

HALSWELL PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON TUESDAY 12 FEBRUARY 2013 AT 5.00PM IN THE STAFFROOM

PRESENT Mr S Edmond, (Chairperson), Mr J Busbridge (Deputy Chair), Mr B Topham (Principal), Miss L Dovey, Mr B Crammond, Mr B Pidwerbesky, Mrs J Shepherd, Mr J Davies (arrived late)

IN ATTENDANCE Vicki Lloyd (Minute Secretary)

APOLOGIES Nil

The Chairperson welcomed everyone to the meeting.

1. MINUTES OF PREVIOUS BOARD OF TRUSTEES MEETINGS

Motion: Moved Chairperson

That the Minutes of the meetings of the Board of Trustees held on 4th December 2012, 17th December 2012 & 29th January 2013 be approved and adopted as a true and correct record of those meetings

ELECTION OF CHAIRPERSON

J Busbridge **nominated** S Edmond, **seconded** by L Dovey

There being no further nominations, S Edmond was declared unanimously elected as Chairperson and resumed the chair.

Carried

ELECTION OF DEPUTY CHAIRPERSON

S Edmond **nominated** J Busbridge, **seconded** by L Dovey

There being no further nominations, J Busbridge was declared unanimously elected as Deputy Chairperson.

Carried

School Board of Trustees Elections – It was decided to go with the Ministry's recommended election date of Thursday 30th May 2013

2. MATTERS ARISING FROM PREVIOUS MINUTES

Action Sheet Updated

3. CORRESPONDENCE

Inwards – as tabled

- ERO – Confirmed ERO Report
- NZSTA Trustee Handbook Update
- Letter from CES – Fee for 2013 BOT Election Returning Officer Services
- MOE – letter regarding Child, Youth & Family Relationship & process

Outwards

- Letter sent to Staff

Motion: Moved Chairperson

That the Inward & Outwards Correspondence be accepted

Carried

4. FINANCE REPORT – tabled to Board

- Financial Reports not available for BOT Meeting
- B Topham to contact Solution Services to obtain a Financial Report from them – this is well overdue and Board needs to review this as soon as possible
- Once obtained Finance Committee to meet to discuss further and report back to the Board at next BOT Meeting

<p>ACTION - B Topham to contact Solution Services too obtain a Financial Report from them asap</p>

Motion: Moved Chairperson

That the accounts for the months of December 2012 & January 2013 be approved for payment
Carried

5. PROFESSIONAL DEVELOPMENT 2013 – Exploring Teaching in a Modern Learning Environment - tabled

- Board discussed this proposal
- Wait for MOE to see what financial support they will offer before committing to this
- B Topham to have proposal in place to present to MOE
- If decision is to be made urgently B Topham will communicate with the Board via e-mail OR meet urgently to discuss further
- B Topham is also looking at using a Consultant – to be looked into further
- B Topham to talk to Pegasus, Core Ed to discuss this further

6. PROPERTY REPORT – taken as read

- Painting Contract needs to be found – once found B Topham to run it past Jill Maher to see what needs to be done here – put on hold, reviewed etc

ACTION – B Topham to find Painting Contract – once found B Topham to run it past Jill Maher to see what needs to be done here – put on hold, reviewed etc

- Board wanted to thank B Topham & Naylor Love following the relocation of the 10 Classrooms over the school holidays and thanks to Susan for dealing with issues while B Topham was on leave
- Planning Meeting was held with the teachers today
- Internal configuration plan to come out and a dimensional plan – mark out areas with teachers and children
- Property Project are meeting with MOE again Wednesday 13th February @ 2pm
- B Topham & J Busbridge to meet with elderly neighbour to discuss solid fencing on their boundary
- MOE have agreed to pay for some deer fencing across the road of the school for School to use
- PTA Meeting tonight – Board to show them a small conceptual plan, introduce the concept and will follow up with more details at a later date – link to be put in Newsletter inviting comments, responses
- Traffic Management Report to be obtained as this urgently needs to be addressed

J Davies arrived at 5:55pm

Board moved into Public Excluded Session @ 5:45pm

Motion: Moved Chairperson

That the meeting move into Public Excluded Session for reasons of legal and professional privilege and to protect the privacy of natural persons.

Carried

While in Public Excluded Session, the Board discussed: Staff

Motion: Moved Chairperson

That the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board.

Carried

The meeting resumed in public session at 6:05pm

7. PRINCIPALS REPORT

The Principal's Report was circulated prior to the meeting and taken as read

PRINCIPAL'S REPORT - the following point was highlighted:

- The Opening School Roll is 523
- Provisional Staffing Roll for 2013 was 552

INTERNATIONAL FEE PAYING STUDENTS

- Urgent need for the Board to review Schooldocs– policies and procedures for International Students and sign them off
- International Students Committee to review Policies & Procedures and update where needed
- International Student Committee to meet up again before next BOT Meeting
- Need to look at Marketing Plan
- J Busbridge wants to remain on the International Student Committee in the meantime but J Davies may help out where needed
- B Topham to ask Penny for a date and time for the next meeting
- Halswell School have 3 Japanese students coming from Odaira Junior High at the beginning of March. B Topham said that the student council are going to fundraise some money for the children to take back to their school and B Topham asked if the Board would also support these children. The Board agreed to contribute \$100 towards this and hoped that the PTA would match it as long as the school fundraise money as well. L Dovey was organising this to happen on Friday.

APPOINTMENT OF AN ASSOCIATE PRINCIPAL

- The Board supports B Topham to find the right Facilitator to assist with the appointment process and approved up to \$2,500 for the costs. Board also gave approval to advertise for 6 units. B Topham will liaise with the Board once the Facilitator is confirmed.

NOVOPAY

- B Topham gave an re Novopay
- B Topham has good systems in place to track these errors
- Results in a greater financial cost to the school

FINANCIALS

Cheryl from Solutions and Services suggested the following motions be passed at this BOT meeting:

Motion: Moved B Topham Seconded J Shepherd

The Board authorises the Board Chairperson and Principal to sign the Statement of Responsibility for the 2012 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

If your 2012 approved budget does not include-

- A budget figure for MOE paid teacher salaries income and expense
 - A budget figure for use of MOE land and buildings income and expense
- Then we would like the Board to move to allow us to include these budgets.

1 The Board moves:

Motion: Moved Chairperson

That the Board approves the inclusion of a budget for Ministry paid teacher salaries in the 2012 Statement of Comprehensive Income. The budget shall be equal to the actual teacher salary costs for the 2012 year and will include an income amount and an equivalent expenditure budget.

2 The Board moves:

Motion: Moved Chairperson

That the Board approves the inclusion of a budget for the use of land and buildings equal to the Ministry of Education estimate of notional lease cost for 2012. The 2012 figure will include an income amount and an equivalent expenditure budget.

We would also like the Board to move to allow us to include a budgeted balance sheet derived from the Board's approved operating budget.

The Board moves:

Motion: Moved Chairperson

That the Board approves the inclusion of a budget for the 2012 Balance Sheet which is derived from the Board's 2012 operating and capital purchases budgets.

Due to being unable to confirm accuracy in the SUE Annual Accruals Report, which is beyond the control of school staff, the Board of Trustees have no confidence in what they are signing and therefore are choosing not to sign

STRATEGIC PLAN & CHARTER

These along with the variance report are to be submitted to MOE by 1st March. B Topham will complete these report and present to them to the Board prior to this date

STRIKE

NZEI had planned a day on the 19th February. This should be confirmed by the end of the week as to whether it will go ahead or not.

SCHOODOCS

Policy Review:

- **Alcohol/Drugs and Other Harmful Substances** - board of trustees, staff, and parents
- **EEO:** include a statement on EEO in the Annual Report, including any issues from 2012.
- **Medication and Minor/Moderate Injury:** complete an internal check of your procedures, and then assure the board that staff have been briefed and are implementing these procedures.
- **Vetting Requirements for Non-Teachers:** assure the board that all non-teaching staff have current police vets on file.
- **Length of School Year:** assure the board of your term and holiday dates for 2013 and that school will be open for 384 half-days this year.

2013 TERM DATES CONFIRMED

- **Term One: Monday 4th February. To 19th April**
- **Term Two : 6th May – 12th July**
- **Term Three : 29th July – 27th September**
- **Term Four : 14th October - 20th December**

- **Hazard Management:** assure the board at each meeting that identified hazards are still being monitored and/or controlled and that these measures are being re-evaluated to check their adequacy. Check that the board is satisfied with compliance.
- **International Students:** complete the annual internal review of your International Students documentation, in particular, Fee Refund Policy, Fee Protection Policy, Group Tours - International Students, Accommodation Policy, and Medical and Travel Insurance Policy and assure the board of this review. Please check that your details are accurate and up to date, particularly the Schedule of Fees. Email us at admin@schooldocs.co.nz with any updates.

