

HALSWELL PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON TUESDAY 24 SEPTEMBER 2013 AT 5PM at Schneider Electric NZ

PRESENT Mr J Davies (Chairperson), Mr B Crammond, (Deputy Chair), Mr B Topham (Principal), Mr J Busbridge, Mrs D Smail, Ms G Carson, Mr E Moore, B Pidwerbesky

IN ATTENDANCE Vicki Lloyd (Minute Secretary), Gavin Burn, Cathy Zelas

APOLOGIES Miss L Dovey

Welcome from Schneider Electric NZ to their new Technology Room and gave a brief about their business and what they could provide to Halswell School in the new build

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 27 August 2013 be approved and adopted as a true and correct record of that meeting **Carried**

Minutes of the meeting of the Board of Trustees held on 13 June 2013 amended and resent out to the Board

- Election of Deputy Chairperson changed from J Busbridge to B Crammond **Carried**

2. MATTERS ARISING FROM PREVIOUS MINUTES - updated

3. EEO (Equal Employment Opportunities) POLICY – tabled to the Board

- C Zelas spoke to this
- Self Assessment checklist to be done by some of the Board members next year
- Look at this as part of the Annual Report
- C Zelas to discuss EEO Policy further with D Smail

ACTION - B Topham to check in Schooldocs to see if EEO Policy is there

4. NAG of the Month (Self Review) – Student Achievement Mid Year against National Standards

- C Zelas & G Burn spoke to this
- Key Issues for further discussion are – Reading Recovery – constantly reviewing programmes used within the school looking at interventions – are they adequate, review implemented programmes
- What is so? – looks at the current situation from the evidence gathered
- Why is it so? – students well below the National Standards include ORSS students – a small group of students struggling with both literacy and numeracy
- So what? – implications, recommendations – this data has been shared and discussed with Team Leaders and class teachers. Enrichment groups have been reviewed. Discussions at Learning Team Meetings have focussed class teachers on priority learners for Terms 3 & 4
- Is what we are doing working? If not, we will look if we will continue with the programme or not
- Teacher Enquiry
- School is equipped to do these reviews and will be strengthened more next year
- What the teacher is doing also reflects how the child learns
- Look at MLE slant – look at getting Sheena Cameron to Teacher Only Day next year
- C Zelas & G Burn have plans for 2014

- Are we doing enough for our “over achievers”?
- 2014 Self Review Process – Board asked for comparisons to previous years – to understand where it came from to the present
- As a Board we all need to understand how this process works
- If the Board have any questions or just want to have a chat about the whole process – contact Gavin & Cathy

5. CORRESPONDENCE

Inwards –

- NZSTA Term 3 Newsletter
- MOE Organisation Changes
- Network for Learning – managed network product
- Property Update
- Letter from MOE re Staffing 2014

Outwards –

- MOE Schools Infrastructure Group variations to design of Halswell School

Motion: Moved Chairperson

That the inwards correspondence be accepted and outwards adopted

Carried

6. SCHOOL REBUILD UPDATE

- J Busbridge gave a brief update on the rebuild to the Board
- Thanks to the Board for being available two weeks ago for urgent meeting
- Project Meeting being held Wednesday this week - J Busbridge, B Crammond & B Topham to attend
- J Busbridge also wants to attend the Site Meetings regularly

7. FINANCE REPORT ending 31 August 2013 – tabled to the Board

- J Davies spoke to this report
- Thanks to Vicki – Admin Staff for all her hard work in getting this summary completed
- Solution Services recommended to adopt a stricter accrual based reporting regime – this was agreed by the Finance Committee
- In summary the report does not reflect the performance of the school when compared to the budget, in that the Actual results have been spread according to accruals, whereas the budget has not. There is more work to do with the reporting to deliver a more meaningful result.
- Reserves are unique to Halswell School and should be used wisely

8. PRINCIPAL'S REPORT

B Topham spoke to his Principal's report highlighting

SCHOOL ROLL

- As at 26th July the school roll is 571

STAFF ALLOCATION 2014 - tabled to the Board

- B Topham, G Burn & C Zelas spoke to this
- Option 9 is the preferred option
- We are able to staff within the staffing we have currently
- Leadership Release Time to still be made available as this is a real strength within the Lead Team
- The cost to the Board is estimate to be in the vicinity of \$30,000 – need to keep this in mind when setting the Budget next year

PD CORE EDUCATION – MLE

- G Burn & C Zelas spoke to this
- Blog on website – journal of what professional development teachers are doing
- First school to be doing this
- G Burn & C Zelas to review who to share this blog with given possible sensitivities around some of the MLE terminology used and how this could be perceived in broader markets.

GRADUATE PROFILE

- B Topham spoke to this
- Graduate Profile proposal developed after consultation with parents, staff and our children
- This is still under review and discussion
- Staff 'own' this – aspire to
- Hope Graduates come out of this
- Self assessment for students
- Graduate Profile language to be reviewed and amended – points 4 and 9 are similar

These attributes are developed from Year 0-8 through our ACTIVE curriculum and our school values and therefore every student is inspired to imagine, believe, create and succeed

REBRANDING of HALSWELL SCHOOL

- B Topham spoke to this
- Board agreed that the opportunity to rebrand the school should be taken
- Consultant / Marketing needs to come on board to look at school logo, uniform, colours, graduate profile

ACTION – J Busbridge offered his help to find a Consultant to help with Rebranding of Halswell School on behalf of B Topham

ACTION – J Davies to resend Rebranding e-mail to B Topham

C Zelas left the Board Meeting @ 7pm

INTERNATIONAL

- B Pidwerbesky spoke to this
- Draft Letter to Beth to be amended as per B Pidwerbesky's comments

ACTION – B Topham to amend letter to Beth and send it to B Pidwerbesky for approval

SAFE CRISIS MANAGEMENT POLICY

- B Topham spoke to this
- Changes made as per last Board Meeting
- Safe Crisis Management Policy to be submitted to Schooldocs –this policy is specific to Halswell School

Motion: Moved B Topham Seconded B Pidwerbesky

The Board approved and adopted the Safe Crisis Management Policy

Carried

HALSWELL SCHOOL INTERNATIONAL STUDENT FEES – from January 2014 – December 2014

- Taken as read – approved by the Board at last months meeting
- International Sub Committee to meet again soon

PERSONAL LIABILITY INSURANCE FOR BOARD

- B Topham & E Moore spoke to this
- E Moore has looked at MOE Website – two parts of personal liability insurance is covered within the website

ACTION - B Topham to check out Personal Liability Insurance for Board further and will e-mail clarification out to the Board before next BOT Meeting

9. ICT REPORT

- B Crammond spoke to this
- Proposed ICT budget for the new school tabled to the Board via data projector
- Spreadsheet – rows 1-9 to be signed off tonight at a cost of \$138,096
- This money has been delegated to ICT Sub Committee to use where needed so as to not slow down the process.
- Any amounts outside of the allocated budget to be tabled with to the Board
- Thanks to both B Crammond & F Malins for their work and commitment towards this project

Motion: Moved B Crammond Seconded J Busbridge

The Board agreed to sign off on \$138,096 for ICT infrastructure purchases

Carried

10. GENERAL BUSINESS**JUMP JAM – year 5/6**

- B Topham gave the Board a brief update following Jump Jam at the weekend
- Further discussion to be held regarding Auckland Nationals – Show Weekend
- The Board confirmed management are empowered to make a decision that management feels is appropriate but appreciated being updated with the issues at hand.

OSCAR PROGRAMME

- G Carson gave an update following a meeting with Community Advisor & Oscar Support Committee
- B Topham, J Davies & J Busbridge gave an update on the rebuild of the school and where Oscar fits into this
- The Board's position on the use of the Hall is that it is a school community facility that is to be kept available for the majority of the school and broader community both before and after school hours. This objective cannot be achieved if OSCAR have a regular booking in these time slots.
- B Topham is happy to attend another meeting with Christchurch City Council and Oscar to discuss further if required

BOARD / STAFF MORNING TEAS

- J Busbridge spoke to this
- Board agreed to have a morning tea in Term 4 for staff and Board to introduce the new Board Members

ACTION – L Dovey to arrange a date & time and notify the Board

Board acknowledged B Topham's 60th Birthday and thanked him for his extremely hard work and commitment to the school

BYOD – update

- Still waiting for clarification from Lawyer
- Board will be informed once confirmed

G Burn thanked the Board for coming to Schneider Electric for Board Meetings tonight

ACTION - J Davies to send an e-mail thanking Schneider Electric for letting us use their venue and for providing refreshments

NEXT MEETING

Board of Trustees – Tuesday 15 October at 5pm

The meeting closed at 7.35pm

APPROVED.....  15 October 2013

CHAIRPERSON