

Hutt Central School Board of Trustees Meeting

Wednesday 2nd November 2022, 7:03pm

Present: Matt Durney, Chair (MD), Renee Fauvel (RF), Tania Jorgensen (TJ), Rakesh Makan (RM), Greg Taylor, by zoom (GT), Jo Bate (JB), Mike Gendall (MG), Lorraine McKay (LM).

Apologies: None

Welcome to Jo Bate, Staff representative.

RTL

LM introduced herself and discussed her role as cluster manager, this wasn't the formal update which will come at the end of this term.

Discussed their grants and the current issues including, travel costs, (different to other public sector employees and is often not resolved within the MECA negotiations), staff turnover (to other roles, including Kahui Ako, SENCO's and DP's within schools).

Their policies and procedures sit within HCS's and the other schools they attend as well as national RTL policies. This is delegated to MG and LM to manage.

Health and Safety. Car accidents are the biggest concern, driving your own vehicles; also ensuring appropriate insurance cover. Do also visit activity centres. No concerns with health and safety policies or procedures at this time.

Lorraine farewelled.

Cleaners contact – Strategic decision

MG and TJ met to discuss terms.

Seeking Board decision on value of the contract.

Noted an amendment to the agenda. Brent is not considered an employee, rather as a member of our school team.

Discussion around pay; noting issues with retention.

Budgeted \$25k. This covered current contract and incidental cleaning (cleaning required outside the contracted cleans).

Agreement: Board happy to value the contract at \$25k. MG to speak to contractors and Brent. TJ to assist as required.

Brief discussion on Equity Indexing; not going to provide a significant increase for HCS.

Governance - Strategic discussion

BOT Handbook. No issues arising from our reading of it.

Code of conduct. Review and sign and return to school ASAP.

IRD forms. Review and sign. The honorarium is provided for by MOE and budgeted for within the school budget.

Discussion email address. MG to arrange HCS email addresses for board members for all board activity.

Areas of interest. MG will circulate google doc for us to state areas of interest. RM will take on Property. May also arise on project basis.

NZSTA is a great information tool. Shared the school identification number.

Annual Plan update

Read and agreed.

Whānau afternoon was well attended and received.

Curriculum

Whole school figures. Noted progress throughout the year. Pleasing signs.

JB advised the difference between the BSL learning assessment and skills learnt to current assessment. How this is assessed to be discussed.

Teachers reviewed and comments on data then discussed by the Board.

Some improvements can be clearly linked; others related to more global work within the school.

Graphs highlighted areas of concern that will be targeted in the 2023 annual plan.

Discussed ensuring PD and support flowed to senior school. Funding being sought and additional PD for time for teachers in the senior school.

Finance

Education Services Governance Report.

Items of significance. Discussed some items in particular

Error. Loss on disposable property. This has been fixed.

Kiwisport. Change made, funds from fundraising, incorrectly allocated.

Capital purchase. All lights in school changed to LED. Funded by a no interest loan to EECA. Payments quarterly.

Board approved: \$1200 for the end of year school lunch as a payment in kind for contribution.

Draft Budget Update

Deficit \$20K

Budgeted income from donations \$30K. This tends to cover classroom resources throughout the year.

Discussion: around staffing and allocations, no Board agreement required at this time.

Seeking PD for senior school: senior literacy resources and PD. Hope for 2 days per teacher per term. To understand how learning is happening in junior school to move that through.

Fundraising committee – planned large project, turf the courts.

Other plans include a makers space by sandpit in junior school. Outdoor all weather area.

Policy Review

All look fine.

Hautu

Discussed above event, well received, Whānau with tamariki in junior school engaged. Focus has been inclusiveness and continuity.

Minutes of previous meeting

Taken as read.

Matters arising

All progressed.

Board Visibility. Will consider next year as it is a busy time of year. Visibility should be looked at within the community and teachers. Photos of Board members should be updated.

Agreed to use photos from Board applications.

Principal's report

MG spoke to the report.

Amendment in addition.

Discussion of staffing and PD requirements within Finance and Curriculum discussions.

Bills for payment

Taken as read.

Chair's report

Verbal report at meeting.

Discussed query received re minutes and photos. These were actioned.

Correspondence

Grant ratifications. Board ratified all grant applications.

- Grass roots trust – 20 new school sports uniforms
- Pelorus Trust – bus transport to and from the pool.

Meeting closed with karakia: 9:20pm

Next Meeting: Wednesday 7th December 2022

Confirmed  Date 7/12/22