

HALSWELL PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON TUESDAY 17 DECEMBER 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, Miss L Dovey,
Mr B Pidwerbesky

IN ATTENDANCE Vicki Lloyd (Minute Secretary), Cathie Zelas, 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 27 November 2013 be approved and adopted as a true and correct record of that meeting. **Carried**

2. MATTERS ARISING FROM PREVIOUS MINUTES - updated

3. CORRESPONDENCE

Inwards –

- MOE – Reimbursement of small salary overpayments
- OSCAR – letter from Michaela – December update
- MOE – Report of school – to be kept on file only

Motion: Moved Chairperson

That the inward correspondence be accepted

Carried

4. FINANCE REPORT ending 30 November 2013

- Balance Sheet as at 30 November tabled to the Board
- \$721,125 was moved from an account to pay for MOE Furniture and Equipment Grant
- Need for more involvement with Solution Services
- Board would like a report from Solution Services monthly
- Timeline to be given to Solution Services – the Board would like the report two weeks before Board Meetings
- Need reassurance
- Board would like Solution Services to look at the set up of Budget, structure of accounts, rebuild, cash reserves etc
- Finance Committee to meet again in New Year

ACTION - B Topham to send e-mail to Solution Services & cc Board into letter

Motion: Moved Chairperson

That the Board agreed they would like more involvement with Solution Services and have requested a Finance Report to be sent out on a monthly basis – two weeks prior to BOT Meetings **Carried**

- Statement of Halswell School Financial Investments – tabled to the Board
- B Topham spoke to this report
- Earthquake overpay – B Topham has had a meeting and this has been resolved. Should receive payment in the New Year

5. SCHOOL REBUILD UPDATE

- J Busbridge gave a brief update on the rebuild to the Board
- J Busbridge meeting with Super Turf on Thursday this week
- List of 'due dates' – colours have been signed off and B Crammond has signed off quite a few from his list also
- J Busbridge discussed with the Board the Landscaping Design – plan is being reformatted and being put into a schedule
- JB Joinery – over budget but this has been relooked at and the cost has decreased in some areas
- CCTV – School need to pay for the cameras but the cabling should be included in the rebuild costs
- Opus Traffic Management Plan – report to be redone and submitted again as there were some areas that were incorrect. Wait for revised report from Opus to take to E-Can to discuss bus routes, stops further

ACTION – B Topham OR G Burn to find out who the contact person is at ECan prior to contacting them to discuss further

- **OSCAR** was discussed with Board
- J Busbridge has been in contact with Christchurch City Council
- Documentation from CCC to be signed off

ACTION

B Topham to ask School Lawyer to look over CCC documentation before signing off. Once approved by Lawyer – can be signed off and sent back to CCC to process further

J Busbridge to reply to Michaela's letter on behalf of Board

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. ICT UPDATE – taken as read

- B Crammond said it was all covered in his e-mail 17.12.13
- ICT Committee to meet again in New Year before February BOT Meeting – either last week in January OR first week in February

7. PRINCIPALS REPORT – taken as read

B Topham spoke to his report

- School Organisation for 2014 discussed with the Board
- Board wanted to specially thank Fraser Malins for all his hard work towards ICT and a new build –he has done a huge amount of work this year

NOVOPAY

- Novopay has been a contributing factor to the financial situation with the school

ACTION - B Topham to write a letter to Secretary of Education – Paul Hughes expressing the Boards continued concerns regarding Novopay – struggling to comply with the financial obligations, staff banking liability and the vulnerability the Board feels

SCHOOL FEES

- School Fees Letter to be sent out to parents tomorrow

SCHOOL CHARTER & STRATEGIC & ANNUAL PLAN

- Cathie Zelas & Gavin Burn spoke to this
- New format presented to the Board. J Busbridge thought it looked the best he has ever seen
- Purposeful and useful template
- C Zelas with 'share' document on Googledocs for Board to look at and comment where necessary
- First BOT Meeting in February – Board to review amended document so it can be submitted to MOE by 1st March 2014
- Student Achievement – Analysis of variance template to be included
- Thanks to both Cathy & Gavin for all their hard work towards the School Charter & Strategic & Annual Plan

8. DRAFT BUDGET

Motion: Moved B Topham Seconded J Busbridge

The Board authorises the Principal to expend up to the equivalent of the January and February 2013 Budget for January and February 2014 in the absence of the 2014 Financial Year budget being finalised **Carried**

9. GENERAL BUSINESS

MEETING DATES FOR 2014 – tabled

- 18th February
- 18th March
- 15th April
- 20th May
- 24th June
- July - No meeting
- 19th August
- Board/Team Leader Retreat- ? 19th & 20th September (date to be confirmed) OR ? 10th & 11th October

ACTION - B Topham to discuss with the Lead Team and come back to the Board in the New Year

- 21st October
- 18th November
- 16th December

Board wanted to thank J Davies for his chairmanship throughout the year

NEXT MEETING

Board of Trustees – Tuesday 18 February at 5pm

The meeting closed at 6:45pm

APPROVED..... 18 February 2014
CHAIRPERSON

