



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

**MINUTES OF THE MEETING OF THE  
BOARD OF TRUSTEES  
HELD ON TUESDAY 25 SEPTEMBER 2018 AT 5:00 PM**

**1. ADMINISTRATION**

**1.1. PRESENT**

Trevor Campbell (Chairperson), Marcus Clyne, Gary Hancock, Carena Parish, Francesca Brown, and Penny Wilson.

**IN ATTENDANCE**

Rob Naysmith (Associate Principal), Cathie Zelas (Associate Principal), and Casey Gardiner (Minute Secretary).

**APOLOGIES**

Bruce Topham (Principal) and Anita Head (Staff Trustee).

**1.2. MINUTES OF THE PREVIOUS BOARD OF TRUSTEES MEETING**

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

*That the minutes of the meeting of the Board of Trustees, held on 28 August 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 28 August 2018, be approved and accepted as a true and correct record of the meeting.* **Carried.**

**1.3. ACTIONS FROM PREVIOUS MINUTES**

- The Enrolment Scheme – Discussed later in meeting.
- Café Accounts – Ongoing

**1.4. CORRESPONDENCE**

**Inwards**

- Zoning – MOE
  - Ministry have come back stating that this is not a minor change and would result in turning to a consultation with the community again.

**Action:** Rob to contact the Ministry to discuss zone changes and what needs to be done to ratify the originally proposed zone.

**Outwards** – Nil.

## 2. PUBLIC EXCLUDED SESSION

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

*That the meeting moves into Public Excluded Session for reasons of legal and professional privilege and to protect the privacy of natural persons. While in Public Excluded the Board discussed: Café Discussions.* **Carried.**

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

*That the meeting resumes in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board of Trustees.* **Carried.**

## 3. MONITORING/REVIEW

### 3.1. Finance Report

The Finance Reports were previously circulated to Board Members before the meeting. The following comments were noted:

- The Working Capital has increased to \$261k from \$131k at the start of the year. This is as a result of the YTD operating surplus of \$184k – on a cash basis this is closer to a \$243k surplus – offset by asset additions of \$115k.
- It was queried about the International Money. It was noted that it gets parked on the balance sheet and considered to be a liability.
- The layout of the report was again discussed with the Board agreeing that it needs to be tidied up moving forward to future Board Meetings.

### 3.2. School Report

The School Report was tabled at the meeting and the following comments were noted:

- Cathie Zelas spoke to the 2.2. Curriculum Review, in particular spelling. It was last reviewed in 2012 and the recommendations that were made were not implemented. This current review has brought up the same recommendations which we will be implementing moving forward.

*C Zelas left the meeting at 5:55 pm.*

- Our curriculum focus for this term has been on Health and PE with our curriculum focus called 'Ways to Well Being'.
- The feedback from the Communications Review were presented to Board Members. It was discussed about wanting to cut down on the use of individual email correspondence to teachers, especially when related to things such as planning of the school ski trip. Google Forms were discussed as a possible forum.
- We have several teaching positions to fill for 2019. This is due to roll growth, maternity leave, and resignations. One of these positions is for a Team Leader position which will be in the Junior School.
- Provisional Staffing Entitlement for 2019 is out now and is based on a school roll of 727.
- Staff Appraisals – we are currently at the mid-point of our appraisals which run from Term 2 to Term 2 next each year.

## 4. OTHER AGENDA ITEMS

### 4.1. Mural Proposal

A proposal for the mural was presented to Board Members and spoken to by R Naysmith. It will be behind the shed and between the bus shelter. This site is graffiti prone and is a very public place, providing the opportunity to showcase the school. The Board were in approval for



this but would like to see something of quality and long-lasting. The Board were especially keen on the idea of having the children involved in the processes.

**4.2. Server Upgrade**

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

*That the Board accepted and approves the quote from InfaTech to upgrade the Server.*            **Carried.**

**4.3. Signage Proposal**

The proposal for the signage was previously circulated and the following comments noted:

- It was commented that the signs should all have a consistent font as well as Māori names because if it is going to be on one, it should be on them all.
- It was agreed that it will be a good visual for those in the school, especially if they were to eventually be put on classrooms to identify the names of the blocks and of each end of the blocks.

**Motion:**            **Moved: Penny    Seconded: Francesca**

*That the Board accepts the signage quote of \$5,019.75.*            **Carried.**

**4.4. Dish Draws Proposal**

It was discussed about replacing the staffroom sterilizer with a dish draw.

**Motion:**            **Moved: Penny    Seconded: Gary**

*That the Board approves the purchase of dish draws to replace the sterilizer with two dish drawers at a cost of \$1,800 per dish draw.*

**Carried.**

**4.5. Revise Final BOT Meeting Date**

Discussion occurred and the Board approved the final meeting date for 2018 to be the 11 December 2018.

**NEXT MEETING DATE: 30 OCTOBER 2018 AT 5:00 PM.**

There being no further business, the meeting was closed at 7:01 pm.

CONFIRMED.....

  
CHAIRPERSON

  
DATE