

## HALSWELL PRIMARY SCHOOL

### MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON TUESDAY 21 OCTOBER 2014 AT 5PM At Halswell Primary School

**PRESENT** Mr J Davies, Mr B Crammond, 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

**APOLOGIES** Mr B Pidwerbesky

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 9 August 2014 be approved and adopted as a true and correct record of the meeting.*

**Carried**

**2. STRATEGIC DECISIONS**

**2a - ADOPTION OF MEETING PROCESS**

**Motion: Moved G Carson, Seconded J Davies**

*The Board agreed to the new meeting process*

**Carried**

**2b - ADOPTION OF STRATEGIC PLAN**

- Board discussed the draft Strategic Plan produced following the Retreat
- Further refinement required so that it is a guiding document for the school's leadership team to work with

**ACTION – BOT to meet within the week to finalise the Strategic Plan**

**2c - ADOPTION OF COMPLIANCE CHECKLIST**

- Board recommended that the Compliance Checklist be completed at the first meeting of each term – a 'traffic light' report back to the Board

**Motion: Moved J Davies, Seconded D Smail**

*The Board agreed to the Compliance Checklist*

**Carried**

**ACTION – Management and J Davies to refine Compliance Checklist as required so that it complies with Halswell School**

**2d - TERM FOUR SCHOOL DOCS REVIEW**

- Privacy Policy
- Salary Units Policy
- Classroom Release Time Policy

**ACTION – L Dovey to circulate the 3 Policies to the Board for review  
Board to e-mail L Dovey any amendments to policies  
B Topham to review Salary Units Policy to reflect state of current play  
To be ratified at next BOT Meeting**

**2e - 150 YEAR ANNIVERSARY CELEBRATION**

- L Dovey & D Smail spoke to this
- Board discussed this and it was agreed to use the event framework tabled as a guide but Board would like to know the costings for this event
- Board agreed to have an Event Coordinator to coordinate this celebration

**ACTION - B Topham to meet with Event Coordinator and L Dovey & D Smail to discuss 150 Year Anniversary Celebration before next BOT Meeting and to come back to the Board with a proposal for this event**

**2f - ITC UPDATE**

- B Crammond spoke to this
- Replacement of Server versus cloud based storage

**Motion: Moved B Crammond, Seconded E Moore**

*The Board approved to purchase new Server up to \$10,500*

**Carried**

- PA System – extension of current PA in the remaining new school buildings

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

*The Board approved to finish off PA System through Sitech Systems - \$5,900*

**Carried**

- B Topham spoke to this
- Following Rebuild Meeting today further money needs to be approved for ITC recommendations

**ACTION - B Topham to clarify the stability of the mobile trolley and the size before purchasing**

**Motion: Moved B Crammond, Seconded E Moore**

*The Board gave approval for an additional \$48,900 to be used for ITC recommendations*

**Carried**

Board moved into Public Excluded Session at 5:55pm

**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 personnel*

**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 6:10pm**

**PERSONNEL**

- B Topham spoke to this
- Jean White is resigning at the end of 2014
- Jean White is currently working 0.56

**ACTION – G. Carson to draft letter to Jean thanking her for her dedication and service**

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

*The Board accepted Jean White's resignation*

**Carried**

**3. STRATEGIC DISCUSSIONS**

**No issues tabled**

#### 4. MONITORING / REVIEW

##### 4a - PRINCIPALS REPORT – taken as read

- School Roll – 565
- B Topham has been awarded a sabbatical for a term in 2015
- B Topham will be taking it at the end of Term 3, beginning Term 4 next year
- New Uniforms – Argyle - waiting to be ratified and will communicate decision with the community
- 2015 Organisation – class structures, staffing appointments tabled to the Board
- Health & Safety Committee Meeting –B Topham forgot to include these minutes in the Board papers
- B Topham e-mailed a copy of the Health & Safety Committee Minutes from meeting on the 15<sup>th</sup> October to all Board Members following the BOT Meeting

<b>ACTION – Health &amp; Safety Committee Report to be added to the Agenda each month</b>
---

##### 4b - FINANCIAL REPORT

- J Davies spoke to this report
- Finance Report only tabled to the Board tonight
- Finance Committee will look through this report and report back to the Board any anomalies

##### 4c - PROPERTY REPORT

- J Busbridge gave an update following meeting today
- CCC Community Meeting is being held at Riccarton Library @ 7:30pm on the 18<sup>th</sup> November
- J Davies to ask for speaking rights and will let the Board know
- Board encourage to all attend
- J Busbridge needs to be capturing items that still need to be done so there is a summary of action points

##### 5 STAR GREEN STAR

- J Busbridge asked G Burn for compliance to be back to him by the end of the month ready to be submitted
- J Busbridge also needs the Traffic Management Plan, Draft Travel Plan and Summary Action Plan

##### 4d - NAG 1a & 1c

- Board didn't receive the Self Review documents on 'Gifted and Talented Students' and 'PE and Health' documents
- G Carson has since distributed to the Board

##### 4e - CLASSROOM SAFETY SURVEY

- G Burn spoke to this
- The Lead Team are currently working on finalising a behaviour survey they will provide management with data on student safety. This survey is to be actioned in Term 4

<b>ACTION – G Burn to carry out a Toilet Survey before next BOT Meeting</b>
---

##### 4f - INTERNATIONAL PROGRAMME

- B Topham spoke to this
- There has not been a meeting of the International Committee
- Penny has advised B Topham that the Mayor of Songpa – Seoul is to visit the school – 27<sup>th</sup> November which is a great honour and will help with marketing in this area
- International Committee to meet again next month to discuss things going forward and will report further at this stage

## 5. ADMINISTRATION

### 5a - MATTERS ARISING FROM PREVIOUS MINUTES

- School Links App – this has been signed off and invoiced. B Topham and B Crammond to meet again with Fraser to discuss further
- Building Management System – to be discussed – need for clarification. This has not been resolved. Matter for Contract to be sorted. Board requested that the Property Committee table this at their next PCG Meeting to discuss further

### 5b - CORRESPONDENCE

Inwards – as noted

Outwards – nil

#### **Motion: Moved Chairperson**

*That the inward correspondence be accepted*

**Carried**

### 5c - MEETING EVALUATION

- Board like to get papers beforehand
- Happy with format / agenda
- Papers are light on details – make sure you provide enough information so that Bot members can form opinions on decisions items prior to coming to the meeting
- Principals report – tie it in with Goals
- Chairperson to take control of meeting so prevent participants going off topic

### 5d - NEXT MEETING

**Board of Trustees – Tuesday 18 November at 5pm**

**NOTE CHANGE IN VENUE – Meeting at Structex Office – 219 Main South Road – by Wigram Airbase**

**B Topham to provide food**

The meeting closed at 6:55pm

APPROVED..... 18 November 2014

CHAIRPERSON