

HALSWELL PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON TUESDAY 19 AUGUST 2014 AT 5PM At Halswell Primary School

PRESENT Mr B Crammond (Deputy Chairperson), Mr B Topham (Principal), Mr J Busbridge, Mrs D Smail, Ms G Carson, Mr E Moore, Miss L Dovey

IN ATTENDANCE Vicki Lloyd, Gavin Burn, Cathie Zelas

APOLOGIES Mr J Davies, Mr B Pidwerbesky

B Crammond 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 24 June 2014 be approved and adopted as a true and correct record of the meeting.

Carried

2. MATTERS ARISING FROM PREVIOUS MINUTES

3. CORRESPONDENCE

Inwards – as noted

Outwards – as noted

Motion: Moved Chairperson

That the inward & outwards correspondence be accepted

Carried

4. MONITORING / REVIEW

FINANCIAL REPORT

- Good report now through Solutions & Services – well set out
- Under Significant accounts running ahead of budget YTD include: - Miscellaneous - \$10,111 under-budget – B Topham to find out why
- Asset Register 2014 – Rebuild tabled to the Board
- Financial Report up to 31st August 2014 tabled to the Board

SCHOOL REBUILD UPDATE

- J Busbridge – Brief update of the rebuild.
- J Busbridge received a quote from Naylor Love through the Rebuild Project Team for acoustic door between the Hall and the Music suite - \$33,618.61 + gst

Motion: Moved Chairperson

The BOT give approval for \$33,618.61 + GST to be released to purchase acoustic door.

Carried

5 STAR GREEN STAR

- G Burn has agreed to undertake overseeing the Waste Recycling, Learning Resources and Travel Plans,
- J Busbridge to be involved as needed

BAG STORAGE

- The MOE/Project Team have received pricing to install clear opaque screens over the bag storage area to keep them dry

RELOCATABLES

- J Busbridge discussed what's happening with the relocatables

Building Management System Meeting

- B Crammond spoke to this
- No access to the BMS has been provided to the school as yet
- Hooked up to BMS but it's not working
- Board to discuss further at next BOT to see if there has been any progress made

TRAFFIC MANAGEMENT / BUS STOPS

- J Busbridge spoke to this and draw a diagram explaining what's going to be happening with the bus stop outside the school and the routes it takes
- We need to accept the current traffic management plan as it stands
- J Busbridge & B Crammond to meet on Wednesday with Steve de Jong to discuss further

PRINCIPALS REPORT

- Roll is at 560
- Board agreed for B Topham to apply for Principal's sabbatical - to take off a term to write up Building Process and also to look further into Self Directed Learning. B Topham's application has not been approved yet to date but will let the Board once he knows
- Konica have offered either a 3D Printer OR a 'Student Award' – Board agreed to take the 'Student Award'. Management to discuss further and report back to the Board
- Cleaning Contract of new buildings up for renewal – B Topham looking at three contractors
- Classroom Safety Survey – work in progress – G Burn to update Board at next BOT Meeting
- Health and Safety Committee was formed but are currently in recess until further notice

NAG – Student Achievement Mid-Year against National Standards

- G Burn & C Zelas spoke to this report looking at 'so what' – implications and recommendations
- Data has been shared and discussed with Team Leaders and Class Teachers
- Enrichment groups have been reviewed
- Discussions at Learning Team meetings have focussed class teachers on priority learners for Terms 3 & 4 and teachers have updated their individual classroom enrichment documents
- Focus is on writing in particular

ICT

- B Crammond & G Burn spoke to this

FUNDING

G Burn & B Topham have created a 'Wish List'

Motion: Moved B Topham, Seconded B Crammond

The Board agreed to apply for funds through Canterbury Community Services

Carried

- G Burn sent the 'Wish List' to Thea Mickell Services to provide advice on what Canterbury Community Trust are likely to consider funding
- Thea Mickell Services have suggested that Canterbury Community Trust may fund the purchase of Chrome Books and Storage Trolleys - \$28,000 excl. gst
- G Burn to contact Smartcom to get a quotation for submission to Canterbury Community Trust
- G Burn to provide copy of document provided to Thea Mickell Service, outlining "Wish List" and other details such a board member information – copy to be distributed to all board members.

Motion: Moved B Crammond, Seconded L Dovey

The Board agreed to increase the Audio Amplifier Expenditure- \$5,500 via e-mail chain (out of meeting)– 1st July 2014

Carried

- School Links App obtained – start process to get this underway soon. B Crammond & B Topham to meet again to discuss further

Action: B Topham and B Crammond to meet to discuss School Links App further
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INTERNATIONAL PROGRAMMES

- B Topham spoke to this
- B Topham and B Pidwerbesky meet to discuss the next mission
- It was agreed to hold off on this and wait until next year. The timing of the Asian Fairs in South Korea didn't work
- Need to look at fundraising
- Penny is working on something locally
- Further work to be done on this over the next few months

TERM THREE SCHOOL DOCS REVIEW

- L Dovey spoke to this
- Appointment Procedure Policy tabled and Students with Special Needs Policy
- Board agreed for Management to review these policies and come back to the Board with any changes ready to be approved at next BOT Meeting

RETREAT

- D Smail spoke to this
- Booked for Friday 19th & 20th September
- D Smail has looked at venues and costings – looking at Methven Resort
- Teachers who go on the Retreat will get a day in lieu to be used during the year

BOT FILING

- G Carson spoke to this
- G Carson is looking at how to electronically store BOT information – minutes, correspondence etc. Awaiting requirements from Archives NZ.

150 YEAR CELEBRATION

- L Dovey spoke to this
- L Dovey meet with Event Planner – awaiting proposal to come back
- L Dovey and D Smail – Liaison person for this celebration and report back to the board

GRANTS**Motion: Moved B Crammond, Seconded L Dovey**

The Board agreed for B Topham to apply for funding for Hip Hop Team to go to the Nationals this year **Carried**

C Zelas & G Burn left meeting at 6:40pm

Board moved into Public Excluded Session at 6:41pm

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 a staffing issue

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 6:57pm

NEXT MEETING

Board of Trustees – Tuesday 21 October at 5pm

The meeting closed at 6:59pm

APPROVED.......... 21 October 2014
CHAIRPERSON