

HALSWELL PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON TUESDAY 5 MARCH 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, Mrs J Shepherd, Mr J Davies, Mr B Pidwerbesky (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 12th February 2013 be approved and adopted as a true and correct record of those meeting with the following amendments

7. Principals Report

Novopay

- Should read - B Topham gave an update re Novopay

Carried

2. MATTERS ARISING FROM PREVIOUS MINUTES

Action Sheet Updated

BOARD OF TRUSTEE MEETINGS 2013

- 11th April – change in day to Thursday
- 21st May

3. CORRESPONDENCE

Inwards – as tabled

- NZSTA AGM – 20th July
- NZEI – notice of paid union meeting
- MOE – letter regarding Manning Intermediate
- Letter from Christine Wallis – Board approved to have Christine Wallis as Returning Office this year
- Staff Letter

B Topham left the meeting @ 5:28pm

Board moved into Public Excluded Session @ 5:30pm

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, Board held discussion on staff correspondence

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 5:50pm

Outwards

- Nil

Motion: Moved Chairperson

That the Inward be accepted

Carried

4. PROPERTY REPORT – taken as read

- J Busbridge spoke to this
- Footprint signed off last week – this had to be sent to the local ministry for approval
- B Topham has arranged for one on one with each syndicate and the Architect to look at concepts and what they exactly what/need
- Look at “stackers” & space you need
 - Need for consistency between areas
- J Busbridge gave an overview of the foundations / wooden piles that will be used for the new build
- J Busbridge has been nominated as the “school rep” to be a part of the “Green Star” through Opus asking for J Busbridge’s input

Emergency Drill – 15th February 2013 @ 10am

- This was the first evacuation drill using the new routes
- Longer routes too longer to get to assembly point
- Modify these routes for next time
- Considering that this was the first drill, under new routes and in more congested circumstances than previously, we can be largely satisfied with its effectiveness

5. PRINCIPALS REPORT

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

PRINCIPAL’S REPORT - the following points were highlighted:

- School Roll is 524 – lost a few children to other schools this month
- B Topham has engaged CORE Education to prepare a proposal for professional development in Modern Learning Environment (MLE) pedagogy for teaching staff
- School will be hosting Andrew Jones (Principal Broadmeadows Valley Primary School) and Keith McDougall (Principal of Broadmeadows Primary School) – Melbourne on the 14th March. They will spend the morning at the school. B Topham encouraged the Board to be involved also and attend this session

ICT for MLE

- B Topham is looking ahead and would like to purchase 12 more iPads– one for each classroom
- 12 x iPads @ \$729 each = \$8748
- 12 x iPad Covers @ \$60 each = \$720
- Reflection app (enable iPads to be displayed on TV’s)= \$500
- Apps for Ipads = \$480
- Total cost \$10,448

Motion: Moved B Crammond Seconded L Dovey

That the Board gave approval to purchase 12 more iPads as detailed above - \$10,448 Carried

NOVOPAY

- B Topham gave an update on Novopay
- Just a handful of issues from the last pay period

APPOINTMENT OF AN ASSOCIATE PRINCIPAL

- B Topham spoke to this
- Person Specification & Position Description tabled to the Board
- Once this has been finalised B Topham will circulate this out to the Board before it goes into the Gazette

<p>ACTION - Once this has been finalised B Topham will circulate this out to the Board before it goes into the Gazette</p>

Timeline:

- 11 March– Ed Gazette advertisement 1 (on line)
- 25 March– Ed Gazette advertisement 2
- 28 March– Applications Close
- 2-5 April – Short-listing
- 13 April – Interview & Appoint
- 29 July – Successful application commences duties

- Employment Sub Committee for interviews & appointment – Board- J Davies, B Pidwerbesky, B Crammond &/OR J Shepherd. School – C Zelas & G Macfarlane

- Board will be informed of recommendations following interviews before appointing successful applicant

FINANCIALS

- B Topham is looking at the possibility using an outside provider instead of running our motor perception programme here this year

Motion: Moved Principal

That B Topham will apply to Air Rescue Trust for funding of the Halswell School Perceptual Motor Programme for year 0-2 classes.

Carried**STRATEGIC PLAN & CHARTER**

- Strategic Plan & Charter was submitted to MOE by 1st March
- Thanks to Alister for all his hard work on the Strategic Plan & Charter & Annual Plan over the recent months
- B Topham encouraged the Board to read this document
- If there are any amendments they can still be made and resubmitted to the MOE again
- B Pidwerbesky asked B Topham “What were the 2012 targets” – B Topham to review this and add them to the Charter

ACTION - “What were the 2012 targets” – B Topham to review this and add them to the Charter

Motion: Moved Chairperson

That the Strategic Plan & Charter has been submitted to MOE by 1st March and can be amended where needed and resubmitted again

Carried**NZEI PAID UNION MEETING - PUM**

- NZEI have scheduled a paid union meeting on Tuesday 12th March @ 2pm
- B Topham to arrange for cover for children during this time

SCHOOLDOCS

- International Students
- Change definition to read **Group student means:** - A group is two or more International students aged 10 and over, entering New Zealand together in an organised group, and enrolled at a Code signatory for 12 weeks or less

Motion: Moved B Topham Seconded B Pidwerbesky

That the Board gave approval to this change in definition for International Students as detailed above

Carried**EOTC VENTURES**

- Mt Cook 13th to 17th May - Year 7 and 8's - 110 children.
- Arthur's pass 5 camps, 25-27 March, 3-5 April, 8-10 April, 10-12 April and 15-17 April.
- B Topham has all the paperwork
- Board acknowledged receipt and acceptance of these proposals

INTERNATIONAL FEE PAYING

- During February B Topham was invited by Study Christchurch to represent the Canterbury region, along with two other city Principals, on the Mayor Bob Parker's sister city visit to Songpa, South Korea 12-14 March. Although this was an all-expenses paid trip B Topham withdrew due to workload and commitments at the school. Penny will be attending
- Halswell School have also just hosted 21 Chinese children, two Principals from the two schools and Senior Officials from Qingdao. The officials and Principals were impressed with how 'kiwi' classrooms operate and the friendliness
- Next week 3 Japanese students are coming from Odaira Junior High. B Topham said that the children along with the Boards contribution have raised \$800 for the children to take back to their school.

ACTION - International Student Sub Committee to meet up within the next week or so to review student proposal and will report back to the Board at next BOT Meeting

- B Pidwerbesky gave some dates and times he is available to meet next week
- International Students Committee to review Policies & Procedures and update where needed
- Need to look at Marketing Plan

International Strategic Plan, Business Plan & Group Policy to be finalised by International Student Sub-Committee and will come back to the Board for approval

FINANCE REPORT (tabled)

- Financial Report still not available for Solution Services – our Contract with them had lapsed unbeknown to the Board so Solution Services will have a Finance Report to the Board to review by May BOT Meeting
- Finance Committee to meet to discuss further and report back to the Board at next BOT Meeting
- Review unpaid earthquake accounts

ACTION - B Topham to contact Solution Services again to obtain a Financial Report from them asap

Motion: Moved Chairperson

That the accounts for the months of February 2013 be approved for payment

Carried

6. GENERAL BUSINESS**Alistair's Farewell**

- Discussion was held with the Board

150 YEARS CELEBRATION – NEXT YEAR

- B Topham has confirmed with Glyn Strange that the Board are interested in developing an eBook of the schools history
- B Topham meeting with Glyn Strange Wednesday 6th March to discuss further

B Pidwerbesky left meeting @ 7:05pm

OSCAR

- B Topham spoke to this
- B Topham had a meeting with OSCAR looking at issues going forward
- Discussion was held with the Board
- B Topham to go back to the Managers of OSCAR asking them for a:-
 - Written Proposal – their structure, costs involved, insurance details
 - Board will discuss further once they have received this proposal

ACTION - B Topham to ask OSCAR for a written proposal to present to the Board

