

HALSWELL PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

HELD ON TUESDAY 15 OCTOBER 2013 AT 5PM
At Halswell Primary School

PRESENT Mr B Crammond, (Deputy Chair), Mr B Topham (Principal), Mr J Busbridge, Mrs D Smail, Ms G Carson, Mr E Moore, Miss L Dovey

IN ATTENDANCE Hannah Gordon (Minute Secretary), Gavin Burn

APOLOGIES Mr J Davies (Chairperson), B Pidwerbesky

B Crammond 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 24 September 2013 be approved and adopted as a true and correct record of that meeting. **Carried**

2. MATTERS ARISING FROM PREVIOUS MINUTES

The following was accidentally missed out being recorded in the above 24 September minutes:

"It was resolved on 24 September 2013 that a request be made to Air Rescue Trust for funding for both our Year 3 / 4 and Year 5 / 6 girls Jump Jam Teams to travel to the Nationals in Auckland on Saturday 16 November 2013."

3. CORRESPONDENCE

Inwards –

- Email from Oscar Re: Land allocation and funding the building.
- NZSTA – STA News

Motion: Moved Chairperson

That the inwards correspondence be accepted **Carried**

4. FINANCE REPORT ending 30 September 2013 – tabled to the Board

- The School is on track and there are no immediate concerns.
- The School will now be looking to enter into term deposits and allocation procedures for 2014.

5. SCHOOL REBUILD UPDATE

- Spoken to by J Busbridge.
- J Busbridge had a meeting with the site manager in B T
- Part of the new build is coming through the protective fencing and is up against a current classroom – all people effected have been emailed.
- As yet there is no consent for stage 2 above the finished floor.
- Good health and safety actions in regard to diesel usage.
- Overall the build is ahead of schedule but consent for stage 2 is needed.
- B Topham reported on Playco assessment of the current play grounds - major feature was that all wooden structures will need to be disposed of.

6. ICT UPDATE

- Spoken to by B Crammond, BYOD has been cleared by the Lawyer so this is hoped to be rolled out this term to Year 7 and 8 and rolled out to Year 5 and 6 at the start of next year.

- The Library and ICT teams are travelling to Wellington, Hamilton and the Bay of Plenty next week to visit the National Library and several schools with modern technology and libraries to see how the systems could be integrated in the new Halswell School.
- Eight people are being sent to ULearn in Hamilton to have wide spread knowledge and understanding.

7. PRINCIPALS REPORT

This was spoken to by B Topham.

- The Board was concerned with the high class numbers in the year 7/8 and 3/4 classes and is something that needs to be addressed and teachers arranged appropriately for 2014 in accordance with the budget.
- The Mission to Korea was a great success and the relationship with the CEO of KAMC – Ju Oh Hui was strengthened.
- A lot of ongoing pay issues with Novopay which also needs to be addressed. B Topham is trying organise another liaison person from the Ministry.

8. NAG OF THE MONTH

This item was deferred.

9. DRAFT BUDGET (deferred to Nov meeting)

10. GENERAL BUSINESS

- J Busbridge had received seven calls from Security One last week.
- Discussion about getting Solutions and Services to do a summary financial report - 2 monthly, covering unders and overs, balance sheet differences and any other useful changes.

ACTION – B Topham to investigate the City Council funding for the Hall

NEXT MEETING

Board of Trustees – Tuesday 20 November at 5pm

The meeting closed at 6.15pm

APPROVED.......... 20 November 2013
CHAIRPERSON