

# HALSWELL PRIMARY SCHOOL

## MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON TUESDAY 5 JULY 2016 AT 5PM

Halswell Primary School

### 1. ADMINISTRATION

#### 1a. PRESENT

Mr B Topham (Principal), Penny Wilson, Francesca Brown, Trevor Campbell, Gary Hancock, Marcus Clyne, Carena Parish, Kate Bodger (Staff Representative)

#### IN ATTENDANCE

T Small – in Public Gallery and Vick Lloyd (Minute Secretary)

#### 1b. APOLOGIES – none

B Topham welcomed everybody to the Board Meeting

#### 1c. ELECTION OF CHAIRPERSON

B Topham stood in as Chairperson until the Chairperson appointed

B Topham called for nominations of Chairperson

Penny Wilson **nominated** Marcus Clyne, **seconded** by Francesca Brown

Gary Hancock **nominated** Trevor Campbell, **seconded** by Penny Wilson

The Board put it to a vote and Trevor Campbell was declared Chairperson **Carried**

Trevor Campbell (Chairperson) asked B Topham to continue to lead the Board of Trustee Meeting until next month

#### 1d. SUB-COMMITTEE ROLES

BOT Secretary - M Clyne

Finance Sub-Committee – B Topham, T Campbell, G Hancock

Property Sub-Committee – C Parish & P Wilson

Policy Review Sub-Committee – F Brown, C Parish & G Hancock

International Sub-Committee – M Clyne, P Wilson, B Topham, P O'Connell

ICT – K Bodger, M Clyne & F Brown

#### 2a. MINUTES OF PREVIOUS BOARD OF TRUSTEES MEETING

**Motion: Moved B Topham**

*That the Minutes of the meeting of the Board of Trustees held on 31 May 2016 be approved and accepted as a true and correct record of the meeting.* **Carried**

## **2b. Matters Arising - updated**

**Religious Education Survey Results** – tabled to the Board

Religious Education – a decision needs to be made on the format of Religious Education from 2017 forwards

- Suggestion from the Staff Rep was to survey the children also
- F Brown spoke about surveys and how they should be undertaken

**ACTION – Board agreed to discuss Religious Education further at next BOT Meeting**

## **2016 School Trip to China**

B Topham gave a brief update on the pricing for the trip to China – 17<sup>th</sup> September – 5<sup>th</sup> October 2016.

Money raised to date is \$32,000

Itinerary has been set

Flight Centre has done all the bookings

Risk Management Plan is being written up by Sam Jack & Lisa Dovey

16 children, 3 parents and two staff are going on this trip

- M Clyne asked if the Risk Management Plan could be reviewed by someone external
- Board would like the parents of the children going to be involved in the discussions regarding the risks and what to expect while in China

**ACTION – Risk Management Plan to be tabled to the Board once completed**

**ACTION - Parents to be requested to attend training sessions held with the travelling children.**

## **3. SCHOOL REPORT**

Reports circulated to the Board and taken as read.

- F Brown made a suggestion that there be access in the reports to make 'comments'
- M Clyne made a suggestion to 'highlight' any exceptions, actions etc. so that they stand out to the Board

## **NAG 1 – Curriculum**

B Topham spoke to his report.

Technology Provision for Year 7/8

R Naysmith is working with a group of school leaders across sector looking at possibilities for Year 7/8 technology provision to be brought back to the school from 2018.

R Naysmith is looking at viability before progressing further

- M Clyne asked if Terms of Reference will be done.
- Board would like to see the Terms of Reference

**ACTION – Terms of Reference re Technology to be tabled to the Board once completed**



## **TEACHER ONLY DAY**

**Motion: Moved B Topham Seconded F Brown**

*The Board gave approval to have a Teacher Only Day on the Thursday before Show Day – Thursday 10<sup>th</sup> November* **Carried**

**ACTION – B Topham to put this in the next School Newsletter to notify parents**

## **PARENTS & VISITORS ON SITE AT HALSWELL SCHOOL**

- All parents/visitors must report to Reception and sign in and out electronically
- Admin staff to be more vigilant in making sure this happens

**ACTION - B Topham to clearly communicate that parents/visitors need to sign in and out electronically when visiting the school, and the reasons for this process. This will be put in the School Newsletter after the school holidays**

## **SCHOOL ROLL**

Current School Roll - 634

M Clyne asked about the future of the school roll

- Roll growth
- 4 years out from now – what's going to happen?
- What needs to happen to foreshadow this so that the Ministry of Education can respond in a timely fashion?
- The 'trend' looks scary
- Need to review zoning
- Board would like to sit down with the Ministry of Education by the end of July

**ACTION – B Topham to contact Ministry of Education to formally invite them to a meeting with the Board to discuss School Roll / Zoning etc. before next BOT Meeting**

## **PROPERTY REPORT – tabled to the Board**

Property Sub-Committee would like to invite Brad from Aurecon to come to a meeting to discuss the building contract and work not completed

**ACTION – B Topham to contact Brad from Aurecon and invite him to a meeting with the Property Sub-Committee**

**Sports Field Oval** – deemed not to be of the necessary quality standard. This has now been deferred until spring

**Senior Playground** – to be installed later this year

**Ready Lawn** – weather permitting this will be laid over the July holidays

Board agreed there needs to be a Master Plan, overall theme for the school and goals



Board asked – What's the Vision for the School?

Where to from here?

Wish list needs to be prioritised into the Master Plan

Specific questions about the provision for the year 3/4 area - currently only have one piece of equipment.

- Need to implement a Master Plan and work to timelines to achieve this
- Need to get quotes to do the landscaping etc.
- Need a Vision

**ACTION - Property Sub-Committee to meet as soon as possible to discuss Master Plan, Vision etc. and to report back to the Board at next BOT Meeting**

### **HEALTH & SAFETY**

Reverse Evacuation was completed on the 1<sup>st</sup> July 2016

Hazard Assessment Register / Matrix needs to be reviewed

**ACTION – Property Sub-Committee to review Hazard Assessment Register/Matrix**

**ACTION – Accident Register to be tabled at each Board Meeting**

### **PERSONNEL**

B Topham gave a brief update

**ACTION – Thank you letter from the Board to be sent to PTA thanking them for catering at Ann Lester's funeral**

Miss JeeWon Um has resigned from her fixed term position effective 22 August 2016.

Management are reviewing this position

M Clyne asked B Topham if there were plans to set up an orchestra next year. No plans to date

Management will look at this going forward.

### **GOVERNANCE MANUAL**

Governance Manual has been given to the new Board

**ACTION – Policy Sub-Committee to review Governance Manual to make sure it covers everything**

### **ICT REPORT – taken as read**

Halswell School is very fortunate to have Kate Bodger as the new ICT Leader

### **Linc-ed**

Linc-ed reports have just been sent out to parents

B Topham asked Board what they thought of the new report

Board said there was minimal reporting

- Team recognise this is very minimal
- Need to report against National Standards
- It's a 'new' programme so one step at a time
- Parents are encouraged to make a time with the teacher to discuss further if need be
- What would you like added to it?
- This is going to be an interactive document which will be individualised to each child  
– telling a story, their journey

**ACTION – B Topham to send out a communication about the Linc-ed Reports telling the community this is a 'work in progress'**

### **SCHOOL WEBSITE**

Discussion was held about the School Website

New website is being developed

Board asked for a 'scope' and timeframe of when this will be completed by?

**ACTION – B Topham to ask for a timeframe and date when the new School Website will be completed by and will report back to the Board at next BOT Meeting**

### **FINANCE REPORT - tabled**

B Topham gave an update

Finance Sub-Committee to meet to review the Finance Report

Finance Report can be amended to meet the needs of the Board

Letter from Sharp Governance, Al Fone tabled to the Board

Finance Sub-Committee will review Al Fone's letter and will report back to the Board at next BOT Meeting

**ACTION – Finance Sub-Committee to review Finance Report & letter from Al Fone and give an update at next BOT Meeting**

- Heating and Electricity has increased since new build. M Clyne asked why?
- B Topham said he didn't know why but other schools who have recently rebuilt have noticed the same



- M Clyne asked B Topham what's happening re the music grants from the Rock Shop that were applied for a few months ago. B Topham wasn't sure where they were at

**ACTION B Topham to check on Music Grant from Rock Shop and will report back to the Board at next BOT Meeting**

**Motion: Moved B Topham Seconded T Campbell**

*The Board approved the May Finance Report*

**Carried**

#### **4. ADMINISTRATION**

##### **4a. Correspondence**

List previously circulated.

B Topham spoke to this

In addition to correspondence a letter from Mr T Smail was tabled at the Board this evening.

T Smail expressed his disappointment that the letter was not tabled within the Board papers.

T Smail said he had sent an e-mail to B Topham asking him to table the letter at the BOT Meeting

B Topham apologised for the miscommunication

**ACTION – Letter from T Smail to be tabled at August BOT Meeting**

##### **Code of Conduct**

**ACTION – Code of Conduct recommendation to come back to the Board at next BOT Meeting**

##### **HALSWELL SCHOOL – appearance**

- G Hancock discussed an e-mail that was sent out to the Board regarding the standard of the grounds
- This is a health & safety issue and needs to be addressed
- Need to be 'proud' of the school
- G Hancock had a list of things that need to be removed, cleaned up etc. around the school
- Suggestion was made to have a 'working bee' on a regular basis to make sure the School is kept in a good condition
- G Hancock made a challenge to the school to be 'cone free' by the end of the school holidays
- B Topham said that that could be done
- This all coincides with the Property Sub-Committee who will be looking at the overall management of the school grounds and will be projected managed

- P Wilson said that the PTA would be happy to drive the 'working bees' with the support from the Board
- C Parish suggested we need to **Celebrate** once the landscaping etc. is all completed. C Parish suggested a 'time capsule' burying a 'cone' with 'stories' about the Rebuild etc.
- Board thought this was a great idea

#### 4b. Meeting Evaluation

B Topham spoke to this

- Challenge going forward
- New Board
- New energy
- Good to have a fresh pair of eyes going forward

There being no further business the meeting closed at 7:50pm.

**NEXT BOT Meeting – Tuesday 23 August 2016 at 5:00pm**

**CONFIRMED** .....  ..... **23 August 2016**

**CHAIRPERSON**

**HALSWELL PRIMARY SCHOOL**

**MATTERS ARISING / ACTION SHEET FROM THE MEETING OF THE  
BOARD OF TRUSTEES  
HELD ON Tuesday 5 July 2016**

<b>By Who</b>	<b>Action</b>	<b>Reference</b>	<b>Due</b>
B Topham	REMINDER to Board to put School Insurance out for Tender two months prior to renewal next year	School Insurance – 20 October 2015	<b>ON HOLD until early next year (2017)</b>
B Topham	B Topham to arrange Media Training for Board and Front of House Staff	Matters Arising – 22 September 2015	<b>To be arranged before August BOT Meeting</b>
Board	Board to discuss Religious Education at next BOT Meeting	Matters Arising – July 2016	<b>Agenda August BOT Meeting</b>
B Topham	China Trip – Risk Management Plan to be tabled to the Board once completed.	Matters Arising – July 2016	<b>To be tabled to the Board once completed</b>
B Topham	Parents of travelling students to attend training sessions held with the children.	Matters Arising - July 2016	<b>To be done as soon as possible</b>
B Topham / R Naysmith	B Topham & R Naysmith to table the Terms of Reference re Technology to the Board once completed	School Report – July 2016	<b>To be tabled to the Board once completed</b>
B Topham	B Topham to put Teacher Only Day notice for 10 <sup>th</sup> November in next School Newsletter	School Report – July 2016	<b>To be done as soon as possible</b>
B Topham	B Topham to communicate parents/visitors need to sign in and out electronically when visiting the school. This will be put in the School Newsletter after the school holidays	School Report – July 2016	<b>To be actioned after at the beginning of Term 3</b>
B Topham	B Topham to contact MOE to formally invite them to a meeting with the Board to discuss School Roll/Zoning before next BOT Meeting	School Report – July 2016	<b>To be done before August BOT Meeting</b>
B Topham	B Topham to contact Brad from Aurecon to invite him to a meeting with the Property Sub-Committee before next BOT Meeting	Property Report – July 2016	<b>To be done as soon as possible</b>
Property Sub-Committee	Property Sub-Committee to meet as soon as possible to discuss Master Plan and	Property Report – July 2016	<b>To be done as soon as possible</b>





	report back to the Board at next BOT Meeting		
Property Sub-Committee	Property Sub-Committee to review Hazard Assessment Register/Matrix and report back to the Board at next BOT Meeting	Property Report – July 2016	<b>To be done as soon as possible</b>
B Topham	Accident Register to be tabled at each BOT Meeting	Property Report – July 2016	<b>Agenda for each BOT Meeting</b>
M Clyne	M Clyne to write a thank you letter from the Board to the PTA thanking them for the catering at Ann Lester's funeral	Personnel – July 2016	<b>To be done as soon as possible</b>
Policy Sub-Committee	Policy Sub-Committee to review Governance Manual to make sure it covers everything	Governance Manual – July 2016	<b>To be done when they next meet</b>
B Topham	B Topham to send out a communication about the Linc-ed Reports telling the community this is a 'work in progress'	ICT – July 2016	<b>To be done as soon as possible</b>
B Topham	B Topham to ask for a timeframe and date when the new School Website will be completed and report back to the Board at next BOT Meeting	School Website – July 2016	<b>To be done before next BOT Meeting</b>
Finance Sub-Committee	Finance Sub-Committee to review Finance Report and letter from Al Fone and give an update at next BOT Meeting	Finance Report – July 2016	<b>To be done before next BOT Meeting</b>
B Topham	B Topham to check on where music grant from Rock Shop is at and report back to the Board at next BOT Meeting	Finance Report – July 2016	<b>To be done before next BOT Meeting</b>
Secretary	Letter from T Smail to be tabled at next BOT Meeting	Correspondence – July 2016	<b>Agenda next BOT Meeting</b>
B Topham	B Topham to report on Orchestra / music plans for the future.	Personnel - July 2016	<b>To be done before next BOT Meeting</b>
B Topham	B Topham to come back to the Board with Code of Conduct recommendations at next BOT Meeting	Correspondence – July 2016	<b>To be done before next BOT Meeting</b>