

HALSWELL PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON TUESDAY 18 JUNE 2013 AT 5PM IN THE STAFFROOM

- PRESENT** Mr J Davies (Chairperson), Mr B Crammond, (Deputy Chair),
Mr B Topham (Principal), Miss L Dovey, Mrs D Smale, Mrs G
Carson, Mr E Moore, Mr B Pidwerbesky (arrived @ 5:55pm)
- IN ATTENDANCE** Vicki Lloyd (Minute Secretary)
Halswell Senior Leadership Team – Gavin Burn, Gael MacFarlane,
Julie Phillips, Sam Jack
- APOLOGIES** Cathie Zelas

B Topham welcomed the new Board members and thanked the previous Board Members for standing again.

Welcome to Gavin Burn who will take up the role of Year 5-8 Associate Principal next term

ELECTION OF CHAIRPERSON

B Crammond **nominated** J Davies, **seconded** by L Dovey
There being no further nominations, J Davies was declared unanimously elected as
Chairperson and resumed the chair. **Carried**

ELECTION OF DEPUTY CHAIRPERSON

J Davies **nominated** B Crammond, **seconded** by E Moore
There being no further nominations, J Busbridge was declared unanimously elected as
Deputy Chairperson. **Carried**

MEET SENIOR LEADERSHIP TEAM

B Topham introduced the Senior Leadership Team and discussed their roles

J Davies explained to the new Board & Senior Leadership Team the role of the Board

PRINCIPAL'S REPORT

Introduction of new Board Members

B Topham welcomed the new Board and congratulated them on being appointed
B Topham explained to the New Board and to the Senior Leadership Team the role of the
Board of Trustees and highlighted some key areas:

Governance Policies – the Board of Trustees key areas of contribution are:

- Representation
- Leadership
- Accountability
- Employer Role

Trustees Code of Conduct – the importance of this (tabled for the Board)

National Education Guidelines (NAGs) – tabled to the Board

- B Topham explained the importance of understanding these NAGs and encouraged the Board to read through them

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

- School Roll is 547 (roll was 553 in 2012 and 576 in 2011)
- International Fee Paying Roll remains at 3, however we will see 2 more Japanese children arriving for a two week experience for the last week of June and the first week of July

- Four Korean students will spend Term 3 with us and will our first Chinese student who will complete Term 3 & 4 with us prior to attending Christchurch Boys High School
- At this stage we have two further Japanese children for two weeks and are currently in negotiations with a large group from China
- B Topham is heading over to Japan this week 21st June – 1st July – Study Christchurch and has been funded for hotels and travel by the Ministry of Education
- The International Sub-Committee will need to agree on what other marketing activities we wish to embark on over the remainder of the year

Assignment of Board Portfolios

J Davies spoke to this – portfolios that the Board Members have an in-depth knowledge of are:-

- **PERSONNEL** – Justin Davies, Debbie Smale
- **FINANCE** – Justin Davies, Gwyneth Carson
- **PROPERTY** – Justin Busbridge, Brent Crammond
- **INTERNATIONAL** – Brian Pidwerbesky, Eric Moore
- **SECRETARIAL** – Gwyneth Carson
- **ICT** – Brent Crammond, Lisa Dovey, Eric Moore
- **COMMUNITY LIAISON** – Eric Moore, Debbie Smale
- **TEACHING** – Lisa Dovey
- **Policy** – Debbie Smale

Motion: Moved J Davies Seconded B Crammond

That the Board agree to co-opt J Busbridge back on to the Board for the duration of the rebuild project.

Carried

1. MINUTES OF PREVIOUS BOARD OF TRUSTEES MEETING

Motion: Moved Chairperson

That the Minutes of the meeting of the Board of Trustees held on 25th May 2013 be approved and adopted as a true and correct record of those meeting.

Carried

2. MATTERS ARISING FROM PREVIOUS MINUTES - updated

3. CORRESPONDENCE

Inwards –

- NZSTA – 2012 Annual Report
- Te Koru Puawai O Aotearoa re NZSTA AGM
- Letter from MOE – Manning Intermediate
- NZSTA – Effective Governance Training
- Letter from PTA endorsing Oscar Programme – B Topham to write letter back to PTA in acknowledgement of letter

ACTION – Property Committee in conjunction with B Topham will discuss PTA Letter further and will bring it back to the Board before next BOT Meeting

ACTION - B Topham to write letter back to PTA in acknowledgement of letter

Outwards – nil

Motion: Moved Chairperson

That the inwards correspondence be accepted.

Carried

B Pidwerbesky arrived at 5:55pm

Board Members & Senior Leadership Team had photos taken in Library

4. FINANCE REPORT

Finance Sub-Committee Meeting last week – see Report tabled to the Board

BUDGET 2013

- It would be beneficial to agree a budget timetable for year end to ensure that both Management and the Board can work to an approval date that is appropriate

Motion: Moved Chairperson

That the revised 2013 Budget be approved by the Board

Carried

SCHOOL'S CREDIT CARD

- At present there is only one credit card which is in the Principal's name
- It is becoming more common that a credit card is needed by staff to use on the internet
- The Finance Sub-Committee would like to propose that we get a second credit card, in Vicky Brown's name and this be securely kept in the office.
- Board agreed there needs to be a structure around the use of this second credit card – forms to be completed by staff when using it

Motion: Moved Chairperson

That the Board agreed to Halswell School having a second Credit Card in the name of Vicky Brown, which has a limit of \$2,500.

Carried

CASH ADVANCE FOR USE WHILE TRAVELLING ON BEHALF OF THE SCHOOL

- A cash advance of NZ\$100 per day, for all incidental expenditure, while staff are travelling overseas on before of the Board be agreed to

Motion: Moved Chairperson

That the Board agreed to a cash advance of NZ\$100 per day for all incidental expenditure while staff are travelling overseas on behalf of the Board.

Carried

SIGNATURE CHANGE TO SCHOOL ACCOUNTS**Motion: Moved Chairperson**

That the Board agreed to replace the signatories names on the school accounts from Shane Edmond to Justin Davies

Carried

DESK BANK**Motion: Moved Chairperson**

That the Board agreed that Desk Bank can be done by "any 3 people" Bruce Topham, Viv, Vicky Brown, Gael MacFarlane, Cathie Zelas, and Gavin Burn

Carried

OPEN A NEW WESTPAC BANK ACCOUNT

A new account be opened to meet the Red Cross Grant requirements.

Motion: Moved Chairperson

That the accounts for the month of May 2013 be approved for payment

Carried

5. PROPERTY REPORT

- Nothing to table
- B Crammond gave a brief update on the rebuild to the Board & Senior Leadership Team
- Board will be updated further afternoon meeting tomorrow
- Senior Leadership Team said that the staff are excited but also have intrepidation. They said they have been consulted, kept informed, teachers just want to get into the new school and teach

6. GENERAL BUSINESS**BOARD PAPERS**

- Board have requested that the Board papers be sent out in a timely manner
- Request that they be made available on the Thursday prior to Board of Trustee Meeting

GRANT APPLICATIONS

Halswell School Office staff submitted a funding application to Red Cross and received \$57,000 to use to run programmes within the school

Bike Accident outside school – this was discussed by the Board. B Topham to follow this up further with the Police

Personal Liability of Board

E Moore asked if the Board of Trustees have Personal Liability Insurance cover

ACTION - B Topham to check with Insurance and report back to the Board at next BOT Meeting

ACTION - Request from Vicky Brown in Office – can all Board Members please e-mail Vicky your IRD number and your contact details –

Vicky's e-mail address is vicky.brown@halswell.school.nz

NEXT MEETING

Board of Trustees – Wednesday 31st July at 5pm (NOTE DAY CHANGED)

The meeting closed at 6.40pm

APPROVED..... 31st July 2013
CHAIRPERSON

