



**Henderson Valley School**  
**Board of Trustees Meeting - via Zoom**  
**20th August 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)

1. **Welcome:** Karakia

2. **Administration:**

a. **Minutes Confirmation**

Irene moved that the Minutes of the Meeting 25 June 2020 be accepted as a true and correct record.

Second: Rebecca

All in Favour.

b. **Matters arising from previous meeting**

All action points in the previous minutes had been completed. Irene advised after talking to NZSTA that it was suggested we do a Governance workshop first before working through the Hautu tool. This has been arranged for Monday 24th, 5.30pm, via Zoom.

c. **Correspondence:**

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

Janet advised that The Education Gazette had arrived today and it had our DP's advert in it.

Linda Meleisea's employment letter received.

Lisa Prior's employment letter received.

Irene moved that we accept the Correspondence.

Second: Mark

All in Favour.

3. **Strategic Discussions:**

● **Student Achievement**

Janet advised that the senior leadership team had not been able to get all the details ready to report on Mid-year student achievement so she will report on this at the next meeting.

Janet presented the findings of the HVS Student Wellbeing Survey 2020. Discussion took place and it was agreed that overall it was very positive, however more work needed to be done to investigate the question/statement relating to families & culture.

- **Board Communication**

Irene felt that the Board needed to make some progress on how to engage with the school community. She thanked everyone for the feedback she had received from them.

The Board agreed that it was important for them to attend events that were organised by the school so parents could see them there and approach them at these events to ask any questions. It was agreed that one board member should be at every assembly so parents could approach them afterwards.

It was agreed to organise a video showcasing the property improvements that have been made in the school. Other things for future videos would be showcasing student achievement. Mark is happy to progress this with Irene.

Janet advised that the school intended to have a Whanau Hui next term and this would be the ideal opportunity for board members to attend and engage with our Maori parents but also that events where the whole family can attend usually get a very good turnout and these would be good opportunities to mix and mingle with parents. The Board agreed this would be an important event to attend.

Irene asked Rebecca where she was at with the Board info for our new website. Rebecca advised that she just needed a sentence or two from each Board Member to put in with their photo to get that finished.

Paul felt that a communication plan was needed so the Board could be more effective in its messaging, that they needed three strategic objectives that we want to achieve as a Board. Irene felt that Monday's Governance Workshop will be a good time to reflect on what the Board core objectives are and to align them to all communication sent by the Board.

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

- **July 2020 Monthly Report**

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

She advised that Kerry is happy to meet with Paul and Aynsley as they missed the Board Finance workshop.

Mark moved that we accept the July Finance Report.

Second: Irene

All in Favour.

- **Useful Life of Assets 2020 Schedule**

Janet proposed that the Useful Life of Assets 2020 Schedule provided by Leading Edge is approved (see attached).

Paul moved to approve the Useful Life of Assets 2020 Schedule.

Second: Mark

All in favour.

5. **Principal's Report:**

Janet presented her Principal's Report.

Irene will drop a note to staff to acknowledge the extra work that they have put in through the lockdown periods.

Irene advised that she, Paul and Aynsley as well as Nicky Knight are part of the appointment committee for the new DP position. At present our appointment policy states that the appointment committee needs to share their recommendations to the full Board for approval before an appointment was made. The alternative is to give the appointment committee delegated authority to appoint. It was agreed to work out these details at the next Board meeting which is a couple of days before the interviews would take place.

Janet advised that the air conditioning unit in the server room is failing but she is just waiting to hear back from our IT provider to see if it is still necessary to have now that we have moved to the cloud.

***At 8.30pm 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.***

A discussion was held.

***At 8.40pm Irene put forward a motion for the meeting to move the meeting out of committee as per Section 48 (1) of the Local Government and Official Information Act.***

Janet advised that the Ministry has set up a Covid Urgent Response Fund and that she was going to put an application in as we do not have a learning support coordinator or counsellor at our school but felt that we could use some extra support for some of our students who have been struggling through this time.

Janet asked for feedback from the Board, as parents, what their preference would be for start dates for 2021. It was unanimously agreed that starting on Tuesday 9th February and finishing on Monday 20th December would be the preferred option.

Irene moved that school starts 2021 on Tuesday 9th February and finishes on Monday 20th December.

Second: Mark

All in Favour.

Janet asked for the Board's approval of HVS's involvement in Esha Narayan's research project (Auckland Uni) as outlined in her Report.

Paul moved that HVS be involved in Eshha Narayan's Research Project.

Second: Irene

All in Favour.

Irene moved to accept the Principal's Report.

Second: Cory  
All in favour.

**6. Policies:**

- **SchoolDocs Term 3 Reviews**

- **Appointments Policy**

Irene gave a screen tour of how to navigate the Schooldocs website and how to review the policies or procedures.

Irene asked the Board to review the policies outlined for action in Schooldocs by 14th September with a full discussion of results at our next board meeting.

Janet advised that she will get staff to review the Learning Support and Child Protection Policies within that time period as long as we are all back at school.

**7. Property:**

- **Property Report**

Janet shared the Property Report.

Janet advised that Paul Styles has organised for Mace Landscapes to go ahead with the planting of our Wastewater Irrigation Field once he has the Board's approval.

Janet advised that the Ministry has approved the three projects that we had specified for our School Investment Package Funds. Paul Styles has sent out invitations to tender for the jobs, SDI is the preferred contractor for Room 2 bathrooms and City Siteworks the preferred contractor to do both the car park jobs.

Janet asked for the Board's approval to go ahead with these projects, subject to the final quotes from these companies and MOE sign off for each project.

Mark asked if it could be arranged to have some training with Paul Styles to help the Board understand construction costs as there is so much more involved with Ministry specifications and guidelines than there is with private renovation, which significantly increases the costs. Janet will arrange for this.

Irene moved to accept the Property Report and approve all works discussed to go ahead.

Second: Rebecca

All in Favour.

**8. Other Business:**

Paul advised that he had attended the Residents Association meeting to get their support with Henderson Valley Great Valley Clean Up. Two items that came up at the meeting that they would like to have confirmation of was when the Time Capsule was going to be relaid and also when the Official Opening of the Community Hall and unveiling of the plaque was going to happen.

Janet advised that she has talked to Carolyn Millington from the Residents Association regularly and had a text from her just an hour before their meeting but was unable to give an update. She had previously advised that she was waiting for the renovations of the hall to be completed before organising for a plaque. Regarding the time capsule we

need to get some input from the children as to what to put in it. Janet advised that she has told Carolin that she will update them before their next meeting.

Irene asked that we have this as part of our Strategic discussion for next month. Janet advised that she will engage with the Residents Association and invite them to come and see the renovated state of the hall.

**9. Actions:**

- Janet to organise a presentation on VB4L for the next Board meeting.
- Janet to report on student achievement at the next meeting.
- Board to identify the three strategic objectives that will guide communication messages after their Governance Workshop on Monday 24th August.
- Mark to organise the first video showcasing the property improvements that have been made in the school.
- Irene to send out a schedule for Board members to commit to attending a school assembly.
- Each Board member to send a little blurb to go on the website with their photo as soon as possible (send to Rebecca).
- Janet to organise for Paul and Aynsley to meet with Kerry Dean to take part in the Finance workshop.
- Irene to send a note to staff to acknowledge the extra work that they have put in through the lockdown periods.
- Board to review 3x Schooldocs policies needing attention by the 14th September.
- Items requiring attention by the Residents Association to be part of our Strategic discussion for next month.

**Next meeting:** 24th September 2020, 7.00pm

**Meeting closed:** 10.00 pm

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

BOT Chairperson

**Henderson Valley School**  
**Board of Trustees Meeting**  
20th August 2020  
**CORRESPONDENCE**

**INWARDS**

<b>DATE:</b>	<b>FROM:</b>	<b>ITEM:</b>
20th July 2020	Linda Meleisea	Employment letter
21st July 2020	Lisa Prior	Employment letter

**OUTWARDS - Nil**

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