

HALSWELL PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON THURSDAY 11 APRIL 2013 AT 6.10PM 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.
IN ATTENDANCE	Pat Annett (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 5 March 2013 be approved and adopted as a true and correct record of those meeting.

Carried.

2. MATTERS ARISING FROM PREVIOUS MINUTES

B Topham to contact Solution Services to obtain a Finance Report – ongoing.

Finance Sub-committee to meet – ongoing.

B Topham to circulate advertisement for Associate Principal to Board – complete

B Topham to add the 2012 Targets into Charter and resubmit to MoE – completed.

International Student Sub-Committee to meet – completed.

B Topham to go back to OSCAR and obtain written proposal – completed.

3. CHAIRPERSON ELECTION

S Edmond confirmed he is not intending to stand for re-election at the upcoming BoT elections. In the interests of succession planning he would like to resign effective immediately as chairman of the Board in favour of a Trustee who would serve on the next Board.

B Topham took over the meeting and called for nominations for a Chairperson. The following candidate was nominated:

Justin Davies - Moved J Busbridge Seconded J Shepherd

After clarification that a co-opted trustee has the same voting rights and position as an elected trustee, Justin Davies was appointed as Chairperson on a unanimous vote.

J Davies took the Chair and thanked the Board for its support.

On behalf of the Board B Topham thanked S Edmond for all his hard work and support and said that S Edmond had guided the school through the most turbulent period in its history.

4. CORRESPONDENCE

Inwards –

- Letter from Kristine Wallace accepting role of Returning Officer for the school.
- NZSTA re NZSTA Conference July 2013.
- Letter from Oaklands School re amended school zone.
- Letter from Ombudsman re survey non-response.
- NZSTA newsletter.
- Letter from MoE re feedback on planning and reporting document.
- NZEI re EREL.
- Letter from OSCAR with proposal.
- *(It was decided that this proposal would be held over for discussion by the new Board of Trustees after the May elections).*

Outwards –

- Letter to Kristine Wallace appointing her as Returning Officer for the school.
- Letter to MoE Karen Pederson re Halswell Rebuild staffing allocation.

Motion: Moved Chairperson

That the inwards correspondence be accepted and the outwards correspondence be adopted.

Carried

5. FINANCE REPORT

B Topham told the meeting that a finance report had not yet been received from Solution Services. S Edmond noted –

- The actual financial performance against budget is tracking well as the school comes to the end of Term 1.
- Fees are coming in at a good rate.
- The school is well overdue for a report from Solution Services and B Topham will contact them to ensure there is a report available for the next Board meeting.

Action – B Topham to contact Solution Services and ask for a financial report for the next Board meeting – this is urgent.

Motion: Moved S Edmond

Seconded B Crammond

That the verbal financial report be accepted and invoices for payment be approved.

Carried.

6. PROPERTY REPORT – taken as read

- J Busbridge spoke to this
- Foundations for the school are now being reconsidered by MoE with piles still being an option.
- A new project manager, Stephen Duncan, has been appointed by Naylor Love following the sudden death of the initial manager, Fintan Donnelly.
- The CORE presentation has been carried over for two weeks because the local MoE is now reconsidering that decision.
- There are ongoing discussions with MoE re heavy workload for senior staff during rebuild and need to monitor stress levels – MoE needs to consider more paid release time.
- The MoE has decided that the outer cladding for the school will be weatherboard.
- The Principal has had a meeting with the architect and Special Education staff who have looked at the new school plans and are happy with what they have seen.
- Peter Davidson has reported back to teaching staff on his recommendations around internal breakout spaces, wet areas and glass partitioning. He took the staff on a virtual 3D walk through of the new school.
- Brian Pidwerbesky expressed concerns about the foundation technology being considered for the new school suggesting it was untried on a project of this scale.
- The Chairperson acknowledged all the hard work undertaken by J Busbridge and his team and on behalf of the Board thanked them for their efforts.

Motion: Moved S Edmond

Seconded B Topham

That Brian Pidwerbesky will write a letter to the MoE regarding concerns about the foundation technology being considered for the new school.

Action: B Pidwerbesky to write to MoE noting his concerns regarding the foundation technology being considered for the new school.

7. INSURANCE FOR BOARD OF TRUSTEE OWNED ROOMS

B Crammond told the meeting that he had received a quote to insure the classrooms now owned by the BoT. It was decided to proceed with placing the insurance as per the quote. B Topham is to go ahead and arrange for the insurance of the rooms.

Action: B Topham to arrange for the insurance of the BoT owned rooms.

8. PRINCIPAL'S REPORT

The Principal's Report was circulated prior to the meeting and taken as read. The following points were highlighted:

- **Novopay** -The situation with Novopay has still not improved and is proving to be very taxing for staff.
- **New Mission to Japan** - B Topham attended a meeting this afternoon of the group who are going to Japan. The group will be going to parts of Japan that have never been visited before (as well as places already visited) to give a presentation about New Zealand education. B Topham recommended to the Board that he join the proposed mission to Japan in June. The Board agreed to this recommendation on the basis that the visit was consistent with the International Marketing strategy.
- B Topham may also do a visit to Korea on the way home if the situation there is safe.

Motion: Moved Chairperson

That the Principal's report and recommendations to the April meeting of the Board of Trustees be accepted and approved.

Carried.

9. SCHOOL POLICIES REPORT

Nothing to report this month.

10. GENERAL BUSINESS

10.1 Air Rescue Trust

J Shepherd told the meeting that the funding applied for has been approved.

10.2 Red Cross School Children's Grant

The Board of Trustees supported the application to the Red Cross for activities/events that will support our children following the earthquake

Board moved into Public Excluded Session at 7.10pm

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 staffing – S Edmond and J Davies to report back to the Board. B Topham to carry out a review with regard to non-permanent staff documentation and communication.

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

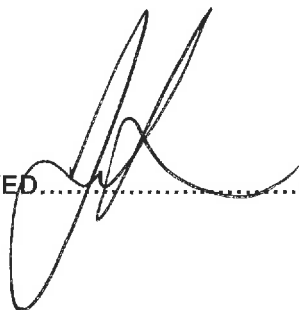
The meeting resumed in public session at 7.25pm

NEXT MEETING

Board of Trustees – Tuesday 21 May at 5pm (A social occasion to be held at end of meeting)

The meeting closed at 7:25pm

APPROVED.....



CHAIRPERSON

21 May 2013