

HALSWELL PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON TUESDAY 18 FEBRUARY 2014 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

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 17 December 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 – Property News
- MOE – 2013 Confirmed Staffing Entitlement
- ERO – New publications
- Solutions & Services – November & December 2013 commentary
- MOE – Principal Allowance
- MOE – Guidelines for surrender & retention of property searches

Outwards -

- OSCAR – e-mail answers & questions
- Solutions & Services request for monthly commentaries

Motion: Moved Chairperson

That the inward & outwards correspondence be accepted

Carried

4. FINANCE REPORT ending 31 December 2013

- Financial Commentary – November to December 2013 tabled from Solutions & Services
 - Financial Committee to clarify issues on Thursday night
 - The accuracy of some areas of the report remains under question and is to be followed up.
 - With the influx of money for the Building project, and how it has been recorded in the accounts has made it difficult to get a handle on the operating performance of the school since October. Novopay reporting errors have not helped in this area.
 - Board would like an up to date Financial Report from Solutions & Services

 - Finance Committee meeting with Solution Services on Thursday 20th February
- Main items for discussion are:-**
- Projects costs easily identified
 - Understanding operating budget and how identify performance separate from the rebuild
 - Banked staffing

5. SCHOOL REBUILD UPDATE

- J Busbridge gave a brief update on the rebuild to the Board
- J Busbridge waiting for proposal/quote re Astro Turf before making a final decision
- BOT could be expected to have to make a decision on Capital Expenditure for the Astro Turf in the next couple of weeks.

ACTION – Astro Turf Quote to be ratified via e-mail by Board OR Special Meeting

- 5 Star Green Star – J Busbridge has written a letter to Opus to say we are Green Star Compliant. J Busbridge had to submit his Curriculum Vitae also as part of the Green Star Process.
- This has been submitted to Opus as a draft initially prior to being approved
- Landscaping Design – suggestion was to start with shade sails, seating, preparation of ground for permanent play areas as opposed to plants and planting
- Redesigning of Roundabout in and out of school and revised car park has been tabled
- Council Roothing Plan – this has been submitted on 650 pupils. A further plan will need to be submitted when the school role exceeds this number.
- Totara Trees – Every effort needs to be made to retain the two Totara Trees immediately in front of the current office. We would prefer car parks are marked in front of tech block rather than cutting down the trees.
- 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 ~~*~~
- B Topham has asked for a meeting with ECan – no reply to date
- B Pidwerbesky to contact Liaison Officer on Community Board – lobby to meet with them to put a case forward to discuss bus routes, and the removal of the bus stop outside the school etc

ACTION – B Pidwerbesky to contact Liaison Officer on Community Board – lobby to meet with them to put a case forward to discuss bus routes, bus stops etc

OSCAR was discussed with Board

- J Busbridge has been in contact with Christchurch City Council regarding the funding the Council is making available for the Hall
- Documentation from CCC to be signed off once reviewed by the School Lawyer

ACTION – J Busbridge to contact 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

LEARNING CENTRES

- L Dovey & B Topham spoke to this
- L Dovey will look to utilise current furniture in the new learning centres until requirements are better known. Therefore minimising furniture purchases in the first instance. The Furnware Furniture currently in Room 12 will go into the Yr7 / 8 Centre and the furniture in Room 19 and 22 will go into the year 5 / 6 block.
- Look at purchasing some sofas
- Trial Projectors in the Learning Centres
- Purchase 70 inch TV on trolley – quote \$6,500
- Use existing 42 inch TV's
- Look at purchasing Teaching Stations
- B Topham & L Dovey to pull together a quote to present at Finance Committee Meeting on Thursday

ACTION – B Topham & L Dovey to pull together a quote for new Learning Centre equipment to present at Finance Committee Meeting on Thursday 20th February

Motion: Moved B Topham Seconded J Davies

That the Board agreed for the Finance Committee to approve quote and give approval to B Topham to purchase equipment

Carried

ADMIN BUILDING

- Admin Building has been brought by Parkhouse Nurseries who are taking possession of the building in March
- The removal of the Admin building presents significant issues for the school as all the IT infrastructure in the school terminates in this building.
- Cranes are coming in to lift the building up and off the school grounds
- B Topham to discuss further with Naylor Love to see if Naylor Love and MOE can come to some agreement that the building doesn't get removed until a later date

ACTION – B Topham to discuss Admin Building further with Naylor Love to see if Naylor Love & MOE can come to some agreement that the Admin Building doesn't get removed until a later date or an alternative solution that is satisfactory to the school is devised

6. ICT UPDATE

- B Crammond spoke to this
- ICT Committee to meet again next week
- Cabling to be paid for by MOE
- Speakers to be brought soon and funded from the project budget
- ICT Committee to approve costs

7. PRINCIPALS REPORT – taken as read

B Topham spoke to his report

- Opening School Roll 520
- Recommendation from B Topham to change Teacher Only Day from 17th April to 17th March
- B Topham will explain the reasons why to the parents and offer Day Care to students during this time
- Board agreed for the Teacher Only Day to be changed so that teachers have sufficient time to implement the outcomes of their planning day ahead of moving into the new learning centres.

GRANT APPLICATIONS

B Topham will submit funding applications for

- Digital Actioned Piano (which can be moved around) - \$900
- Moveable Library shelving
- Funding for Swimming Lessons for students unable to swim
- Apply for funding to help pay for Astro Turf

Motion: Moved B Topham Seconded E Moore

That the Board agreed to submit the four funding applications

Carried

Board moved into Public Excluded Session at 6.15pm

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 Staff

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 6.30pm

NOVOPAY

- Novopay has been a contributing factor in the confusion around the school accounts
- B Topham has identified key issues to be followed up
- Its clear now what's owed to Halswell School
- B Topham to work with Finance Committee on this further to solve all issues

2014 TERM DATES

- Term 1 – 3rd February – 17th April
- Term 2 – 5th May – 4th July
- Term 3 – 21st July – 26th September
- Term 4 – 13th October – 19th December

SCHOOL CHARTER & STRATEGIC & ANNUAL PLAN

- Cathie Zelas spoke to this
- Board thanks both Cathie & Gavin for all their work towards this
- Charter needs to be submitted to MOE by 1st March 2014
-

ACTION – Board to read School Charter Strategic & Annual Plan for Halswell School and e-mail J Davies by Friday 21st February if anything is to be amended

- Board will ratify the School Charter by e-mail subject to final editing
- C Zelas will then submit the School Charter to MOE by 1st March 2014
- B Topham also thanked Cathie Zelas & Gavin Burn for all their hard work towards this – much appreciated

9. SCHOOL DONATIONS

- B Pidwerbesky asked about school donations
- Currently above budget
- With the increase in School Fees this year – most donations are in already – regular communication with parents helps

10. PUBLIC BUSES

- B Topham suggested that the school might look at gathering some data around how many people actually use the public buses outside school
- L Dovey to discuss this further with her colleagues to gather some data

11. POLICY MANAGEMENT

- Need to review policies on a regular basis through Schooldocs
- Board encouraged to look at Schooldocs regularly
- L Dovey to keep an eye on Schooldocs and will e-mail any policies for review out to the Board and Lead Team for review
- Board will review policies if need be OR approve them

CONFLICT OF INTEREST POLICY – circulated to the Board

- J Davies spoke to this
- B Topham to check in Schooldocs re Conflict of Interest Policy and if no policy to put this one in there for Halswell School

ACTION – B Topham to check in Schooldocs re Conflict of Interest Policy and if no policy to put this one in there for Halswell School

ACTION – All members of the BOT to fill in conflict register and email to J Davies

12. HALSWELL SCHOOL ENRICHMENT REVIEW 2013

- Tabled to the Board
- C Zelas & B Topham spoke to this
- Run a comprehensive programme
- Board to continue to find funds to invest in a range of interventions so that learning opportunities can be maximised for all children.
- Ongoing need
- Tailoring programme to children who really have needs

12. GENERAL BUSINESS

BOARD/TEAM LEADER RETREAT

- ? 19th & 20th September (date to be confirmed) OR ? 10th & 11th October
- B Topham to discuss further with Lead Team and come back to the Board with a date at next BOT Meeting

ACTION - B Topham to discuss with the Lead Team and come back to the Board with a date at next BOT Meeting

FRONT DESK OFFICE POSITION

- This has been advertised and B Topham will be interviewing soon

INTERNATIONAL STUDENT COMMITTEE

- Meeting to be held soon – B Pidwerbesky to contact committee to arrange a suitable time to meet up again

SCHOOL UNIFORMS

- E Moore asked what was happening with school uniforms
- B Topham said its still a work in progress

NEXT MEETING

Board of Trustees – Tuesday 18 March at 5pm

The meeting closed at 7pm

APPROVED..... 18 March 2014
CHAIRPERSON

From: Vicki Lloyd [mailto:Vicki.Lloyd@cdhb.health.nz]

Sent: 20 March 2014 09:55

To: 'Gwyneth Carson'

Subject: Amended copy of last month's minutes - HALSWELL BOT Minutes - 18 2 14 final.doc

Importance: High

Hi Gwyneth

Please find attached the amended copy of last months minutes

Of note within the amendment I did for Justin – I had already written about the Council Roothing Plan see point 5 below so not sure if we needed to do the amendment but have done so anyway

Vicki

5. SCHOOL REBUILD UPDATE

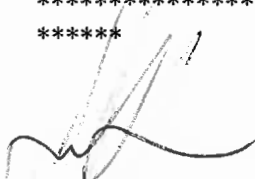
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- **At the request of the Ministry a traffic management plan was conducted for 650 pupils - ADDED**
- **CCC compliance for extra relocatable will have to be done again at 750 pupils - ADDED**

Check out our web site: <http://www.cdhb.health.nz>

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Justin D. Jones
BOARD CHAIR
16.4.14