



Halswell School
Many hearts make a school

**MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON TUESDAY 30 OCTOBER 2018 AT 5:00 PM**

1. ADMINISTRATION

1a. PRESENT

Trevor Campbell (Chairperson), Rob Naysmith (Acting Principal), Carena Parish, Marcus Clyne, Anita Head (Staff Trustee) Francesca Brown and Gary Hancock

IN ATTENDANCE

Lisa Dovey and Marilou Crequer (Minute Secretary)

APOLOGIES – Penny Wilson

T Campbell welcomed all to the meeting.

**1b. MINUTES OF PREVIOUS BOARD OF TRUSTEES MEETING 25 SEPTEMBER
2018 (Public and PE Minutes)**

Motion: Moved: Chairperson

That the Minutes of the Public meeting of the Board of Trustees held on 25 September 2018 be approved and accepted as 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 25 September 2018 be approved and accepted as true and correct record of the meeting.

Carried

1c. Action(s) from previous minutes

- Zoning – R Naysmith will speak to this in his report to the Board
- Action arising out of the PE minutes have all been done (R Naysmith)

1d. Correspondence – as listed in the Agenda

M Clyne spoke to this and called the Board's attention to the email from Constable Ross regarding the 'road crossing'. The Constable has raised some very serious concerns about the road crossing and the potential consequences. He has also advocated for Halswell School with the local council and transport agency. The Board had a good discussion on what are the options moving forward? Who else do we contact to ask for help? The bottom line is – **we need to ensure the safety of the children**. No one seems to be taking 'responsibility' and the children's safety is being compromised which is not acceptable. The situation is an 'accident waiting to happen'. The road patrols are becoming 'too dangerous' Next step? Speak to a local

MP to advocate for Halswell School. Get our story in the local paper? An editorial in the paper?

Actions: R Naysmith

1. set up a meeting with the local MP Ruth Dyson and others
2. Put Constable Ross' message in the school newsletter to inform parents/community of the steps being taken and how our parents can help ensure that our children are safe

2. MONITORING / REVIEW

2a. Finance

Reports previously circulated and taken as read. T Campbell noted the following for September 2018.

- Finances doing well
- Operating surplus - \$173K YTD (budget which was not approved projected a loss at this point of \$183k)
- International income explained and how these are appreciated in the books – moving forward this would be a more accurate reflection of our financial accounts. There was discussion on the international income and what are the obligations with regard to the money and where/how it can be spent
- Working capital - \$132k to \$235k – extra money we need to ensure we can pay for our bills – this is being monitored by the Ministry
- Surplus number includes depreciation (explained further by the Chairperson)
- \$60k of Samoa and China trip spending – will be reflected as costs
- Banking staffing overspend – R Naysmith advised the Board that this balances out at the end of the year
- Balance sheet/statement of financial position

Motion: Moved: Chairperson

That the Board accepts the September financial accounts/statements as tabled.

Carried

2b. School Report – October 2018

Report previously circulated and taken as read. R Naysmith spoke to the following:

- Curriculum – focus on Arts for this term (links to Charter for reference included in the report)
- Meeting with Lead Team to start annual planning
- OTJ on track for reporting to be finished by 7 December
- Will present the target/achievement data in December Board meeting or first meeting in the new year
- Resignations and recent appointments
- Staffing for next year – all sorted. We are fortunate with the calibre/experience of teachers we have and have recently employed
- NZEI – Teacher Strike Day 14 November – we have 100% union membership at school. **The Board agreed and decided that school will be closed (as per previous strike) and a notice will go out to the community as soon as possible.** R Naysmith to advise the Chair if the strike action will not proceed

Action: R Naysmith to draft a message for our community to call attention to the closure of the school for the day in the event of the strike going ahead 14 November

Property and Finance

R Naysmith spoke to the cleaning contracts. He will obtain 4 quotes for consideration. He sought guidance from the Board regarding the move to not allow children to do the cleaning next year (as per previous practice for fundraising overseas trips). He went on to explain the rationale behind moving to a commercial cleaning contractor such as: time required on teachers to monitor the children's cleaning (which is a drain on teacher's time); cleaning not done to a 'high' standard. The idea of the children 'working to pay for their trip' was great but perhaps cleaning is the not the 'right' vehicle to achieve this goal. The Board had a good discussion on the pros and cons of the children cleaning versus commercial cleaners. All agreed that the reason for change is not to stop the trips but to make it easier for everyone to manage and be involved. It will be made clear to all parents/community that assuming an overseas trip will be organised and approved – school cleaning will not form part of the fundraising effort. Alternative suggestions included the children doing their own fundraising events (outside of school) like quiz nights or sausage sizzles. While ultimately, this is a management decision, the Board agrees and supports R Naysmith's recommendation that Halswell School engages a commercial cleaning contractor moving forward. All children currently doing the cleaning will finish their 'contract' as per the original agreement.

Motion: Moved: G Hancock **Seconded:** C Parish

That the Board delegate to authority to R Naysmith to decide on which cleaning contractor to engage once all the quotes have been received.

Carried

Action: R Naysmith will send out a communication to parents in Year 6 and 7 in the Newsletter in Week 6 or earlier as discussed above

Property Subcommittee – met today and R Naysmith spoke to items from the meeting.

- Looking at projects/maintenance for next year
- Erosion by Halswell Rd – will be remediated by mass planting (will be backfilled prior) in March 2019 – working bee
- Extra planting around Ahuriri around the tank at same time
- Landscaping master plan to be revisited
- Skate ramp – looking at options and pricing
- Water garden – a priority for more planting to occur

Athletics sports at Nga Puna Wai went very well. The complex is great, and school will continue to go there for activities.

Compliance/Assurances/Reviews – subcommittee (Anita H, F Brown and R Naysmith) will report back to the Board next meeting

Some Year 4 students were tested for Maths and Social Sciences end of last term by National Monitoring Study – results will be shared in due course

3. OTHER AGENDA ITEMS

3a Cleaning Contracts

Discussed and decision made in the school report section

3b School Zone

R Naysmith spoke to this. He only became involved this term. We will need to go through a consultation process due to the implications on Knights Stream School. Averill Mannering from the MoE assisting us with this process. He will organise a meeting with Board Chair and Averill as soon as possible. He then showed a map showing the current zone and the proposed changes (if any). The 'grandparenting rule' also discussed if we get 'out of zone' children etc.

Action: R Naysmith to organise meeting with Averill (MoE) and T Campbell

3c Road Crossing

Discussed and actions have been agreed on moving forward, as above.

3d Audited Accounts for 2017

Previously circulated. T Campbell spoke to this. An audit report and management letter will follow in due course which will inform the Board if there are any concerns or actions for the Board to take moving forward.

Motion: Moved: Chairperson

That the Board accept the Audited Accounts for the year ended 31 December 2017 as circulated and tabled at the meeting and direct the Chairperson and R Naysmith to sign the accounts on behalf of the Board.

Carried

Budget 2018/2019

The Board has an obligation to pass a budget, as currently any spending done by school through R Naysmith, is technically 'outside of budget'. R Naysmith and T Campbell to meet and finalise the budget (removal of unnecessary budget lines etc) for approval at the December meeting. The draft will be circulated with the papers for the next meeting.

3e Policy Reviews

F Brown spoke to this. There is no need to review the Religious Instruction Policy as this does not affect our school but will have to be updated in SchoolDocs. The Policy on Improving Educational Outcomes for Māori students will be circulated to parents.

4. GENERAL BUSINESS

4a End of year survey

C Parish spoke to this. It is suggested that we do this every year and it will give the Board an opportunity to review our policies and processes to ensure positive change(s) are being made.

Action: C Parish and F Brown to formulate 2018 survey questions for circulation to parents

4b New board member

An induction pack is necessary.

Action: F Brown to circulate a link with the latest information about being a Board member (expectations and obligations), and update with input from other Board members.

4c Class formations in 2019 (Year 4 and 5)

C Parish raised this issue. A Head reported that every effort is made to accommodate the needs of students and what is best for all children within the cohort/year group. No one will miss out as every opportunity is given for children to be able to participate (in various activities). This messaging should be conveyed to all parents.

There being no further business meeting closed at 6:30pm

Next Meetings: Tuesday 27 November 2018 at 5:00 pm
Tuesday 11 December 2018 at 5:00 pm

CONFIRMED.....



CHAIRPERSON

27/11/2018

DATE

**MATTERS ARISING / ACTION SHEET
 FROM THE MEETING OF THE
 BOARD OF TRUSTEES
 HELD ON TUESDAY 30 OCTOBER 2018**

By Who	Action	Reference	Due
R Naysmith	Set up a meeting with the local MP Ruth Dyson and others Put Constable Ross' message in the school newsletter to inform parents/community of the steps being taken		Asap
R Naysmith	Draft a message for our community to call attention to the closure of the school for the day in the event of the strike going ahead 14 November		Asap
R Naysmith	Send out a communication to parents in Year 7 and 8 in the Newsletter in Week 6 or earlier about cleaning for fundraising		
R Naysmith	Organise meeting with Averill (MoE) and T Campbell		Asap