



Halswell School
Many hearts make a school

**MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON TUESDAY 11 DECEMBER 2018 AT 5:00 PM**

1. ADMINISTRATION

1.1. PRESENT

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

IN ATTENDANCE

Lisa Dovey and Casey Gardiner (Minute Secretary).

APOLOGIES

Gary Hancock.

1.2. MINUTES OF THE PREVIOUS BOARD OF TRUSTEES MEETNG – 27 NOVEMBER 2018

Motion: **Moved: Chairperson**

That the Minutes of the Public Meeting of the Board of Trustees held on 27 November 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 27 November 2017 be approved and accepted as a true and correct record of the meeting.

Carried.

1.3. ACTIONS FROM PREVIOUS MINUTES

The Action Points were discussed with those being completed, removed from the list, and all others a work in progress. The following comments were noted:

- Professional Liability Insurance – This is deferred to 2019 to be followed up with Stuart for both Principal and Board liability insurance.

Action: To review the Principal Professional Indemnity Insurance and Board Professional Insurance early in 2019.

- Plaque – The list will be circulated to Board members including the inscriptions.
- Tiered Seating – We have received one quote. Board were interested in viewing other quotes as well as finding out about their lead in times.
- Governance Manual – Board has to Friday to review online for a working document to be circulated by the end of next week.
- Website Bio – Board were interested in taking a group photo at the first board meeting at the start of the year.

1.4. CORRESPONDENCE – As listed in the Agenda.

It was noted by R Naysmith that the leave request, as previously circulated to Board members, was approved via email.

It was also noted by T Campbell that we will need to be setting a date at the first meeting of 2019 for the School Board of Trustees Election.

Motion: **Moved: Chairperson**

*That the Board approve the purchase of gifts for leaving staff up to the total cost of \$180. **Carried.***

2. MONITORING/REVIEW**2.1. FINANCE REPORT**

The Finance Report for November 2018 was previously circulated and tabled at the meeting. It was noted that our Working Capital is \$310,000 from \$130,000 excess at the start of the year. \$175,000 surplus YTD. We have spent \$119,000 on assets.

Motion: **Moved: Chairperson**

That the Board approved the Finance Report for November 2018.

Carried.

2.2. SCHOOL REPORT

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

- Planning for Term 1 2019 is well underway.
- Zone Consultations – This was submitted to the Ministry on the 28/11/2018. We have received a letter back asking that the Board write a letter stating urgency for this to be completed by the end of January for the beginning of the school year. This has been completed by M Clyne.
- We have appointed Pip MacDonald to teach drama as part of our Performing Arts Programme.
- School Organisation – Class placements are being finalised and will be sent out via Linc Ed on the 17 December 2018. Where teachers will be teaching in 2019 went out in Wednesday's newsletter.
- NZEI Collective Agreement Negotiation – The teachers have voted to reject the latest collective agreement offer put forward by the Ministry. This will likely result in further Industrial Action to take place in 2019.
- Furniture – Some new furniture for the extra Year 4 class have been ordered for next year. The order has been kept to a minimum as we will be able to move furniture around to accommodate the extra class. The quote was for \$3,807.
- Property Work – Phil has brought the timber required to retain the soil in the hill. He has also purchased timber to put back on the seating in Ahuriri to stop soil falling out. This work is currently being done. It was also noted that the shipping container, which had been used for storage, has been cleared and returned.
- We are currently receiving quotes for the asphalt and artificial grass areas discussed. The quotes were presented to Board Members at the meeting. It was noted that the sub-committee for Property should look over the quotes and provide a recommendation to the Board via email.

Action: Property Sub-Committee to provide a recommendation for the asphalt and artificial grass to Board Members via email.

- Health and Safety – There are no major incidents to discuss.
- The International Student role is looking positive for 2019 with 15 students returning and another 13 confirmed to start in February/March 2019. There is another 1 pending.

- The Board were made aware of the Policy Assurances and Attestation that has been completed. Police Vetting were discussed – Camp parents will be vetted from 2019.
- We will be welcoming Stuart Cameron on Tuesday 18th December at 11 am with a Mihi Whakatau. The whole community is invited, and Board representation would be fantastic.

3. OTHER AGENDA ITEMS

3.1. GOVERNANCE MANUAL/WEBSITE BIOS – Discussed in Actions from Previous Meeting.

3.2. SURVEY RESULTS

The Survey Results were previously circulated, and the following comments were noted:

- We had a total of 103 responses for this year.
- We are trending the right way with: Outdoor Environment is much less of an issue; Community/Values + Opportunities for children are progressing well; Less concern around Learning (people are happier with the play-based learning); and less comments about the MLE (but they are still there).
- Some of the areas of concern are: Parents perceiving there is poor reporting about their child’s progress; Class organisation from 2018 was not popular; and Road Safety (particularly the crossing) is a major concern for parents.
- Some comments around the Senior School Teaching Staff were noted. This would be good to have this conversation continue in the Team Leaders Meeting.
- It was noted that we need to go back to the Community thanking for those who responded to the survey questions.

Action: To publish survey results in the Newsletter before the end of the year.
Action: Senior Management to discuss the Survey Results and the comments.

3.3. FOOD POLICY

The Food Policy was circulated via email. In its current form, the Policy is able to be manipulated in its current form to fit our school culture. It was discussed about presenting a survey to the school community going out at the beginning of 2019.

Action: To send out a survey for the Food Policy early in 2019.
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There being no further business, the meeting was closed at 6:50 pm.

Next Meetings: Tuesday 12th February 2018 at 5:00 pm.

CONFIRMED. 

CHAIRPERSON



DATE

**MATTERS ARISING / ACTION SHEET
FROM THE MEETING OF THE**