

**HALSWELL PRIMARY SCHOOL
MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON TUESDAY 29 NOVEMBER 2016 AT 5PM
Halswell Primary School**

1. ADMINISTRATION

1a. PRESENT

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

IN ATTENDANCE

Vick Lloyd (Minute Secretary), T Smail, R Naysmith, C Zelas

APOLOGIES – none

T Campbell welcomed everybody to the Board Meeting

Board agreed to give C Zelas and R Naysmith speaking rights

1b. MINUTES OF PREVIOUS BOARD OF TRUSTEES MEETING

Motion: Moved Chairperson

That the Minutes of the meeting of the Board of Trustees held on 25 October 2016 be approved and accepted as a true and correct record of the meeting. **Carried**

1c. Matters Arising – updated

SCHOOL ROLL/ZONING

- B Topham spoke to this
- Recommended changes to zone – Oakridge St, Wales St, Patterson Tce, Oldham Cres, Birdling Place, Shamrock Place, Sunbeam Place, Nicholls Road, Rearsby Drive and Gibbs Place to be removed from the Halswell School Enrolment Zone.
- This decision was based on the recommendation of consultation with the Oaklands School Board of Trustees held in the Halswell School Library.

SCHOOL REBUILD CONTRACT OBLIGATIONS

- B Topham spoke to this
- This is work in progress

ACTION - B Topham to contact Gill Maher ASAP to set up a meeting with Bruce and the Board to discuss the contract obligations following the school rebuild

ICT BRAIN DUMP

- K Bodger spoke to this
- K Bodger gave a brief update on her job
- Computer Science week next week
- Computer Science to be on the Curriculum in 2018 looking at Coding and Robotics
- Kate asked the Board to add a further 1-2 Macbooks OR Chromebooks for Relieving Teachers OR part-time teachers to use
- Board agreed to support this request
- B Topham said that when the current leases expire on the Macbooks – the school is able to buy them if they are still in a reasonably good condition at a reduced price
- K Bodger said that BYOD is working really well and that the Chromebooks have been a good investment as they are hard wearing devices

ROAD PATROL TRAINING

- Discussion around this was held with the Board
- There is robust training within the school and B Topham OR R Naysmith will go with new parents to explain what to do.
- There is a policy on School Docs to adhere to

ACTION – G Hancock to contact Constable Ross for further clarification re training of both students & parents and will report back to the Board at next BOT Meeting

PLAYGROUND

- R Naysmith spoke to this
- Expected delivery date is mid Term 1

ACTION – R Naysmith to send documentation to C Parish

C Parish to follow this up to get a more definite date of delivery

CLASS REORGANISATION FOR 2017

- B Topham spoke to this
- Lead Team have looked at all the options and believe this to be the 'best option for the children'
- Board discussed this further
- Board felt that the communication to the parents may not have been clear enough

ACTION – B Topham to send out an invite ASAP to concerned parents to come and see Management Team to discuss individually OR as a group

ARTS EVENING

- B Topham spoke to this
- The collection money is sitting with Vicki in Office

ACTION - B Topham to find out how much money was raised and what the cost of the flowers were, and to also ask what these funds were used for and advise the Board at next BOT Meeting

SOUND & LIGHTING FOR HALL

- R Naysmith spoke to this
- Hall Lighting is in the new budget
- R Naysmith is waiting for the Sound quote to come in
- This has been put on the 'wish list' in the 2017 Budget

1d. INWARDS CORRESPONDENCE

- Tabled to the Board

1. Letter from Copyright Licencing New Zealand

- B Topham to seek further clarification from MOE as to what Copyright Licencing Halswell School needs

ACTION - B Topham to seek further clarification from MOE as to what Copyright Licencing Halswell School needs and report back to the Board at next BOT Meeting

2. Letter from Karen McNicholl re Cookbook Account

- Board discussed this letter

Motion: Moved T Campbell Seconded G Hancock

The Board agreed to change the signatory permissions on the Cookbook Account to be B Topham and one other person from the Cookbook Committee **Carried**

- Bank documents to be changed as soon as possible

ACTION - B Topham to email Karen McNicholl to let her know about the signatory permission change

OUTWARDS CORRESPONDENCE

- Tabled to the Board
- 1. **Letter to Simon Cruickshank re Building WOF**
 - B Topham spoke to this
 - Ministry of Education need to make sure buildings meet WOF
 - C Parish spoke about the Fire Plan for the two buildings not being used as classrooms – the need for these to be fire compliant as well as all the other buildings

ACTION – C Parish to contact Fire Engineers re Fire Plan and report back to the Board

2. MONITORING / REVIEW

2a. FINANCE REPORT – taken as read

- T Campbell spoke to this report
- The School's financial position is sound as at the end of October 2016

2b. SCHOOL REPORT

Reports circulated to the Board and taken as read.

- B Topham spoke to his report
- Teacher Only Day 10th November – positive feedback from staff following this day
- Where to next is covered in the paper sent to the Board

NAG 5 HEALTH & SAFETY

- Halswell School Accident Register Report tabled to the Board
- Emergency Evacuation Report – no emergency evacuation was completed last month. School will be doing an earthquake drill in the next week
- Hazard Report – Health & Safety Workshops – Jenny Randall attended a two day education health & safety workshop and will join the Health & Safety Committee

3 TABLED PAPERS

3a. 2017 CHARTER, STRATEGIC & ANNUAL PLANS

- C Zelas spoke to this report
- 2017 Charter is due into the Ministry of Education by 1st March 2017
- C Zelas will update this document and send it out to the Board once completed before sending it to MOE

RECOMMENDATIONS TO THE BOARD

It is recommended that:

- We maintain the current format for our charter with the addition of a statement of our 2021 vision at the beginning strategic planning section of the charter (p 8 of 2016 charter)
- That we remove the table on p8-9

- The BOT work to combine the three BOT 2021 vision statements and staff statements from Strategic Planning and Teacher Only Day into one statement

ACTION – B Topham to send out Vision Statement to the Board as a google doc for collaboration on the single statement

Vision Statement to be tabled at the first BOT Meeting 2017

- The BOT review our strategic goals and outcomes to ensure they fit with our 2021 vision
- The school senior management develop the strategic plan timeline for 2017-2019 and the annual plan for 2017 incorporating ideas generated from both the BOT day and TOD and priorities identified by staff for 2017

3b. BOT SURVEY FOLLOW-UP

- T Campbell spoke to this
- We have listened and heard

Recommendations to the Board

- Agree on the themes
- Prioritise the themes and create actions for each theme.
- Feedback to community now and then again later in Term 1 next year
- Aim to rerun the survey in Term 3 or 4 2017 (but collect demographics next time (parent, teacher, pupil) and make sure senior children give feedback too).

ACTION – BOT Survey Acknowledgement letter to be sent out to parents by end of this week – Friday 2nd December

C Parish & T Campbell to work together on this letter adding some visual imagery before sending out

3c. HYGIENE PROCEDURES

- F Brown spoke to this
- Board agreed that this procedure supplied by the Public Health office be implemented in any outbreaks of gastroenteritis regardless of whether it is norovirus
- Document from Community & Public Health to be given to parents if an outbreak occurs

3d. SOCIAL MEDIA ROLES

- F Brown spoke to this
- Board agreed on answers to questions from Schooldocs re social media rules

ACTION – Social Media Guidelines to be published on schooldocs with agreed changes and school notified of the policy via the school website and on any social media pages (eg facebook and blogs) early next year

K Bodger agreed to be added as an Administrator to the PTA Facebook in order to provide an oversight and retain some control. F Brown to add K Bodger

3e. UNIFORM MID-LAYER

- P Wilson spoke to this
- Board agreed to consider the addition of mid-layer option

ACTION – C Zelas to contact Argyle to see what kind of a deal they could do for the mid-layer of the school uniform

Uniform Mid-Layer to be added to the Agenda for December BOT Meeting

3f. INTERNATIONAL UPDATE – taken as read

- M Clyne spoke to this
- Code Review and Attestation completed with B Topham and Sandra. These have been signed off for 2016
- Thanks to Penny for the huge job she has done on Schooldocs

Tony Smail left meeting at 6:34pm

SCHOOL REPORT - STAND DOWN

- C Parish noted that the recent 'stand down' was missing from the School Report
- B Topham apologised for missing this off his report
- T Campbell asked the Board what information does the Board want to know about?
- Discussion was held with the Board regarding 'stand downs'
- B Topham apologised to M Clyne following his e-mail reply
- B Topham asked the Board to come directly to him first – he prefers 'face to face' then if need be any issues can then be escalated to the Board
- B Topham will e-mail the Board to let them know if there has been a 'stand down' in the future

REPORT FROM KUALA LUMPUR

- M Clyne asked B Topham if he had done a report following his trip to Kuala Lumpur

ACTION – B Topham to write up a report following his trip to Kuala Lumpur and send it out to the Board before the end of the school year

3g. PROPERTY UPDATE

- P Wilson spoke to this regarding shade sail installation

Recommendations: P Wilson recommended that we break this project into two stages.

Stage 1: 4 static play areas, make a decision on the company to supply at the Nov BoT meeting. Shadetex Shade Cover – quote to be clarified and sent out to the Board.

Colour scheme to be agreed to by the Landscaper

Board agreed to do Stage 1 first.

ACTION - Quote to be clarified and sent out to the Board

Board to let PTA know how much money it's going to cost in total

Stage 2 Shade outside each studio: and on the Anne Lester Memorial Lawn. Aim to have this at least started if not completed before school starts 2017

WATERING OF SCHOOL GROUNDS OVER THE HOLIDAYS

ACTION - B Topham to send out a Google Calendar to parents to put their names down where they can help with watering over the holidays

LANDSCAPING PLAN

- P Wilson spoke to this
- Landscape Meeting was held just prior to BOT Meeting tonight – B Topham, P Wilson & M Clyne attended meeting
- Draft Plan shown to the Board tonight
- P Wilson is very passionate about this project
- P Wilson suggested setting up a 'working group' – getting parents involved to drive this further

4 GENERAL DISCUSSION

- P Wilson suggested that the Board should acknowledge Hamish Wheelens for the use of QV. Board agreed

ACTION - B Topham to invite Hamish Wheelens to the final assembly and present him with a thank you gift

BULLYING

- G Hancock spoke to this
- G Hancock asked B Topham how often does the school have 'bullying'?
- Discussion of high level vs. low level bullying.
- B Topham replied – we do get reports of it often with the students – verbal bullying mainly
- G Hancock asked if the staff are trained to deal with bullying?
- B Topham said they are looking at a programme (e-mail received only today) and also the Behaviour Management Programme needs to be reviewed and 'tweaked'
- Staff can alert Management Team via Link-ed if there have been issues re bullying and this is then dealt with by either B Topham, C Zelas OR R Naysmith.

8pm F Brown left the meeting

2017 BUDGET

- T Campbell spoke to this
- Draft 2017 Budget to be tabled at December BOT Meeting
- B Topham to resend 2017 Draft Budget out to the Board with the commentary comments included in it

RECOMMENDATIONS TO BE APPROVED BY THE BOARD

- B Topham spoke to these
- Additional teacher aides to support each learning team in the morning to be included in the budget.

Purchase new furniture to the value of \$26,000

Motion: Moved B Topham Seconded P Wilson

The Board approved to purchase new furniture to the value of \$26,000.

Carried

STAFF WISH LIST

- Board discuss the 'staff wish list' in detail

The wish list needs to be:-

- Purposeful
- Linked to the Strategic Plan
- Goals / Successes
- Resources
- Need a 'time-frame' wanted by
- Priority Order
- Reasons why you want it

There being no further business the meeting closed at 8:40pm.

NEXT BOT Meeting – Tuesday 13th December 2016 at 5:00pm followed by Drinks at The Old Vicarage following meeting – PTA to be invited

CONFIRMED  13 December 2016

CHAIRPERSON

**HALSWELL PRIMARY SCHOOL
MATTERS ARISING / ACTION SHEET FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON Tuesday 29 November 2016**

By Who	Action	Reference	Due
B Topham	REMINDER to Board to put School Insurance out for Tender two months prior to renewal next year	School Insurance – 20 October 2015	ON HOLD until early next year (2017)
V Brown & B Topham	Vicki Brown and B Topham to go through the Asset Register and write off any assets that are under \$1,000	Fixed Assets – August 2016	Ongoing
B Topham	B Topham to set up a meeting with Gill Maher and Board ASAP to discuss the contract obligations following the school rebuild	Property Report – August 2016	TO BE DONE ASAP
G Hancock	G Hancock to contact Constable Ross to clarify Road Patrol Training with both the students and parents and will report back to the Board at December BOT Meeting	Matters arising 20 Sept BOT meeting	Update at December BOT Meeting
B Topham	B Topham to include the Rules as to use of the School Logo in the School Newsletter	Matters arising 20 September BOT meeting	To be completed before December BOT Meeting
R Naysmith	R Naysmith to send documentation re playground to C Parish C Parish to follow this up to get a more definite date of delivery	Finance Report – October 2016	TO BE DONE ASAP
B Topham	B Topham – Class reorganisation for 2017 – send out an invite ASAP to concerned parents to come and see Management Team to discuss individually OR as a group	October 2016	TO BE DONE ASAP
B Topham	Arts Evening collection – B Topham to find out how much money was raised and what the cost of the flowers were. B Topham to ask what these funds have been used for and advise the Board	25 th October BOT meeting	TO BE DONE ASAP
B Topham	B Topham to seek further clarification from MOE as to what Copyright Licensing Halswell School needs and report back to the Board at next BOT Meeting	Inward Correspondence – November 2016	TO BE DONE ASAP
B Topham	B Topham e-mail Karen McNicholl to let her know about the signatory permission change B Topham to go to the bank to change signatories	Inward Correspondence – November 2016	TO BE DONE ASAP
C Parish	C Parish to contact Fire Engineers to discuss fire plan further and report back to the Board	Outward Correspondence – November 2016	TO BE DONE ASAP
B Topham	B Topham to send out Vision Statement to the Board as a google doc Vision Statement to be tabled at the first BOT Meeting 2017	2017 Charter – November 2016	Vision Statement to be sent to Board ASAP Vision Statement – Agenda first BOT Meeting 2017

C Parish & T Campbell	BOT Survey Acknowledgement letter to be sent out to parents by end of this week C Parish & T Campbell to work together on this letter adding some visual imagery before sending out	BOT Survey Follow-Up – November 2016	TO BE DONE ASAP
F Brown	F Brown – Social Media Guidelines to be published on the school website early next year F Brown to add K Bodger's name as an Administrator to the PTA Facebook	Social Media Roles – November 2016	Social Media Guidelines published next year K Bodger's name to be added ASAP
C Zelas	C Zelas to contact Argyle to see what kind of a deal they could do for the school uniform mid-layer For further discussion at next BOT Meeting	Uniform Mid-Layer – November 2016	AGENDA December BOT Meeting
B Topham	B Topham to write up a report following his trip to Kuala Lumpur and send it out to the Board before the end of the school year	School Report – November 2016	TO BE DONE BEFORE END OF SCHOOL YEAR
P Wilson / B Topham	P Wilson & B Topham to clarify quote for Stage 1 and send it out to the Board Board to notify PTA how much money it's going to cost in total	Property Report – November 2016	TO BE DONE ASAP
B Topham	B Topham to send out a 'Google Calendar' for parents to put their names down where they can help with watering over the holidays	Property Report – November 2016	TO BE DONE ASAP
B Topham	B Topham to invite Hamish Wheelens to final assembly to present him with a thank you gift	General Discussion – November 2016	TO BE DONE ASAP
T Campbell / F Brown / C Parish	Publish survey themes and actions.	BOT survey followup - November 2016	Agenda 1st meeting of 2017