



**Halswell School**  
*Many hearts make a school*

**MINUTES OF THE MEETING OF THE  
BOARD OF TRUSTEES  
HELD ON TUESDAY 31 JULY 2018 AT 5:00 PM**

**1. ADMINISTRATION**

**1.1. PRESENT**

Trevor Campbell (Chairperson), Bruce Topham (Principal), Anita Head (Staff Trustee),  
Francesca Brown, and Marcus Clyne.

**IN ATTENDANCE**

Alex Dieudonnē (Finance Advisor MOE), Rob Naysmith (Associate Principal), Cathie Zelas  
(Associate Principal), Angela Pettersson (Team Leader Huritini), Gael McFarlane  
(Team Leader Orongomai), Lisa Dovey (Team Leader Otumatua) and Casey Gardiner  
(Minute Secretary).

**APOLOGIES**

Penny Wilson, Carena Parish, and Gary Hancock.

**2. BUDGET DISCUSSION**

T Campbell welcomed Alex Dieudonnē and the Team leaders to the meeting in hopes that the Board can move forward in the Budget for 2018 approval. The following comments were noted in the discussion:

- The Budget document was previously circulated to Board Members. Within this document, the Team leaders have provided the reason for the expenditure and have seriously cut back hard on spending. The Budget is still remaining as a deficit budget.
- Trevor noted that curriculum spending was below the MoE benchmarks, other areas were above.
- A comment was raised about pulling out these numbers from the budget and linking it to the goals so that there is a sense of clarity from a governance point of view.
- Alex spoke to the Board – his role is to support Boards who are the custodians of the school. The school cannot spend more than they get, and no school can sustain the decrease in their working capital. This is an area of concern in particular for this school.
  - First need to understand your revenue. Strip it out and it forms your budget. You need to sustain your income level (1-3% surplus is the ideal for majority of schools).

- Depreciation is a major cost in the budget and the budget needs to reflect that.
- An explanation of why depreciation is important to budget for was provided by Trevor and Alex.
- Discussion moved to viewing the SUE Report (Banked Staffing) and the operations Report to help further the understanding.
- The recommendation was to put a budget into Xero and a spreadsheet and move from there.

*A Dieudonné left the meeting at 6:33 pm.*

- Discussion moved to approving the Learning Resource Budget for the Team Leaders and moving to get the reporting in Xero up to date.
- M Clyne noted the BoT has an important governance role, and is asking questions of the management that need to be answered.

**Motion: Moved: B Topham Seconded: Chairperson**

*That the four Learning Team Budget's, as tabled "Halswell School Budget Break-Down" be approved.*

**Carried.**

*C Zelas and G McFarlane left the meeting at 6:45 pm.*

**Motion: Moved: B Topham Seconded: Chairperson**

*That the Lead Team have another look at the remainder of the budget to be circulated by Friday.*

**Carried.**

### **3. ADMINISTRATION CONTINUED**

#### **3.1. MINUTES OF PREVIOUS BOARD OF TRUSTEES MEETING**

**Motion: Moved: Chairperson**

*That the Minutes of the meeting of the Board of Trustees held on 26 June 2018 be approved and accepted as a true and correct record of the meeting.*

**Carried.**

**Motion: Moved: Chairperson**

*That the Minutes of the Public Excluded meeting of the Board of Trustees held on 26 June 2018 be approved and accepted as a true and correct record of the meeting.*

**Carried.**

#### **3.2. CORRESPONDENCE – Nil.**

### **4. SAMOA TRIP DISCUSSION**

The following comments were raised from the discussion:

- The trip is planned to go ahead in September.
- The Budget for this trip has not changed since it was originally brought to the Board.
- There are several upcoming fundraising opportunities: Quiz Night, Term 4 Disco, Lunch Wraps, etc.
- Swimming competence was discussed- students are signing a contract regarding this.

**Motion: Moved: Chairperson**

*That a Daily allowance of \$100 a day is approved for Anita Head and Lisa Dovey.*

**Carried.**

**Motion: Moved: Chairperson**

*That the Board of Trustees approve the trip to Samoa.*

**Carried.**

*L Dovey and A Petterson left the meeting at 7:13 pm.*

**5. MONITORING/REVIEW**

**5.1. FINANCE REPORT**

The June 2018 Finance Report was tabled at the meeting with approval deferred.

**5.2. SCHOOL REPORT**

B Topham apologised for the lateness of his Schools Report and circulated a copy for Board Members at the meeting. The following comments were noted:

- It was a warm welcome back to Cathie to the school after her sabbatical. She will present her work at the next BoT meeting. There is a new teacher in Ahuriri – Amy Craddock.
- Panda Campers returned safely from the two weeks in China. Positive remarks.
- Enrolments have taken us through to 708:
  - 14 New Enrolments;
  - 12 New International Children;
  - Roll 669 plus 39 International;
  - Internationals:
    - 27 Long Term (3 will become domestic soon);
    - 12 Short Term.
- Enrolment Zone – Knights Stream is awaiting confirmation. There was an invite to attend a meeting with South West of Christchurch schools. It was noted that R Naysmith and F Brown will be in attendance.
- Memorial (Library) Lawn – we are waiting for Shane Higgins to have time to install the seat. The Bell should be installed in the tower at same time. Once a timeline has been set, the setup for the formal opening involving Anne’s family and friends can begin.
- Term date proposals were brought to the Board. We are finishing 2018 school year on the 19 December. The 2019 proposals were circulated to Board Members.
- Across School theme for this term is Well Being through a Health and Physical Education.

**6. GENERAL BUSINESS**

**6.1. WORKING BEE**

Upcoming working bee to complete some planting around the New entrant classes. Discussion moved to having this occur during the work week to include the new entrant parents.

**6.2. FOOD SAFETY**

Bruce has discussed with Ellesmere Principals – position is still unclear. Rob to follow up with a phone call to MPI to confirm action that needs to be taken.

Upcoming working bee to complete some planting around the New entrant classes. Discussion moved to having this occur during the work week to include the new entrant parents.

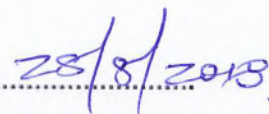
**NEXT MEETING: TUESDAY 28 AUGUST 2018 AT 5:00 PM**

There being no further business, the meeting was closed at 7:40 pm.

CONFIRMED.....



**CHAIRPERSON**



**DATE**

**MATTERS ARISING / ACTION SHEET  
FROM THE MEETING OF THE  
BOARD OF TRUSTEES  
HELD ON TUESDAY 31 JULY 2018**

<b>By Who</b>	<b>Action</b>	<b>Reference</b>	<b>Due</b>
B Topham	Confirm closing of Jump Jam account from last year, and transfer of funds to the PTA. Email PTA President once this is done and the Board to advise how much was transferred (Jump Jam).	12/12/17 – 2a	<b>ASAP</b>
P Wilson	Commercial sponsorship – investigate further and bring a proposal back to the Board	21/09/17 – 1c	<b>Term 4</b>
B Topham	Link with Subcommittee of Board Internationals – Bruce to work with Penny	29/05/18 – 5c	<b>Next Meeting</b>
Rob Naysmith	Food Safety. Rob to confirm by phone, with written followup, with MPI the requirements for the school.	26/06/18 – 3a	<b>Next Meeting</b>