HALSWELL PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON FRIDAY 31 JULY 2015 AT 3.40PM CORE Education

1. ADMINISTRATION

1a. PRESENT

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

1b. APOLOGIES

B Crammond welcomed everyone to the Board Meeting

1c. MINUTES OF PREVIOUS BOARD OF TRUSTEES MEETING

MOTION: Moved B Topham Seconded L Dovey

That the minutes of the meeting of the Board of Trustees held on 19th June 2015 be approved and adopted as a true and correct record of the meeting. **Carried**

1d. EXPENDITURE APPROVAL

MOTION: Moved G Carson Seconded J Busbridge

The Board approved budgeted expenditure till their next meeting. **Carried**

1e. LIFT BUILD COMMUNICATION PROTOCOL

MOTION: Moved J Busbridge Seconded E Moore

The Board approved lifting the media communication protocol which was in place and returning to the standard protocol. **Carried**

1f. MATTERS ARISING FROM PREVIOUS MINUTES - updated

- Media training happened – went pretty well – ladies at front desk may benefit from doing this to be aware of protocols – perhaps flash cards for them? B Topham noted we have been working on messages for individual situations arising. - Front desk staff may not need full training but a cut down version may be helpful.

  ACTION – B Topham to remind staff of appropriate actions

- Hazard Action list – to remain on agenda for next meeting

- Facilitator for today's strategic review meeting – completed

- Reporting format – discussed during strategic review meeting – review again

- Finance lessons – doodle poll didn't work, need to try again.

  ACTION – B Crammond to conduct another doodle poll to find a suitable session time.

Finance Policy – to review next Board meeting

- Conflict of interest forms – completed

- Hire of Hall – 3 different hire forms – Conditions of Hall Usage - reasonable interest in hiring the hall – St Johns back using it

ACTION – B Topham to send out google doc or link

- Discussed whether to write to auditor and thank them – decided this was not necessary

- Curtains – discussed whether these are needed for school performance, may get blinds for the corner where the sun streams in. B Topham has checked with a lady who supplies blinds – J Busbridge noted the highest quoted price for curtains was $13K Discussed purchasing both the curtains, and the blinds for top window.

MOTION: Moved L Dovey Seconded S Perrin

The Board approve B Topham purchasing curtains provided they cost less than $13K.

Carried

- Corner blind quote $3K received– top window –

ACTION – B Topham to seek approval from Board to purchase blinds

- Chase up Bidi and Craig – followed up by B Topham - waiting for them to confirm when they are coming back. J Busbridge has spoken to contractors

- J Busbridge to contact Brad regarding retaining wall – not done – B Topham has been in contact – discussed the management plan going forward for repairs – soft landscaping only – wondered if school would be interested in looking after this going forward – Yes - $10K offered by contractor — need contractor to complete the work rather than the school - $10k not enough - Opus causing the delay in work on the retaining wall

- Cover for Liability – sorted as per S Perrin's report

- School docs – L Dovey and B Topham set to have meeting – will show at September Board meeting

- School Bank Acc - Concern over lack of support from Westpac – changing accounts is not as big an issue as B Topham originally thought. ASB run school programmes now. Not the right time to make the change but to be revisited in the new year

- Finance accounts details –reporting is still not what is wanted – not timely – to be reviewed as the service is not adequate. Could use GETZ tender process to load EOI for new provider/package?

ACTION – B Topham to ask other schools to see who they are using for accounting packages and processing

ACTION – B Topham arrange meeting with Cheryl (at current provider)

- School Walkaround

ACTION – B Topham to organize for Shaun, Eric, Gwyneth & anyone who wishes to attend – doodle poll?

1g. CORRESPONDENCE

Inwards – Taken as read there has been no significant correspondence received

Outwards – as tabled

MOTION: Moved Chairperson

That the inwards and outwards correspondence be accepted **Carried**

1h. GENERAL BUSINESS

- Property Check contract – (in file room?) – J Busbridge to send to G Carson – G Carson to then acknowledge receipt of contract and record.
- Office trays to be used for items requiring signing only – G Carson
- High volume of incoming correspondence via fax – not really relevant so not scanned
- Pigeonhole in staff lounge to be reinstated for Board correspondence – G Carson to hold the key
- S Perrin Property report – S Perrin spoke to his report and he will email copies to the Board. Had meeting with School Support early July – still waiting on them to come back with information

ACTION – S Perrin to email copies of his report to the Board

1i. MEETING EVALUATION

- Nil

1j. NEXT MEETING

Board of Trustees – Tuesday 22nd September at 5pm

The meeting closed at 4.40pm

APPROVED..... **22 September 2015**

CHAIRPERSON