

Hutt Central School Board of Trustees Meeting

Wednesday 10th August 2022, 7:00pm

Present: Michael Gendall (Principal, MG), Matt Durney (Chair, MD), Adam Burgess (AB), Nigel Elder (NE), Renee Fauvel (RF), Danny Hughes (DH), Richard Jackson (RJ) Carla Wellington (CW) via video conference.

Steph Campbell (SC) also in attendance.

Apologies:

Minutes: Adam Burgess

7:08 - MG opened meeting with Karakia

Acknowledged the work of the board at the last meeting of the current term.

7:10 - Strategic Decisions

The board acknowledges the career and contributions of Martin Hodge and regretfully accepts his resignation.

MG moves board accepts resignation, MD seconds.

MD to reply to Martin on behalf of the BOT.

Principals Professional Growth Cycle.

MG spoke around the opportunity to join a PLD/PLG growth group for his own development and appraisal cycle.

MD moves, RF seconds - The BOT approves MG to look into opportunities in this area for his next appraisal cycle and/or professional growth.

Camp 2022

SC spoke to the board around the planning and preparation for Camp 2022.

Planning has taken place for different times of year.

COVID planning - reserves and planning for sickness in parent helpers.

MG acknowledged the work of SC and senior staff on this event.

7 days out from camp is the lock-in financially. There may be some implications for the school if children are unable to attend through refunds etc.

Board accepts planning and is happy with camp proceeding. Financial implications will be considered after the fact.

MG moved acceptance of grant application for camp transport, DH seconded.

Annual Plan

RJ questioned how the Strategic actions align with the feedback and data on staff wellbeing survey - do these line up? AB spoke to the current actions with our visioning process and building of our shared understanding and aspiration for wellbeing at HCS.

Rest of plan taken as read.

Curriculum Data

MG, SC spoke to curriculum data. Clear celebrations of progress across the school in Reading and Mathematics, progress evident in writing. Looking into the learning progression frameworks to support teaching and learning programmes in all core areas of the curriculum.

Health Curriculum Update

MG spoke to the actions in this area since the last meeting. Happy that teaching is occurring and the programme is running. Emails and communication exchanged with several parents or groups of parents. MG and SC have met with a group of parents. Teaching staff in senior school are considering if a pride celebration fits with the learning being undertaken in the senior school.

CW question - is there something we can be doing to better support our staff?

Discussed further actioning options from previous feedback from a staff member, and considering further PD options. Being clear on expectations for leadership, staff, and community. Potential for BOT policy / procedure that gives clear expectations for leaders when communicating with parties in this area.

In Committee 8:18pm

SC was invited to join the BOT in committee as she has been involved in conversations which involve relevant evidence and information.

Out of Committee 8:30pm

MD, in conversation with MG will look at starting a draft direction or policy / procedure to pass to the new board.

Finance Review

RJ spoke to finance update, otherwise taken as read.

Policy Review

Noted coverage of NELP 1 in Harassment policy pursuant to feedback received in Wellbeing Survey.

Health and Safety

CW - question on lockdowns. Currently under review.

Wellbeing/Engagement Staff Survey

Paper taken as read

Good to see a large positive shift in the feedback overall from the staff survey in comparison to the last survey.

AB to draft Wellbeing Survey feedback for staff and share for approval before sending - This will focus on data and analysis - quotes and any potentially identifying feedback to be removed.

Board thanks leadership team for their efforts, AB will thank staff and provide feedback documents when approved by the board.

Actions / Outcomes from Wellbeing Survey 2022:

Workload- Discussion around opportunities for impacting workload linked with Collective Agreement, expectation of role, time management and professional systems. Syndicate leaders to check in on specific workload concerns with their syndicates and report back with any notable topics beyond the team level.

Curriculum: *Steph has already organised for Mathematics and PE PLD to take place for staff.*

Inclusiveness feedback can be given from staff as part of the evaluation of current learning in relation to Identity, Diversity and Gender at the end of Term 3 / early Term 4. Ensure the questioning in this evaluation includes reference to staff inclusive practice and action.

Leadership: *The sub-committee have shared an analysis of leadership concerns and feedback which will be considered by the Leadership team. Individual teachers are able to raise these directly with Michael. The subcommittee otherwise recommends the board continue with planned annual reviews related to leadership, as planned.*

General: *Board Visibility: The sub-committee asks the Board carry this feedback through to the next term - by way of triennial elections, visibility is presently high, but likely does not address the staff concern on an ongoing basis. Considered potential ways to assist connection with Board and Staff (morning tea, afternoon drinks).*

Hautu Review

Reviewed data specifically focusing on Maori Students

MG to communicate this with the Whanau group seeking help in construction of specific achievement goals for our Maori learners for Term 3 and 4.

Next Meeting:

Handover of BOT Terms - MG to develop Kaupapa for Powhiri / Mihi Whakatau.

BOT thanks Jo Nash for her work around the elections as returning officer.

Matters arising

Procedural point from RJ - Placement of presentations to board in agenda / running order is ideally in other reports at the end of a meeting. Will be considered as a Board process moving forward.

Principals' Report

Taken as read

Personnel with Reading Recovery has changed. Ann is supporting us currently - looking to make an appointment.

Bills for Payment

Followup unlabelled payments for confirmation. MG to follow up with Penny and Jo and circulate to the Board.

Chair's Report

MD spoke to his activities and conversations with MG, nothing further.

Inwards/Outwards Correspondence.

Previous correspondence labelled for awareness.

Emails from community members relating to health curriculum

Resignation of Martin Hodge.

Other Reports

RTLB Annual Report

Querying Asset Register - entries previous

Clarifying limits for asset recording


Actual 30K spent on assets with 13K recorded in register - query.

BOT accepts Annual Report pending MG inquiring into asset register and history and reporting threshold. Will communicate with the Chair and Finance for any further action.

Brent will be finishing as our cleaner on the 1st of Jan 2023. MG to look into options for a process for cleaners. Our thanks for 12 years of service.

Meeting Closed with Karakia - 9:43PM

Next Meeting: Wednesday 21st September 2022

Confirmed  Date 21/9/22