

# HALSWELL PRIMARY SCHOOL

## MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON TUESDAY 24 JUNE 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** 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 20<sup>th</sup> May 2014 be approved and adopted as a true and correct record of the meeting.* **Carried**

**2. MATTERS ARISING FROM PREVIOUS MINUTES**

All has been completed.

- o J Davies has contacted Walter Friedell about being co-opted on the BOT and they are meeting later in the week.
- o Other items will be covered later in agenda.

**3. CORRESPONDENCE**

Inwards – as noted

Outwards - none

**Motion: Moved Chairperson**

*That the inward correspondence be accepted*

**Carried**

**4. MONITORING**

**FINANCIAL REPORT**

- o Discussion on Teaching resources underspend – B Topham explained funds likely to be expended once teams get settled in new spaces and work out what they need.
- o Playground - Climbing frame – it was confirmed that capital expenditure requires the approval by the BOT, often via the approval of the budget.
- o Plans for future expenditure for the new build to be tracked on a shared doc.

**Action: B Topham & B Crammond to create shared document**

**SCHOOL REBUILD UPDATE**

- o J Busbridge – Brief update of the rebuild.
- o Demo of Library 2 ½ weeks late. Implications – funds from Christchurch Council are not to be released prior to the demolition being started. Hold up due to meeting Ministry requirements around Health and Safety concerning the demolition. Contractors advise this will not have a negative impact on the project completion date.
- o J Busbridge will seek a Traffic Management Plan from Thomas Spencer from Opus. To be used to gain important green star points.
- o PCG meeting is tomorrow.
- o Lists of defects/issues being compiled for each completed block by staff.

**Action: J Busbridge to seek traffic management plan**

**PRINCIPALS REPORT**

- Roll is still fluctuating. 550 is slightly lower than had been expected.
- Lower roll has had little effect on staffing at this point. Staff illness during winter likely to have more significant impact than roll fluctuations.
- IES – brief discussion of IES. BOT is aware of it and possible implications.
- Classroom Safety Survey – created by our student Safety Team to find out how safe children are feeling in our school. Some recommendations for additional questions discussed.
- Health and Safety – all required checks have been completed. Areas for improvement identified in some areas of the Health, Safety and Welfare Policy.
- Health and Safety committee to be formed asap.
- Regular Hazard Identifications to be managed by the committee.
- Policy to be updated on school docs to say that B Topham has authority to approve health and safety plans pertaining to camps as per previous BOT decision.
- B Topham confirmed that contractors are being appropriately conducted onto the site, despite challenges of a divided site.

**Action: B Topham to ensure Health and Safety Committee formed asap.**

**Action: L Dovey to ensure policy updated on School Docs**

**G Burn to complete Classroom Safety Survey with children and report back to BOT**

**Motion: Moved Chairperson**

*The BOT give approval for \$48,906 for appliances and \$208,413 (\$23,157 per ½ Learning Centre) to be released for spending from the project funds.*

**Carried**

**INFORMAL COMPLAINT PROCESS**

- Review of informal complaint process tabled.
- B Topham to send reviewed doc as part of the newsletter to gain parent response.
- Feedback to be reviewed next meeting.

**Action: B Topham to send reviewed document as part of the Newsletter to gain parent response**

**BOARD MEETING PROCESS**

- Discussion on how our BOT can be more proactive in the leadership of the school.
- Discussion on reporting against NAGS and what the requirements are.
- Lead Team to be approached about information they would require from the BOT.
- Further discussion to be held.

**INTERNATIONAL PROGRAMMES**

- International Programme notes tabled.
- Feasibility study to be shared via email/Google docs.

**Action: B Topham and Penny O'Connell to prepare a feasibility study for the next mission and action plan for later this year.**

**Action: G Burn to discuss Leadership team requirements of BOT**

**Motion: Moved B Topham, Seconded B Crammond**

*The BOT give approval for the International Agents commission for short term enrolments be increased to 15%.*

**Carried**

**TERM TWO SCHOOL DOCS APPROVAL**

- Employer Responsibility and Documentation and Self Review Policies both require no changes.

**Action: L Dovey to advise School Docs no changes to Policies**

**ICT**

- ICT Summary discussed.
- One of the trial touch chrome books will be given to F Malins to trial on a permanent basis.
- CCTV – G Carson has declared a conflict of interest on this subject and will abstain from discussion.
- School App – Discussion surrounding Snapp and its comparison to School Links.

**Action: B Crammond to confirm references of Snapp**

**Motion: Moved B Crammond, Seconded J Davies**

The BOT give approval for Alarm Solutions to be contracted for the install of CCTV at \$13,240 + GST, noting that G Carson raised a conflict of interest and abstained from the discussion.

**Carried**

**Motion: Moved B Crammond, Seconded B Topham**

The BOT give approval for the IT committee to engage Snapp Mobile to produce an App for our School, subject to positive response from reference checking app's existing clients.

**Carried**

**SUCCESSION PLANNING**

- Continued discussion on co-opting new BOT members.

**150 YEAR CELEBRATION**

- Update from J Busbridge re progress from the PTA.
- Possibility of retaining an events manager. Further investigation to be done.

**Action: L Dovey to organise a meeting with possible event planner and Bruce, to gauge what we could do and how much it might cost.**

**UNIFORM**

- Survey results tabled.
- Discussion around the new uniform and suggested timeframes for bringing it in.
- BOT recommends an as needed change rather than a fixed date for change.

**Motion: Moved Justin Davies**

The BOT agree to change the school uniform with a phase in period of 'as needed'.

**Carried**

**GENERAL BUSINESS**

- BYOD staff and student surveys shared as a benchmark of BYOD use and perception from the children.
- Invite from J Busbridge re the event planned at his house for the staff and BOT in November.
- September meeting pre-planning discussed.

**NEXT MEETING**

**Board of Trustees – Tuesday 19 August at 5pm**

The meeting closed at 7:15pm

APPROVED.......... 19 August 2014

**CHAIRPERSON**