

**Hutt Central School Board of Trustees Meeting**  
**12 September 2022, 7:02pm**

Present: Matt Durney (MD), Renee Fauvel (RF), Tania Jorgensen (TJ), Rakesh Makan (RM), Greg Taylor (GT), Adam Burgess (AB), Michael Gendall (MG).  
In attendance: Steph Campbell (SC)

Apologies: None

Meeting Opened at 7:02

Chair - Matt Durney  
Deputy Chair - Renee Fauvel  
Nominated Rakesh - MD  
Nominated Renee - Greg

Board to Trial using internal tools for record keeping/minutes for the rest of the year.

**Conflicts of Interest**

MD declared conflict - Lauren Durney (partner) has been relief teaching at the school.  
RM's wife works for education services and will obtain a letter disclosing this formally. She is not on the HCS portfolio.

Board clarified and discussed various roles and responsibilities of roles. To be further decided and discussed.

**Strategic Discussion**

Governance Training  
BOT to access and complete governance training before the first meeting of next term.

Election timing

Discussed election timing and potential of midterm elections and by-elections. Will consider in future.

**Annual Plan**

Clarified board contribution to staff wellbeing and social event  
AB, SC clarified focus area team leads for new board.

**Curriculum**

MG spoke to target student data. It is encouraging to see progress in many of our target students with a term of targeted teaching remaining.  
AB clarified methods of assessment and OTJs.

**Camp**

SC spoke to camp update and feeding back to the board. A valuable experience for all involved. The board thanks SC and the teachers and parents involved in camp for their work around making camp happen. TJ spoke to positives of experience and need to continue the event.

## **Finances**

Now able to claim back some funding from COVID related staff leave. This will go into the operations grant and use of this funding will be discussed next term, primarily for next year. MG will present some options to the board for review -Discussed impact of release and relief teacher availability of teaching and staff.

Noted change of photocopier lease.

## **Policy review**

MG explained the role of the board in policy review and Schooldocs.

TJ questioned the wording in the harassment policy - to be followed up with MG and TJ in contact with Schooldocs.

TJ questioned the role of board policy versus school policy. Board is responsible for health, safety and wellbeing.

National Administration Guidelines are freely available alongside the National Educational Learning Priorities

## **Hautu**

Hautu is a cultural competencies evaluation tool the board is completing as ongoing work. It primarily relates to Maori students and community, and Maori students achieving success as Maori at Hutt Central School.

## **Kakau - Accountability is the current focus.**

MG spoke to review and role of Whanau group in the review as well as their role in contributing ideas and targets for students. Connection opportunities are being arranged through MGs work with the Maori Achievement Collaborative. Priority of the sustainability of the Whanau group

## **RTL B Cluster**

HCS is the lead school for RTL B Cluster 29 - MG is the lead principal. MG spoke to the update and clarified the connections between the cluster and the school. TJ questioned around the BOT role in governing the RTL B.

Board thanks Lorraine for her update on the RTL B mahi. MG to contact Lorraine to attend a meeting to meet the new board.

RTL B request for additional funding around fuel costs/expenses: The board is happy in principle to make a one-off payment in acknowledgment and thanks of work done this year. The amount of this payment will be decided after further information. MG to clarify the details of the request from Lorraine.

RTL B request for leave: The BOT accepts the request for leave from Tania Bell, with no objections. The BOT wishes her well for her time in Chicago.

## **Minutes of Previous Meeting**

Taken as Read.

TJ raises board visibility - to be further discussed.

**Matters Arising**

Taken as read

**Principal's Report**

MG spoke to report

Corrected error in enrollment numbers.

RF is the board representative in the AP appointments.

Reading Recover staffing is reducing due to Amy moving to her role with BSLA/Cantebury University.

**Bills for Payment**

Taken as read

**Chair's Report**

Not prepared - MD elected chair at this meeting. MD spoke to his actions wrapping up the previous term and performing the necessary actions.

Minutes of previous meeting on website now for visibility

BOT meeting dates to be published to the school calendar.

BOT will consider termly updates or newsletter contributions for communications. To be finalised.

**Incoming/Outgoing Correspondence**

Returning Officers Report noted.

The BOT thanks Jo Nash for her work as our returning officer.

Grant applications - BOT ratified all outgoing grant applications, notably for end of year swimming.

Leave application - Jo Nash 2 weeks - approved by the BOT.

MD also approved a short leave for MG for a family wedding.

**Other Reports**

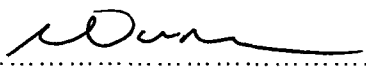
MG working through a takeover of the cleaning contract as our current cleaner will be finishing at the end of this year. TJ to join MG in conversation with potential contractors.

MG to check with Jo Nash around BOT fees.

MG highlighted the BOT code of conduct.

Meeting Closed with Karakia by MG - 9:24pm.

Next Meeting: Wednesday 2nd November 2022

Confirmed:  .....

Date: 2/11/22 .....