

HALSWELL PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON TUESDAY 15 APRIL 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 M Clyne (PTA), K Williams (PTA Chair)
Barbara Ford (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 18 March 2014 be approved and adopted as a true and correct record of the meeting.

Carried

2. MATTERS ARISING FROM PREVIOUS MINUTES

- Solutions & Services - Cheryl will provide help for Vicky with Novopay.
- Principal's Appraisal – J.Davies to meet with review facilitator first week in May.
- International Committee – Future plans to be discussed after Penny's trip in May. To decide then whether we have further trips.
- BYOD – Wait until shift, then Noel Leeming will come in to show what available, Tuesday 4th week Term 2

3. CORRESPONDENCE

Inwards –

- NZSTA STA News.
- NZEI Employment Relations Education Leave.
- MoE – Reimbursing overpayments of \$100 or less.
- MoE Charter receipt acknowledged.
- Request for out of zone student.
- MoE Christchurch Schools Rebuild Programme.
- NZSTA AGM.
- NZSTA 2014 Resource Manual.
- NZSTA Conference Brochure.
- M Clyne re Unisex Toilets.
- M Clyne re Concerns around communication from the school.
- K Williams (PTA Chair) re Unisex Toilets.

Outwards -

- S Leigh Reply to parent letter.
- M Clyne Reply re Unisex toilets.
- M Clyne Reply re concerns around communication from the school.

Motion: Moved Chairperson

That the inward & outwards correspondence be accepted

Carried

4. MATTERS ARISING FROM CORRESPONDENCE

Unisex Toilets

The BoT acknowledged concerns raised via written correspondence and undertook to attend the next PTA meeting to re-table information already circulated about Unisex toilets

5. SOLUTIONS & SERVICES FINANCE REPORT ending March 2014

Finance amended reports circulated.

The following comments made:

- Banked staffing balanced.
- Amounts Owed by School - \$151,666 explained.
- School Donations coming in well despite increase.

6. ITC UPDATE

- To be discussed next meeting.
- BYOD – Fraser talking to staff about the school's requirements around device security
- BYOD – Will be discussed with Noel Leeming the requirements of an information evening
- Wireless will be available next term for some areas.

7. PRINCIPAL'S REPORT – taken as read

B Topham spoke to his report

- Roll 532.
- Standard Testing – used across range, own assessments.
- Decant – mid weekend of holidays. Parents available can assist with move and provide trailers. If quad bikes used, helmets must be worn.
- New Uniform – next steps, further consultation by email early next term, same as done by Tapu, seeking feedback on phase in, could be by set time or as out grown.
- Capital outlay maybe required to purchase initial uniform stock. Items will be stored at the school, storage area has been identified.
- PTA to be asked about running a uniform shop
- Learning Community Clusters – suggested Halswell Primary would be better going with neighbouring communities of Tai Tapu, Ladbrooks, Prebbleton, Lincoln etc. B Topham to petition Ministry. Teaching/Mentoring roles – Board needs to discuss at some stage and decide if there is any disadvantage to the school with senior teachers out of schools two days per week. Acknowledge what Ministry wants to achieve, but practicalities questioned.

ACTION: Board to petition STA for public meeting to explain. G Carson to draft letter.

- NAG 4 Report Finance - B Topham explained use of Solutions and Services. Key areas prioritised, work commitments, EoY accounts, etc, no double handling. Vicky in agreement.
- International Fee Paying students - Board acknowledge Penny's work with Japanese students and agreed to do something to show its appreciation. Also thanked the families who hosted students.
- Student Welfare – advised that one pupil has been stood down during the last month.
- Missing Personal Devices – report of missing items Ipad Mini and a Samsung Galaxy phone. Police have been advised. Process put in place with teachers to ensure security of devices. Information to parents re having such items trackable if children bring them to school.
- Travel Choice – B Topham has had meeting with Traffic Engineer re plan for school. Discussed removal of bus stop.

8. SCHOOL REBUILD UPDATE

J Busbridge provided an update including meetings with Aurcon, Ministry and Opus. The following matters were noted:

- Astro Turf – Ministry is not going to fund because of cost, court areas will be asphalt. Decision on BoT funding Astro Turf to be made in the future.
- Landscape plan – storm water drain from courts has been shifted. Soft landscape plan for Blocks D & E costed at \$35,000. We have asked the Project Manager to come back with minimum requirement for green-star points. \$100,000 for landscaping from Ministry includes playgrounds.
- Acoustic Bund – Steel frame fence on Halswell Road comes down so can have planting.
- Carpark – two totara trees to be taken down, one may be shifted elsewhere.
- Master keyed – B Topham to meet with contractor in coming weeks to plan key requirements
- \$20,000 to assist with shifting all school, and reset admin and staff room.
- Vehicle access has been enlarged for next phase of demolition.
- Car park – In from School Road, changed to left turn only.

(PTA members M Clyne and K Williams left the meeting at 6.30 pm)

Board moved into Public Excluded Session at 6.30 pm.

Motion: Moved Chair

That the meeting move into Public Excluded session for reasons of legal and professional privilege and to protect the privacy of natural persons. While in Public Excluded the Board discussed: Public Excluded Minutes from previous meeting; Final 2014 Budget; Out of Zone request; PlayCo Equipment proposal.

Carried

Motion: Moved Chair

That the meeting resume in Public Session and confirm that the business discussed in the Public Excluded session remains confidential to Board of Trustees.

Carried

OPEN MEETING – 7.10 pm.

9. GENERAL BUSINESS

Furniture Budget

L Dovey asked if some funding could be made available to purchase furniture before the move so items are ready for use when move. With move in on 21 May need to order now so will be received before moving in. Building Subcommittee to meet with leadership to discuss FF& E funding.

Succession Planning

To be discussed at the next meeting, succession planning and co-option.

NEXT MEETING - TUESDAY 20 MAY AT 5.00pm.

The meeting closed at 7:20 pm

APPROVED 20 MAY 2014
CHAIRPERSON