

HALSWELL PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON TUESDAY 20 MAY 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	Gavin Burn

J Davies welcomed everyone to the Board Meeting

1. MINUTES OF PREVIOUS BOARD OF TRUSTEES MEETING

The minutes of the meeting of the Board of Trustees held on 15th April 2014 not approved as they need to be further amended and circulated to the Board prior to next BOT Meeting be approved and adopted as a true and correct record of the meeting at the next BOT Meeting

2. MATTERS ARISING FROM PREVIOUS MINUTES

SUCCESSION PLANNING

- o J Davies spoke to this report
- o Look at co-opting people on to overlap current Board Members

ACTION

J Davies to contact Walter initially

Board to think about who else might have the skills needed on the Board

Agenda next BOT Meeting – discuss any names that might come to mind at next BOT Meeting

Board moved into Public Excluded Session at 5:15pm

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 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 5:40pm

3. CORRESPONDENCE

Inwards –

- o Electoral Commission– Voting Locations– B Topham to reply to this letter
- o Letter from parent re student camp attendance

Outwards - nil

Motion: Moved Chairperson

That the inward correspondence be accepted **Carried**

4. FINANCE REPORT ending April 2014

- Finance Reports tabled
- Ministry of Education request is to insure the school once architect has signed it off as completed
- Schools financial position is sound as at end April 2014
- B Crammond & B Topham tabled a 'wish list' which is a work in progress
- B Crammond tables ICT purchasing of new equipment

Motion: Moved B Topham Seconded G Carson

The Board gave approval for the ICT Sub-Committee to purchase items listed under Stage 2 – total cost \$63,894 using funds for the project from the MoE.

Carried

ICT Sub-Committee Update

- BYOD – need to look at storage units to store these devices
- B Crammond is looking at an app to replace School Links – to be discussed further at July BOT Meeting
- If you have any ideas about this change – please let B Crammond know

ACTION – to be put on Agenda for July – App to replace School Links to be discussed further

BYOD REVIEW/REPORT

- Board asked about the uptake of BYOD
- What are the concerns, learning objectives, what's it doing to help the student?
- Need to ask the student how has it improved their learning
- L Dovey and Fraser to work together to present a report/review to the Board at the July BOT Meeting

ACTION – to be put on Agenda for July – BYOD Review/Report to be tabled to the Board

5. SCHOOL REBUILD UPDATE

- J Busbridge gave a brief update on the rebuild to the Board
- PCG met 14th May
- Speciality grass to be put down between the school and Kennedy Bush Road
- The move into the first two New Blocks E & D has been delayed until 3rd June 2014
- From Friday 23rd May we can start storing some things down the spine of the new blocks in preparation to moving in
- Blocks A, B & C has been set for Term 3 – 18th July
- Astroturf to be considered for installation over asphalt at a future date
- The moment the Library is being demolished J Busbridge will photograph it and send it to the Council and then the money will come in
- The demolition of the current Library signals the commencement of the Hall and Admin building. This is the trigger for CCC to advance grant for the Hall project. J. Busbridge to monitor and action as appropriate.

6. POLICY MANAGEMENT

- L Dovey spoke to this

Policies tabled to the Board were:

- Policy Review Form
- Employer Responsibility Policy
- Documentation and Self Review Policy
- L Dovey asked the Board to read, make comments and feedback to L Dovey before next BOT Meeting

7. PRINCIPAL'S REPORT – taken as read

B Topham spoke to his report

- School Roll 540
- Penny O'Connell's trip to Asia tabled to the Board

- B Topham attended a briefing for Primary and Secondary Principals by Dr Graham Stoop, Deputy Secretary of Education. He outlined the Governments plans for the roll out of IES – Investing in Education Success
- MOE now want the Learning Clusters to be known as Learning Communities for greater utilisation of resources and expertise
- IES document was tabled to the Board

NAG REPORT – National Administration Guideline 1

- Each Board of Trustee is required to foster student achievement by providing teaching and learning programmes which incorporate The National Curriculum
- C Zelas spoke to this
- Need to review BYOD
- School is trialling lots of things that promote self directed learning
- This is work in progress
- Thanks to the Board some teachers got to go to Auckland and to Melbourne in the school holidays

B Crammond left meeting at 6:25pm

8. GENERAL BUSINESS

TOILET SURVEY

- L Dovey tabled Toilet Survey to the Board
- G Burn facilitated the students compiling the survey questions
- Purpose is to collect hard data on current situation with toilets in the school as a baseline for potential future reviews.
- Suggestion was to put the last question – 'Do you feel comfortable about going to the toilet?' as a scale and not a yes/no answer – L Dovey to take the suggestion back to G Burn to amend
- B Topham thanks the Board for the beautiful flowers his wife received following surgery
- Old school furniture – B Topham to ask teachers/families if anyone would like to buy it and will ask them to make a donation towards it. If no one wants it then B Topham to ask other schools and then if no one wants it he will send it off to another country who would make good use of it

NEXT MEETING

Board of Trustees – Tuesday 24 June at 5pm – Deb Smail to provide snacks

The meeting closed at 6:37pm

APPROVED..... 24 June 2014
CHAIRPERSON