



**Henderson Valley School  
Board of Trustees Meeting  
26th November 2020**

Meeting Commenced: 7.00 pm

**Present:** Irene Page (BOT Chair), Rebecca Fox, Aynsley Goodison, Mark Hellier, Cory Sullings, Paul Taylor, Janet Moyle (Principal) and Terry Bates (Specialist Advisor)

**Apologies:** Nil

1. **Welcome:** Karakia. Whanaungatanga

2. **Administration:**

a. **Minutes Confirmation**

Irene moved that the Minutes of the Meeting 29th October 2020 be accepted as a true and correct record.

Second: Rebecca

All in Favour.

b. **Matters arising from previous meeting**

All action points have been covered or are being carried over to the next meeting.

c. **Correspondence:**

Janet tabled the Inwards and Outwards Correspondence (attached at the end).

A letter of resignation had been received from Karly Davis.

A letter from the PTA asking for Board approval of BYO for the PTA Quiz night. The Board approved this unanimously.

Irene moved that we accept the Correspondence.

Second: Mark

All in Favour.

### 3. Strategic Discussions:

- **2020 End Year Student Achievement**

Janet had circulated two reports to the Board, the End of Year Student Achievement Data and the Evaluation of End Year Progress and Achievement Data which she took as read by the Board.

Janet summarised the reports for the Board and felt that Covid has really affected our results this year, writing data has been the most affected. The summary at the end of the evaluation report shows where we see room for improvement.

Irene supported the proposed actions but did note that most were focussed from 2021 and suggested consideration was needed on what additional actions could be taken this term for specific families or students that may benefit from additional support over the summer break.

Mark suggested that a letter could go home with the report this year to reassure parents that Covid has taken its toll on the results but that particular attention will be taken next year to addressing these concerns and maybe some suggestions of things that could be done at home to help.

- **HVS Strategic Plan Discussion**

Terry gave an overview of his powerpoint on Strategic Planning Renewal at HVS.

Irene asked the Board for their views on the strategic plan discussion and if it resonated with them. Discussion took place and all agreed broadly that it did resonate and wanted to progress it further to ensure that the progress made with Rongohia te hau is incorporated in the Strategic Plan.

Janet advised that she had taken the opportunity to progress the next layer down of the strategic framework that was developed by Terry. Janet shared and outlined the intent of the goals and objectives. Irene asked if everyone was supportive of Janet and Terry's input as it is the Board's Strategic Plan. All agreed that it was great having their input. Janet tasked the Board before the next meeting to read through the framework and if they had any suggestions to feed through to the rest of the Board to consider at the next meeting.

- **Draft 2021 Budget**

Janet presented the Draft 2021 Budget to the Board and gave a brief overview. The Board is to consider the Draft 2021 Budget and bring any questions to next month's meeting where it needs to be signed off.

Janet presented a report on Teacher Aides/Ancillary Staff with recommendations for 2021 and sought the Boards approval for the additional funding.

Irene moved that the Board approve the Teacher Aides/Ancillary Staff

Recommendations for 2021.

Second: Rebecca

All in favour.

Irene noted that it was 9pm and got approval to extend the meeting.

All approved

- **Education and Training Act 2020; and NELPs (National Education and Learning Priorities)**

Irene suggested the Board read through these documents as they had just come out and to get familiar with them and bring any questions to the next Board Meeting.

Discussion took place on the stakeholders meeting last night.

Irene asked if we should have this as a strategic discussion at the beginning of next year and that we should share five minutes at the beginning of each meeting as a standing action, discussing where we are up to and share feedback on it. There was real interest to plan a range of events and gatherings of families coming together just to socialise but also to continue discussions, highlighting and recognising Maori.

#### **4. Finance:**

- **October 2020 Monthly Report**

Janet presented the October Monthly Report and outlined the main points to the Board.

Rebecca moved that we accept the October Finance Report.

Second: Aynsley

All in Favour.

#### **5. Principal's Report:**

Janet presented her Principal's Report.

Janet recommends that the Board approves the replacement of the heat pump/air conditioning unit up to the cost of \$3,000 (prior to the end of 2020).

All in favour.

Janet recommends that the Board approves the 2020 MOU with Sport Waitakere funding \$2,513 for Pool Attendants until 31st Dec 2020 - and that HVS funds 364 hours of pool attendants covering 2nd Jan - 2nd April 2021, with the pool being open 3.30-5.30pm weekdays; 12.00-5.30pm weekend and holiday days; and pool attendants paid at \$18.90 (+holiday pay) - at a cost of approximately \$7,500.

Discussion took place on this recommendation but not all the Board were in favour so it was put to the vote.

2 were for the recommendation

4 against

1 abstention

The recommendation was not passed in full. The Board approved the 2020 MOU with Sport Waitakere funding \$2,513 for Pool Attendants until 31st Dec 2020 only.

Rebecca suggested that someone be employed for two hours a day to test the water, check on the toilets, etc. This would require keys to be cut and sold rather than pool passes.

Janet recommends that the Board accepts/approves the \$4,283 quote from Isometric to upgrade our phone system to cloud based, this has to be done by April 2021.

All in favour.

Janet recommends that the Board accepts/approves the quote of \$8,049 from ISS for the upgrade of the alarm panel.

All in favour.

Irene moved to accept the Principal's Report.

Second: Rebecca

All in favour.

## **6. Policies: SchoolDocs Term 4 Reviews**

- Privacy
- Salary Units / Management Allowances
- Classroom Release Time / Timetable

Janet had printed out the feedback for everyone to take away and consider and we will cover this at the next meeting.

## **7. Yr 3/4 Overnight Camp to Carey Park - Health and Safety Documentation**

Janet advised that Cory has put all the appropriate documentation in for the Year 3/4 Overnight Camp to Carey Park.

At 9.30pm Irene put forward a motion for the meeting to move into committee, excluding the public as per Section 48 (1) of the Local Government and Official Information Act - for the purposes of protecting the personal privacy of individuals.

At 9.42pm Irene put forward a motion for the meeting to move out of committee as per Section 48 (1) of the Local Government and Official Information Act - and back into a public meeting.

The Board approved acceptance of the Health and Safety Documentation.

**8. Property**

- **Cyclical Maintenance - Annual Provision**

To be considered at the December Board Meeting.

**9. General Business**

Janet advised that she and Zain had attended a function tonight recognising two of our teachers, Mariah Smith & Lisa Harding, who are now fully registered teachers,

Janet advised that she and Bruce had been invited to an Enviro Awards night as our school had been nominated and was a finalist for the Karaka Award.

Janet sought the Board's approval of the wording on the new Plaque to be placed in the Hall for unveiling on 16th December.

**9. Actions:**

- Janet and the Leadership team to look into setting up a framework for exit interviews. Paul was happy to help with this process. Further work on this in term one 2021.
- Janet to write a letter to go home with reports giving parents reassurance of steps being taken to improve student achievement data, suggestions of ideas for parents to help at home, etc.
- Schooldocs - Janet had printed out the feedback for everyone to take away and consider and will cover this at the next meeting.
- HVS Strategic Plan - Janet tasked the Board before the next meeting to read through the framework and if they had any suggestions to feed through to the rest of the Board to consider at the next meeting.
- The Board is to consider the Draft 2021 Budget and bring any questions to next month's meeting.
- The Board to read through the Education and Training Act 2020; and NELPs (National Education and Learning Priorities) documents, get familiar with them and bring any questions to the next Board meeting.

**Next meeting:** 17th December 2020, 7.00pm

**Meeting closed:** 9.55 pm

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

BOT Chairperson

**Henderson Valley School**  
**Board of Trustees Meeting**  
26th November 2020  
**CORRESPONDENCE**

**INWARDS**

<b>DATE:</b>	<b>FROM:</b>	<b>ITEM:</b>
9th Nov	MOE	Tukutuku Korero/Education Gazette
13th Nov 2020	Karly Davis	Letter
13th Nov 2020	HVS PTA	Email asking for approval of BYO at the HVS Quiz Night, 5th Dec 2020

**OUTWARDS - Nil**

<b>DATE:</b>	<b>To:</b>	<b>ITEM:</b>