

HALSWELL PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON TUESDAY 18 MARCH 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)
APOLOGIES	Gavin Burn

J Davies welcomed everyone to the 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 18th February 2014 be approved and adopted as a true and correct record of the meeting with the following amendments **Carried**

SCHOOL REBUILD UPDATE

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

ADMIN BUILDING

- Admin Building has been bought by Parkhouse Nurseries who are taking possession of the building in March

2. MATTERS ARISING FROM PREVIOUS MINUTES - updated

3. CORRESPONDENCE

Inwards –

- MOE – Planning & Reporting 2014
- NZEI Notification on Paid Union Meetings
- Halswell School CC from B Topham – Out of Zone Enrolment
- NZSTA – Term 1 News – Board encouraged to attend training
- Letter from S Barr, MOE – EDI Funds
- Letter from parent re student camp attendance

Outwards -

- Letter sent to K Bennett, CCC re MOU

Motion: Moved Chairperson

That the inward & outwards correspondence be accepted

Carried

4. FINANCE REPORT ending February 2014

- Finance Reports tabled

- **ACTION – Finance Committee will review the figures from the report and will provide a summary to the Board within the week.**

5. SCHOOL REBUILD UPDATE

- J Busbridge gave a brief update on the rebuild to the Board
- J Busbridge was sent the Landscaping Plan today
- Landscaping plan was discussed with the Board looking at the cost

- Options will be looked at to help fund for plants/trees
- Need to look at how much we can afford to do

• **ACTION – Pricing to be received and the Building/Landscaping Committee to review and bring back to the Board for final decision.**

- Redesigning of Roundabout in and out of school and revised car park yet to be confirmed
- Building Committee will keep us up to date with the progression of the Hall and when it should be completed
- MOE agreed with Legal Agreement with Council regarding receiving the money for the School Hall
- J Busbridge took a signed deposit slip into the Council
- B Pidwerbesky contacted Traffic Department and is meeting with the traffic engineers next week to look at moving the bus stop

ADMIN BUILDING

- Admin Building has been brought by Parkhouse Nurseries
- An agreement has been reached for the Admin Building to stay until first week in May

6. ICT UPDATE

- B Crammond gave an update to the Board
- ICT Sub-Committee Feb/March 2014 Summary tabled to the Board – taken as read
- A proposal for additional iPads and Mobi tablets tabled to the Board
- Purchase of Laptops for Teaching Pods is a priority

Motion: Moved B Topham Seconded B Crammond

The Board gave approval for the ICT Sub-Committee to progress further with the purchase of Lot 1a for the first two Learning Pods – total cost \$46,043

Carried

BYOD

- Discussion was held as to what device to recommend student/parents to buy
- Noel Leeming has offered to hold an evening to demonstrate all the tablets available. This to be held once the two Learning Pods have been completed

Board moved into Public Excluded Session at 5:50pm

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 School Rebuild & School Camp

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 6:20pm

7. PRINCIPAL'S REPORT – taken as read

B Topham spoke to his report

- Opening School Roll 530
- School Roll – Room 20 Year 1 data to be amended
- B Topham discussed NAG 3 with the Board explaining Leadership Structure
- Wellbeing Survey carried out by staff but not everyone participated in the survey
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- Need to be aware of the emotional wellbeing of the staff. There are services available – B Topham to look into EAP Service – Employee Assistance Programme - <http://www.eapservices.co.nz/> to see if this would be beneficial to the staff
- A full successful, emergency evacuation was completed on Friday 7th March. We are developing a new plan for each stage of the 'decanting' process
- Trip hazards remain our most significant hazard. They are all marked with fluorescent paint
- An ambulance was called to the school on one occasion over the last month for a collision between two children playing an organised game on the QV field. He was treated at A&E and released
- B Topham asked if the Board would agree to purchase some new mobile shelving for the Library – cost \$18,805.74

Motion: Moved B Topham Seconded B Crammond

The Board gave approval to purchase mobile shelving for the Library – total cost \$18,805.74 – to come out of the FF&E Budget

Carried

8. PRINCIPAL'S PERFORMANCE AGREEMENT 2014

- J Davies & B Topham spoke to this
- E-Time are working with B Topham to draft performance goals for the year
- The Board ratified the goals set
- Discussion was held with the Board around the surveying of staff, students & parents – the need for a 'greater voice'

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| <ul style="list-style-type: none"> • ACTION – J Davies to check with Russell from E-Time as to who is able to give feedback on Principals Appraisal. |
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9. POLICY MANAGEMENT

- L Dovey spoke to this

Policies tabled to the Board were :

- Recognition of Cultural Diversity
- Staff Leave – Employment Sub-Committee to review – in the future B Topham will notify the Board of any staff leave applications for approval
- Separated Parents, Day to Day Care and Guardianship
- Need to review policies on a regular basis through Schooldocs
- Board will review policies if need be OR approve them

CONFLICT OF INTEREST POLICY – circulated to the Board

- J Davies spoke to this
- There is no Conflict of Interest Policy in Schooldocs therefore the updated Conflict of Interest Policy will be added to Schooldocs

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| <ul style="list-style-type: none"> • ACTION – L Dovey to add the conflict of interest policy to Schooldocs |
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10. INTERNATIONAL COMMITTEE

- B Pidwerbesky spoke to this
- Penny has been invited to go on the Korean Mission in May at a cost of \$4,000 - \$5,000

Motion: Moved B Pidwerbesky Seconded L Dovey

The Board give approval for Penny to go on the Christchurch Educated Mission to Korea subject to final costs being confirmed

Carried

- B Topham may go on a possible trip to Japan later in the year (within the school holidays) – to be discussed again at next BOT Meeting

ACTION - International Committee to meet again before next BOT Meeting to bring proposals back to the Board

11. GENERAL BUSINESS

BOARD/TEAM LEADER RETREAT

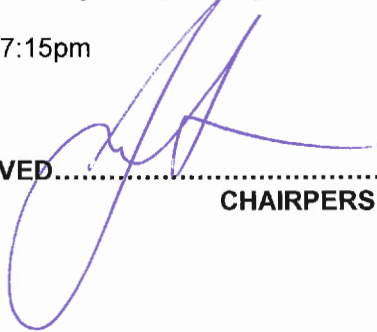
- Dates still need to be confirmed – this wasn't discussed further at Board of Trustee Meeting – it was missed off the Agenda
- Christchurch Star Newspaper – there were inaccuracies in the recent Christchurch Star Newspaper and they didn't conform to appropriate protocol

NEXT MEETING

Board of Trustees – Tuesday 15 April at 5pm – Eric Moore to provide snacks

The meeting closed at 7:15pm

APPROVED..... 15 April 2014



CHAIRPERSON