

# HALSWELL PRIMARY SCHOOL

## MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON TUESDAY 27 NOVEMBER 2013 AT 5PM At Halswell Primary School

**PRESENT** Mr J Davies (Chairperson), Mr B Crammond, Mr B Topham (Principal),  
Mr J Busbridge, Mrs D Smail, Ms G Carson, Mr E Moore (via Skype),  
Miss L Dovey, Mr B Pidwerbesky

**IN ATTENDANCE** Vicki Lloyd (Minute Secretary), Cathie Zelas

**APOLOGIES - nil**

J Davies welcomed everyone to Board Meeting

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

**Motion: Moved B Crammond Seconded J Busbridge**

*That the Minutes of the meeting of the Board of Trustees held on 15 October 2013 be approved and adopted as a true and correct record of that meeting.*

**Carried**

### 2. MATTERS ARISING FROM PREVIOUS MINUTES

<b>ACTION – B Topham to check current interest rates for investments</b>
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### 3. CORRESPONDENCE

**Inwards –**

- NZSTA – STA News September & October
- NZSTA – Primary Teachers' Collective Agreement
- Letter from Heartland Bank – Approved Banker
- MOE – NZ Education Gazette's – October & November
- NZSTA – Canterbury Region Term 4 News
- NZSTA – Open letter to Trustees & Subscription Invoice
- NZ Fire Service – Five tips for reducing arsons

**Outwards –**

- Letter sent to Oscar

**Motion: Moved Chairperson**

*That the inwards & outwards correspondence be accepted*

**Carried**

### 4. FINANCE REPORT ending 31 October 2013 – tabled to the Board

- The School is on track and there are no immediate concerns.
- Letter received from Solutions Services today
- Finance Committee to look at this letter and discuss further

**Motion: Moved Chairperson**

*That the Staff Professional Development (MLE) that was approved by the Board for this years allocation has been overspent by \$20,000*

**Carried**

<b>ACTION - Earthquake overpay – B Topham to look into this in more depth in the new year</b>
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<b>ACTION – B Topham to get information on what has been invested, how much, at what interest rate &amp; where – B Topham to circulate this information with the Board before next BOT Meeting</b>
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### 5. SCHOOL REBUILD UPDATE

- J Busbridge gave a brief update on the rebuild to the Board
- Aurecon minutes read out by J Busbridge and discussed

- Traffic Management Plan – Board to review before communicating with community
- Stage 1 Decant approved
- Fire Usage Certificate completed looking at hazards within the school
- OSCAR was discussed with Board
- J Busbridge to give Makayla – contact person for Oscar Library Plans and storage area plans for Makayla to take to CYFS for approval
- Oscar Programme is an integral part of the school but is subject to CYFS approval

#### **CONFLICT OF INTEREST POLICY**

- J Davies spoke to this

**ACTION – J Davies to research Conflict of Interest Policy on how far it will go and bring it back to the Board at next BOT Meeting**

#### **6. PRINCIPAL'S REPORT – taken as read**

B Topham spoke to his report

- School Organisation for 2014 has been completed and will be released on Friday 29<sup>th</sup> November
- Emma Woolford & Rosemary Maguire have been appointed to permanent Scale A positions

#### **SCHOOL FEES**

- School Fees was discussed by Board re increasing School Fees next year

#### **Motion: Moved J Davies Seconded B Pidwerbesky**

*That the Board agreed to increase the School Fees from \$150 to \$165 per child in January 2014 and a further \$15 increase from \$165 to \$180 in 2015. Discount still applies.*

**Carried**

**ACTION - B Topham to draft a letter to inform parents and will e-mail draft letter out to Board for approval before next BOT Meeting**

#### **FINAL ASSEMBLY**

- Board agreed with B Topham to keep Final Assembly short and simple

**TASKS TO BE COMPLETED BY END OF 2013, BY FEBRUARY 2014 OR EARLY IN NEW YEAR - tabled to the Board**

#### **CHARTER**

- Cathie Zelas spoke to this
- Both C Zelas and G Burn have done some research on School Charters – information tabled to the Board
- Template look at with Board with a view to adopting a new template that will work for Halswell School
- Need to reflect MLE, Strategic Plan
- Board & Management need to spend some time over the next 3 months reviewing School Charter – this needs to be completed before 1<sup>st</sup> March 2014
- Look at having a Retreat with Board & Leadership Team later next year

**ACTION – C Zelas & G Burn to put a Timeline together for School Charter and send to Board before next BOT Meeting. Also look at what template to use**

#### **7. DRAFT BUDGET (not available to Board for November Meeting)**

- B Topham apologised to the Board as he thought this had been sent out to the Board prior to BOT Meeting
- Board asked for the Operational & Capital Budget to get separated out.
- B Topham to contact Solutions & Services to arrange for this to be done

**ACTION - B Topham to circulate Draft Budget out to the Board immediately**

**ACTION – B Topham to arrange a Budget Meeting before next BOT Meeting with Board & Solutions Services**

**8. ICT UPDATE – taken as read**

- B Crammond spoke to this
- BYOD is going ahead – discussion was held around BYOD – that this is not a requirement
- Sitech Systems approved by ICT Committee as Audio Provider

**9. GENERAL BUSINESS****BOARD CHRISTMAS FUNCTION**

- 17<sup>th</sup> December @ Justin Davies house
- BOT Meeting to be held at Halswell School and then go to Justin's house for BBQ
- Bruce Topham to organise the drinks
- Justin Busbridge to organise BBQ meat
- Brian & Helen to buy in some salads (from Ground Floor Café)
- Bread Rolls & Dessert to be confirmed

**NEXT MEETING**

**Board of Trustees – Tuesday 17 December at 5pm**

The meeting closed at 7pm

**APPROVED**..... **17 December 2013**

**CHAIRPERSON**