

# HALSWELL PRIMARY SCHOOL

## MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON TUESDAY 27 AUGUST 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, B Pidwerbesky

**IN ATTENDANCE** Vicki Lloyd (Minute Secretary), Gavin Burn

### APOLOGIES

J Davies welcomed everyone to Board Meeting

### 1. MINUTES OF PREVIOUS BOARD OF TRUSTEES MEETING

**Motion: Moved Chairperson**

*That the Minutes of the meeting of the Board of Trustees held on 31 July 2013 be approved and adopted as a true and correct record of that meeting – minutes updated and resent out to Board*

**Carried**

### 2. MATTERS ARISING FROM PREVIOUS MINUTES - updated

Board moved into Public Excluded Session at 5.18pm

**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 Office Administration*

**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 5:25pm**

### 3. CORRESPONDENCE

**Inwards –**

- Letter from NZSTA – Trusteeship Guide for Trustees
- NZSTA 2013 Constitution (also can be found on NZSTA website)
- NZSTA – STA News – July 2013
- Letter from NZEI notification of union meetings for Support Staff
- Letter from MOE re Learning Clusters – discussion was held re Learning Clusters
- NZIM 2013 Course Information

**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 is tracking reasonably well
- Depreciation to be spread out
- Earthquake money \$26,000 is still owed by MOE – B Topham is in contact with the liaison person who is trying to sort this out
- Balance Sheet – cash is looking good compared to last year

- Foreign Fee Paying Students – Finance Report still gives 2011 figures – to be discussed further with School Support

**ACTION – Finance Committee to meet with School Support before next BOT Meeting**

## 5. SCHOOL REBUILD UPDATE

- J Busbridge gave a brief update on the rebuild to the Board
- J Busbridge met with Project Manager today
- Stage 2 Consent has been sent into the Council for approval
- Community Meeting to be scheduled two weeks after the Pod floor slab has been filled – J Busbridge to keep Board informed of this progress
- J Busbridge has asked for a copy of the Procurement Programme Sheet to see what should be in the FF & E
- Board will need to make some big decisions soon on what money to be spent on what
- Karen is employing a Contractor for 5 years at no cost to the school once rebuild completed to comply with the warranties and guarantees of the new building

## 6. PRINCIPAL'S REPORT

B Topham spoke to his Principal's report highlighting

- 2014 School Terms & Holiday dates confirmed and supported by the Board
- Teachers Only Day – Friday 31<sup>st</sup> January with children commencing school year on Monday 3<sup>rd</sup> February which will allow two Teacher Only Days during the year and a finish date of Friday 19<sup>th</sup> December 2014

### SCHOOL ROLL

- As at 26<sup>th</sup> July the school roll is 565

### INTERNATIONAL STUDENTS

- B Topham spoke about the Korean Agents visit
- International Student Sub Committee are working on a Proposal for a marketing development in China. The Sub-Committee will finalise this proposal and e-mail it out to the Board for approval prior to the next BOT Meeting

**ACTION – International Sub-Committee will finalise this proposal and e-mail it out to the Board for approval prior to the next BOT Meeting**

## 7. POLICY REVIEW

### NATIONAL ADMINISTRATION GUIDELINE – NAG 6

- B Topham spoke to this
- Each Board of Trustees is expected to comply with all general legislation concerning requirements such as attendance, the length of the school day, and the length of the school year
- Attendance Data from 2010 to current year was tabled for the Board
- G Burn is going to monitor and track the student attendance and will audit on a regular basis
- Truancy Officer is notified where needed

**ACTION - Timetable of National Standards for Board to be tabled at next BOT Meeting**

Fraser Malins arrived @ 6:15pm

