/Office Staff |
| Collate the suggestions for the Strategic Plan.         | T Balvert             |
| Final Whanau consultation regarding Dr Webber's Survey. | G Bobsien             |
| Strategic Plan.   | Board                 |

|   |           |
|---|-----------|
| Pay Dawson Field Lease invoice.         | S Reyneke |
| Contact Council regarding Dawson Field. | T Balvert |

**Discussion:**

- S Flintoft to draft a Schedule of Work for the building maintenance. P Wright and T Balvert - have met with S Flintoft.
- Hall extension/Livingston Builders. T Balvert & T Dobson. To make contact.
- Pool cover. P Wright. Done
- Meet with S Seel regarding the school's policies. T Balvert. To meet
- Policies/Delegations document. T Balvert. Will review the document.
- Consent Form for parents regarding students medical information. T Dobson - completed.
- Collate the suggestions for the Strategic Plan. T Balvert - completed. To discuss later.
- Final Whanau consultation regarding Dr Webber's Survey. G Bobsien. Completed. Has a prioritised list from parents/caregivers.
- Strategic Plan. Board done
- Pay Dawson Field Lease invoice. S Reyneke Done
- Contact Council regarding Dawson Field. T Balvert. Done.
  - Council disappointed that we chose to continue with the lease.
  - They feel Dawson's Field would better serve the community if it was opened up to the public.
  - Board noted that Dawson Field is open to anyone to use, many groups do use it after school hours and during the weekend.
  - The lease expires in 2025, need to reapply at that time.

**Action:**

- Hall extension/Livingston Builders. T Balvert & T Dobson
- Meet with S Seel regarding the school's policies. T Balvert.
- Policies/Delegations document. T Balvert.

**Election of the Chair** - Discussed by T Balvert

- T Balvert informed the board that they must elect a chair at this meeting.
- C Taylor called for nominations.
- L Nelson nominated T Balvert, seconded by P Wright.
- Board voted T Balvert for Chair.

**Motion:** the board agrees to appoint T Balvert in the position of Chair.

**MOVED**      L Nelson/ P Wright  
**CARRIED**

## **Annual Delegations of Authority**

### **The following areas to be delegated to the Principal:**

- Implement the (annual) operational plans and give priority to the School's annual targets.
- Spend the budget expenditure as per the delegated authority set by the Board each year.
- Allocation of salary units
- Manage the banked staffing provisions
- Initial investigations relating to a complaint against a staff member.
- Oversee Teacher appraisals and staff professional development.
- Employment of staff – teacher and support within Policy Guidelines.
- Hire, deploy and terminate relieving and auxiliary staff positions
- Preserve assets (financial and property)
- Act as Protected Disclosures Officer
- Authority to stand down, suspend or exclude students in accordance with Ministry guidelines.
- Appoint, on behalf of the Board, the Privacy Officer and EEO Officer.
- Implement the School's current Enrolment Scheme and report regularly on roll size.

### **Discussion:**

- T Balvert asked P Wright if she had any suggestions to change the delegations. No suggestions.

**Motion:** that the Board of Trustees authorises the above areas to be delegated to the Principal. In the absence of the Principal, to the Deputy Principals. To act as Principal in the absence of the Principal, with full rights and all responsibilities of the Principal, including annually delegated authorities.

**MOVED** T Balvert/L McKenzie

**CARRIED**

### **ERO Visit - Discussed by P Wright**

- Board viewed the timetable for the ERO Review.
- Tuesday 3<sup>rd</sup> March, 4.00pm, ERO will meet with the Board in the staffroom. They will go through the Board Assurance Statement.
- T Balvert, T Dobson and P Wright have reviewed Statement
- Thursday 5<sup>th</sup> March, 2.30pm, ERO will discuss preliminary findings with the board.
- Parent meetings - ERO will meet with parents, especially those of target students, priority learners and students with additional needs on Tuesday afternoon. Parents and Whanau of Maori students will meet with ERO on Wednesday afternoon - L Taitoko will attend this meeting .

- They will meet with the teachers Monday afternoon. Class observations will be on Tuesday morning.
- Principal and Senior Leaders will do a presentation to Michelle Thurlow Monday morning.
- T Dobson met with ERO for the pre-meeting. This was a straightforward meeting with a lot of information.

**Strategic Planning** - Discussed by T Balvert

Discuss, amend and adopt final 2020 – 2023 Strategic Plan.

- A special Strategic Planning Session was held at the November 2019 meeting. T Balvert reviewed and merged the workshop notes together and asked for feedback from Board members.
- The draft Strategic Plan was then emailed to parents for feedback as part of consultation. There were extra printed copies available on the office counter.
- We have received 2 replies.
- Board discussed the suggestions. Agreed to keep the original wording.
- T Balvert will reply to T McIntyre and A Munro.

**Motion:** that the Board adopts the 2020-2023 Strategic Plan.

**MOVED** T Balvert/L Taitoko

**CARRIED**

**Action:**

- Reply to T McIntyre and A Munro re Strategic Plan. T Balvert

**2020 Annual Operational Plan and Targets** Discussed by T Balvert

- T Balvert – as this is an operational plan (the ‘how’ the school will work toward achieving our strategic outcomes), this document was largely put together by the Senior Leadership Team and staff.
- P Wright – the alterations are in response to teachers comments at Team meetings.
- T Balvert - has looked through the plan and agrees with the outline.
- Kahui Ako has not set their targets for the year as yet. We will align our 2020 targets with the Kahui Ako Targets when they are developed. In the meantime we will continue to work with our 2019 targets.
- P Wright - boys, Maori and Pasifika students are our targets. We will use science to increase levels in writing, and are also increasing use of Te Reo along with digital technology.
- D Robson - what are the figures for maths achievement. P Wright - the level at present is 44.7%, we have a target of 60%. This is set by Kahui Ako.
- P Wright - writing levels have increased by 10% across the school

- T Balvert - our 2019 mid-year results were higher than the end of year results. G Bobsien is researching these results.

**Motion:** the board adopts the 2020 Annual Operation Plan and Targets with amendments.

**MOVED** from chair

**CARRIED**

### **Policies/Board Self Review** Discussed by T Balvert

#### International Student Policies and Procedures

- There are no International Students enrolled at present
- T Dobson has reviewed four out of the eight policies/procedures.
- T Dobson - have changed the terminology to legal speak but kept it user friendly and all are now (or will be) using consistent language. Reads for better understanding and clarity of obligations/responsibilities for all concerned.
- Board reviewed the four updated policies.
  - International Student Fees Protection and Refunds Policy. T Dobson has aligned this to the Finance Polices.
  - International Student Policy. L Nelson – no further recommendations.
  - International Student Discipline Procedures. L Nelson – suggested to add “staff” to 6 b. T Dobson to make amendments.
  - International Student Visa Monitoring Procedures. T Dobson - asked if we need to let NZ Immigration know if the student no longer attends. Will check if we have an obligation to do so. T Balvert - if we ask a student to leave due to bad behaviour, it could be our responsibility to inform Immigration.
- T Dobson will work on the other policies/procedures and email them out to the board for comments and approval by Sunday 1 March 2020..
- T Balvert- thanked T Dobson for the work she has done.

**Motion:** that the Board accepts the International Student Policy, the International Student Fees Protection and Refunds Policy, International Student Discipline Procedures and International Student Visa Monitoring Procedures, subject to minor amendments. The remaining four Procedures will be approved via email agreement of the Board. (A copy of the email to be added to the Minutes.)

**MOVED** from chair

**CARRIED**

#### **Action:**

- International Student Policies/Procedures. T Dobson (by Friday 28 Feb for distribution and acceptance by 1 March)

## GENERAL BUSINESS/REPORTS

### Principal's Report: Discussed by P Wright

- Roll stands at 447 students.
- Welcomed Trustees and staff to the first meeting of the year.
- Thanks to T Balvert and the Trustees for the work they carry out.
- Reviewed the Targets from 2019.
- Teachers have attended a Professional Learning day in reading. Thanked the board for funding the training and spoke to the board on the outcomes.
- L McKenzie - at risk students.
  - We are having a big impact on the students who are low, some are progressing a year level with help, even though they may still be below the expected level for their age.
  - We have a focus each year. Presently we are tracking writing and making comparisons, this gives us a basis for the decisions we make the following year.
  - Our focus is now on boys writing.
  - We are changing our SMS from Linc-ed to Hero. We are not convinced that the Linc-ed data is giving us true progressions in our data.
- T Balvert - the next assessments are mid-year. L McKenzie, by using Linc-ed we are continually assessing the students and changing the goals.
- P Wright - Linc-ed is more teacher friendly than our previous SMS. Hero is an upgrade.
- P Wright - PL in Maths continues within the school. Digital Technologies will be implemented this year. We are surprised that our new teachers have no training in this.
- O Jones has broken her ankle, may not return to school this term. M Kumar is working in Room 5 at present. A reliever will be employed.
- S Robinson, Learning Assistant, has resigned. Have appointed new Learning Assistants this year.
- We have many children with high health needs and/or learning difficulties enrolled this year.
- Orientation Day – the new teachers joined us for the day.
- Staff Only Day at Rangiriri Pa. Some staff found this confrontational. S Howse – it was unexpected and deeply moving.
- EpiPen training has been held for whole staff.
- Diabetic training is taking place this week.
- Tree assessment - waiting for the report.
- T Balvert - met with S Flintoft, Caroline Wilson (MOE) and P Wright.
  - It has been confirmed that we are getting 4 new classrooms.
  - Progress has been delayed because we are a bespoke build. This is due to the limitations of the site.
  - We had a walk around the school to view the layout of the site and discuss potential sites for the new classrooms.
  - Decided that it would be an advantage to move Room 7 to the front of the school - behind Room 3.
  - Have proposed to place the new classrooms along the fence line where Room 7 is presently.

- We trust that C Wilson will take this suggestion to the Ministry, then we can proceed with the new build.
- P Wright – one other option is to turn the Resource room into a classroom The resources could go into Room13, we are short on resource storage areas.
- T Balvert - we have \$315,000 from the Government’s School Investment Package (SIP) announced late last year.
  - S Flintoft suggested that we use SIPs funding to build outdoor teaching spaces out from Rooms 5 and 6, and look at extending the decks off Rooms 14-16, as well as upgrading the administration block.
  - The remaining \$87,000 we have in the current 5YA will largely go toward the staffroom building work (including an interview room downstairs).
  - S Howse - is there an option to remove the community kitchen from Room 6? This would make it possible to have more students in the room, presently it is limited to around 20 students.
  - In March/April, the board should review the items listed in our 10 year plan to agree what we will use SIPs for, as we have to use this within 18 months. It may be possible to commit the funds with a contract if a build cannot happen within this time frame.
  - L McKenzie - would like to alter the decks outside Rooms 14-16 to make them more useable.
  - Another suggestion was to cover the top courts. Could ask Peachgrove what they think about their cover.
  - S Flintoft also suggested covering the pool – could be expensive.
  - The school is under-code regarding the clear-light roofing in front of Rooms 1- 3. We are required to put a net underneath to comply next time it is repaired.
  - All toilets have to have hot water plumbed to them.
- New cleaners. T Balvert - we received 3 quotes from cleaning companies. Signed up with Clean-Me. This is a trial, may hire them again next year.
- Family picnic was successful, ran out of change due to not having eftpos available.
- Whole school trip to the Hukanui Marae is planned for the 30th March. We are able to charge for the bus. Will need to hire extra buses.
- Parents are pleased that the cost of stationery is less this year. This is due to the school joining the Government Donation Scheme.
- Corona Virus - have received information from MOE.
- Fire Drill was held Friday 21st February.
- Have purchased a new loud speaker.
- Professional Learning - do I have board approval to attend two conferences which are being held in Australia One is the NZPF Combined Principals Forum. The other is a well-being conference.

**Motion** that the board approves overseas flights within the PL Budget for the Principal to attend these conferences.

**MOVED** from chair

**CARRIED**

**Motion:** that the Principal's report is accepted.

**MOVED** P Wright/t Balvert

**CARRIED**

**Finance Report** Discussed by P Wright

February Finance Meeting:

Present; P Wright, S Reyneke and P Granville

Apologies; D Robson

- December - we aimed to have a deficit of \$60,000 and ended up with a surplus of \$60,000.
- T Balvert - we always project to be in deficit. The MOE recalls the funds back if we project to be in profit and don't use
- D Robson - BOT resources, we spent 40% of budget in the first month? P Wright - will check with S Reyneke. (NZSTA subscription).
- D Robson – two entries for name badges? L McKenzie – the supplier left out one badge with our order.

**Motion:** that the board accepts the Finance Reports for the months of November, December 2019 and January 2020.

**MOVED** P Wright/L McKenzie

**CARRIED**

**Motion:** that the board authorises the Finance Committee to pay the batch payments for the month of February 2020.

**MOVED** from chair

**CARRIED**

**Action:**

- Review the amount in the BOT Resources Budget line. S Reyneke – this is due to the payment of the NZSTA Subscription for 2020.



## **ADMINISTRATION**

### **Correspondence:**

#### **IN**

S Robinson – Resignation letter. As tabled

MOE – Coronavirus. As tabled

MOE – Annual Review of Enrolment Scheme. As tabled. Next meeting.

NZSTA – Nomination Forms for National Executive Elections - T Balvert. Board agreed to support D Robson's nomination for the NZSTA National Executive.

R Follows – School Crossing. As tabled. T Balvert read to the board. Raised crossing in front of the school - supports this.

Action t Balvert to talk to HCC regarding a raised crossing.

S Flintoft (letter to MOE) – relocation of Historic Building. As tabled

Ed Gazette

Clean Me quotes. As tabled.

#### **Out**

Board Newsletter, December 2019 – School Community. As tabled

Draft Strategic Plan – School Community. As tabled

**Motion:** that the Inwards and Outwards correspondence be accepted.

**MOVED** from chair

**CARRIED**

#### **Action:**

- MOE – Annual Review of Enrolment Scheme. March meeting

**December board meeting** – Discussed by T Balvert

- The December Board meeting will be moved to 9th December.

#### **Board Minutes**

**Motion:** that the Minutes dated 11th December 2019, be accepted as a true and correct record.

**MOVED** from chair

**CARRIED**

## In Committee

Moved into Committee at 8.42pm

As tabled

Moved out of Committee at 9.00pm

## ACTION TABLE LIST - February 2019

|  |  |
|--|--|
| Hall extension/Livingston Builders.                | T Balvert & T Dobson   |
| Meet with S Seel regarding the school's policies.  | T Balvert.   |
| Policies/Delegations document.                     | T Balvert.   |
| Reply to T McIntyre and A Munro re Strategic Plan. | T Balvert.   |
| Annual Review of Enrolment Scheme.                 | March meeting  |
| International Student Policies/Procedures          | T Dobson (by Friday 28 Feb for distribution and acceptance by 1 March) |

**Next Board Meeting:** 18th March 2020

**Finance Meetings:** these are held in P Wright's office with the Accountant, 1.30pm.

17<sup>th</sup> March

28<sup>th</sup> April

19<sup>th</sup> May

23<sup>rd</sup> June

### To discuss at the March meeting:

- Policies/Delegations document.
- Annual Review of Enrolment Scheme.

Meeting closed at pm 9.05pm

\_\_\_\_\_  
Signed as a true and correct record

\_\_\_\_\_  
Date