

**Hutt Central School Board of Trustees Meeting  
Wednesday 19 May 2021, 7:00pm**

**Present:**

Michael Gendall (MG), Matt Durney (MD), Renee Fauvel (RF), Carla Wellington (CW), Nigel Elder (NE), Richard Jackson (RJ), Danny Hughes (DH), Adam Burgess (AB)

**In attendance:**

Lorraine McKay, Steph Campbell.

**Apologies:** None

**Whakatau:**

MG shared whakatau, linked with broadening our knowledge.

**Strategic Decisions**

Grassroots Grant Application

BOT resolved to apply to Grassroots trust for \$1500 for Basketball Hoops.

Moved MD, Second DH

New Entrant Classroom

BOT endorse the opening of another New Entrant classroom from the beginning of Term 3.

Moved CW, Second AB

**Strategic Discussion**

RTLB Report

Welcome to Lorraine McKay, Cluster Manager to our meeting.

RTLB taken as read, Lorraine asked for questions.

Recruitment is an ongoing process – inline with national trends. Examples of RTLB completing training and winning Leadership positions in school. RTLB Job market is competitive in our local area, Learning Support Coordinator positions have impacted. Highlighted the referrals and allocations.

Cluster Manager and Practice Leaders are picking up case work to cope with demand given shortage of RTLB in our cluster.

RTLB funding is up for Review in 2022, we may be required to give surplus back to MOE.

Michael working with Wainuiomata Intermediate on weather tightness of office building. Action: contact MOE, end of week... no action, email MOE and National RTLB property supervisor.

Lorraine left the meeting, 7:25pm

Annual Plan Update

Michael shared Annual Plan update.

Clarified 2.2 – Whanau groups – Tuakana, Teina system of connection across the school.

Clarified 1.3 - the work of Te Puni Kura – our database of learning needs that can be shared with local schools.

#### Curriculum

Michael shared schoolwide data from Term 1. Data is based on end of year expectation.

Michael to share schoolwide mid year data in Term 3 meeting with 2019 comparison.

#### Finance

Matt and Michael shared finance report.

Items of significance: Hall Switchboard, National Young Leaders Day (Grant received), Vistab iPad in office, purchase of iPads for classroom use, X1 iPad for SENCO.

#### Policy Review

Shared the policies for review this term.

Queries:

Reporting to Parents. What are our obligations and processes for sharing schoolwide data with our community? MG and RJ to investigate.

Visitors: QR code scanning. MG to place reminder into Newsletter. Craig, Penny and Jo to monitor condition of codes.

#### Inclusive Education

AB presented current Inclusive Education Policy.

AB Shared documentation of learning programme linked with Navigating the Journey – wording is adequate. AB and MG to look into where this document / procedure will be housed or accessed alongside the policy.

AB led conversation about diversity and inclusion for employees. Board to come back to development of a documentation.

Health and PE Programme consultation to take place in Term 3.

Staff survey to be carried out – mid year.

Carla to check with Schooldocs on wording in policy.

#### Property

Two heat pumps installed during the Term break.

No other projects in action.

#### Hautu Evaluation

RF and MG shared the next steps with Rāpa, Representation.

Board carried out learning on competencies of Tataiako.

#### Principal Appraisal

MD will meet with Conrad Kelly (appraiser) on 2 June and discuss Appraisal Report then report back to Board at next meeting.

#### Minutes of Previous Meeting

Accepted

Matters Arising  
Accepted

Principal Report  
Taken as read.

Two errors: Mia Bui is our new Teacher Aide.  
Staff Cyber use agreements require updating.

Bills for Payment  
No issues, accepted.

Chairperson's report  
Verbal report:  
Secular Network correspondence tabled.  
Principal's increment approval to be sent to MOE.

Inwards and Outwards  
Hutt City Council  
MOE – concurrence payment approved to Principal for RTLB Lead School.

Other reports  
NZEI Paid Union meetings planned for 22 and 23 June. School will remain open.

**Meeting ended: 9:09pm**

**Next Meeting: Wednesday 23rd June 2021**

Confirmed .....  ..... Date 23/06/21