

HALSWELL PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON WEDNESDAY 31 JULY 2013 AT 5PM IN THE STAFFROOM

PRESENT	Mr J Davies (Chairperson), Mr B Crammond, (Deputy Chair), Mr B Topham (Principal), Mr J Busbridge, Miss L Dovey, Mrs D Smail, Ms G Carson, Mr E Moore
IN ATTENDANCE	Vicki Lloyd (Minute Secretary), Gavin Burn
APOLOGIES	Mr B Pidwerbesky

J Davies welcomed J Busbridge back to the Board and also welcomed Gavin Burn

1. MINUTES OF PREVIOUS BOARD OF TRUSTEES MEETING

Motion: Moved Chairperson

That the Minutes of the meeting of the Board of Trustees held on 18 June 2013 be approved and adopted as a true and correct record of those meeting – minutes updated and resent out to Board

Carried

2. MATTERS ARISING FROM PREVIOUS MINUTES - updated

3. CORRESPONDENCE

Inwards –

- Letter from Pricewaterhouse Coopers– 2012 Audit
- Letter from Cancer Society re SunSmart School's Accreditation Programme– L Dovey to take this to the Student Council to investigate further
- Letter from MOE in receipt on Annual Report
- Letter from Solutions & Services re Support Services they offer – Finance Committee to look into this further
- Thank you letter from Alister Ferguson
- Letter from BNZ congratulating Halswell School Team for its winning entry in the BNZ Amazing Place Playground Competition

Outwards – nil

Motion: Moved Chairperson

That the inwards correspondence be accepted.

Carried

4. FINANCE REPORT – tabled to the Board

- J Davies spoke to this report
- School remains in a positive position following the conclusion on June which represents 50% of our financial year
- Still attempting to obtain summary reports from Solution Services – Finance Committee to follow up on this further
- Challenges for the coming period is management of the funding provided by MOE for the rebuild, specifically the F&E and IT, to ensure that there are sufficient funds

5. SCHOOL REBUILD UPDATE

- J Busbridge gave a brief update on the rebuild to the Board
- Consent still hasn't been released by the Council – all ready to go re the piles / foundation once consent obtained
- J Busbridge to meet with Project Manager again this week
- Community Liaison – J Busbridge to be consulted prior to anything going out to the Community
- MOE have allocated some money to be spent on Community – Community Day to be organised – Saturday afternoon – Student Council to be involved in organising activities
- School are invoicing MOE for furniture and ICT this week

6. PRINCIPAL'S REPORT

B Topham spoke to his Principal's report highlighting

- B Topham talked about his visit to MLE Schools in Melbourne during the school holidays – how beneficial they were to him
- Reporting to students and their parents – current report format to be reviewed further – depth of information & clarity
- School Roll is 550
- 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
- We now have 6 Korean children, two ^{mothers} and our best Korean Agent Ju arrived today for a month
- If Board members are at school– let B Topham know so he can introduce you to Ju

Board moved into Public Excluded Session at 6:25pm

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 Resignation received

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 6:40pm

CREATIVE LEARNING ENVIRONMENT

- Rebuild start date keeps getting pushed out due to the lack of CCC consent
- Oak tree in the middle of the school has been removed and some planned thinning and removal of trees was completed along Kennedy's Bush Road – a community letter was sent to the neighbours, in the area immediately surrounding our school informing them of what was supposed to happen over the holidays, but didn't
- J Busbridge spoke to the Board about '5 Green Star' & MLE and explained to the Board what it all meant. Gavin Burn to help Frazer as Gavin is familiar with Green Star
- "5 Green Star means – "improve the health and well being of the teachers and students in them, they decrease energy costs, and the environmental impact of the building is less."
- Post Build – the Board have to ensure that all warranties, manuals etc are kept up to date – Naylor Love are producing manuals with trigger points to refer to once build has finished. The management of warranties will require some consideration and monitoring by the Board.

REBRANDING & NEW SCHOOL UNIFORM

- B Topham to go to the PTA re school uniform to show them what Kukki have developed – to be discussed further
- Rebranding of School Logo– B Topham to contact J Duncan at Cashmere School to see how they rebranded their logo

ACTION - B Topham to bring Rebranding Proposal back to the Board at next BOT Meeting

SCHOOL ROLL

- B Topham asked the Board if they wish to open the roll at years 7 & 8 for 2013 to retain four classes
- Board agreed to open the roll at years 7 & 8 for 2013
- B Topham to talk to his Principal Colleagues and also inform the community at the Open Day

