



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

**MINUTES OF THE MEETING OF THE  
BOARD OF TRUSTEES  
HELD ON TUESDAY 12 FEBRUARY 2019 AT 5:00 PM**

**1. ADMINISTRATION**

**1.1. PRESENT**

Trevor Campbell (Chairperson), Stuart Cameron (Principal), Carena Parish, Marcus Clyne, Anita Head (Staff Trustee), Francesca Brown, Penny Wilson, and Gary Hancock.

**IN ATTENDANCE**

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

**APOLOGIES – Nil.**

**1.2. SPEAKING RIGHTS:** Rob Naysmith and Cathie Zelas.

**2. MONITORING/REVIEW**

**2.1. 2018 SCHOOL-WIDE ACHIEVEMENT REPORT**

The School-wide Achievement Report for 2018 was previously circulated to Board members and tabled at the meeting. The following comments were noted:

- It was stated that there has been a change in the report regarding Linc-ED. It has been discovered that the reporting style will not work for our Juniors like we had previously planned so will be continuing to anniversary reporting until Year 3.
- It was queried about lifting the performance of all students, as well as those who are performing at standard to better improve academically. R Naysmith noted that with the G&T, he is looking at this year to go through the recommendations that came out of the review and implementing these.

**2.2. 2018 ANALYSIS OF VARIANCE**

The Analysis of Variance Report was previously circulated to Board members and tabled at the meeting. The following comments were noted:

- It was queried about the Growth Mindset and how this is being measured. It was noted that most of the aspects looked at were already high when first investigated. Across the board, by the end of the year, there was a slight lift in the improvement. Currently, it is trying to imbed into our school culture.

*C Zelas left the meeting at 5:15 pm.*

**3. ADMINISTRATION CONTINUED**

**3.1. MINUTES OF THE PREVIOUS BOARD OF TRUSTEES MEETING – 11 DECEMBER 2018**

**Motion: Moved: Chairperson**

*That the Minutes of the Public Meeting of the Board of Trustees, held on the 11 December 2018, be approved and accepted as a true and correct record of the meeting.*

**Carried.**

**3.2. 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:

- The Action regarding investigating the 'Professional Liability Insurance', the 'Principal's Professional Indemnity Insurance' and 'Board Professional Insurance' were discussed as being the same action and should be joined as one. It was noted that this action should be followed up by both T Campbell and S Cameron.

**Action:** To investigate the 'Professional Liability Insurance', 'Principal's Professional Indemnity Insurance', and 'Board Professional Insurance'; and to bring these findings to the next Board meeting.

- Follow-up with Ruth Dyson – It was noted that we have still had no further correspondence from Ruth Dyson. This Action remains ongoing.

**3.3. CORRESPONDENCE – As listed in the Agenda**

**Motion: Moved: Chairperson**

*That the Board resolve to adopt the new Enrolment Zone Amendment.*

**Carried.**

**3.4. ADMINISTRATION**

**3.4.1. BOARD ELECTION**

**3.4.1.1. ELECTION OF DEPUTY BOARD CHAIRPERSON**

**Motion: Moved: Chairperson Seconded: P Wilson**

*That Francesca Brown be nominated as Deputy Board Chairperson.*

**Carried.**

**(There were no further nominations)**

**3.4.1.2. BOARD ELECTION DATE**

**Motion: Moved: M Clyne Seconded: Chairperson**

*That Board approve the Board of Trustees Election date of the 7<sup>th</sup> June 2019.*

**Carried.**

**3.4.2. DELEGATED AUTHORITIES**

**Motion: Moved: Chairperson**

*That the Board formally delegate Rob Naysmith to stand in as Principal in Stuart Cameron's absence if required. If Rob Naysmith is absent, Cathie Zelas is delegated to stand in as Principal.*

**Carried.**

**3.4.3. MEETING DATES FOR 2019**

**Motion: Moved: Chairperson**

*That the Board adopts the Board meeting dates for 2019 with the following amendment: Removal of the October Board Meeting.*

**Carried.**

**3.4.4. SUB COMMITTEES**

**3.4.4.1. Disciplinary Sub Committee**

It was decided that the Disciplinary sub-committee shall be comprised of G Hancock, P Wilson, and T Campbell.

**3.4.4.2. Finance Sub Committee**

It was decided that the Finance sub-committee shall be comprised of the existing members with F Brown, alongside S Cameron.

#### 3.4.4.3. Principal's Appraisal

It was decided that the Principal's Appraisal committee shall be comprised of T Campbell and F Brown, alongside the Appraiser, Jacqui Duncan.

**Action:** S Cameron to circulate the Appraisal meeting dates to F Brown.

#### 3.4.4.4. International Sub Committee

It was decided that the International sub-committee shall be comprised of P Wilson, M Clyne, A Head, S Cameron and F Brown.

#### 3.4.4.5. SchoolDocs/Compliance/Health & Safety Sub Committee

It was noted about merging the SchoolDocs sub-committee in with the Compliance and Health & Safety committees. This committee shall be comprised of C Parish, S Cameron, A Head, and Jenny Randall (H&S Officer).

#### 3.4.4.6. Property Sub Committee

It was decided that the Property sub-committee shall be comprised of P Wilson, C Parish, M Clyne, S Cameron and R Naysmith.

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

*That the Board approves and adopts the above delegations to the sub-committees of the Board of Trustees.*

**Carried.**

## 4. MONITORING/REVIEW CONTINUED

### 4.1. FINANCE REPORT

The Finance Report for December 2018 was previously circulated and tabled at the meeting. The following comments were noted:

- It was stated that Solutions and Services have not taken off the costs of International Travel. This will result in an amendment to the final figure from \$145k to \$84k.
- It was also stated that leading up to the Christmas and New Year Periods, it is normal for our Banked Staffing to increase.

### 4.2. 2019 DRAFT BUDGET

It was noted that the 2019 Draft Budget was previously approved at the November Board meeting. Since that meeting, some amendments have been made. The following comments were noted:

- It was queried about the line, 'MOE Other Grants' and whether we should be having a figure in there as it is hard to forecast what this might be for the upcoming year. The Board agreed to have a budget of \$1,000 included for this.
- It was raised about the 'Grandparented' Contract that is included in employees contracts. It was agreed to move this down to the liabilities line.
- With the amendments that have been made to the budget, it is currently showing a projected surplus of almost \$64k.
  - It was further noted that the Board have taken the advice from the MOE Financial Adviser from the July Board meeting regarding having a

sustainable income level (suggested between 1-3% ideal for the majority of schools around NZ).

- It was stated that the Expenditure for Capital Items in the Budget is currently a work in progress.
- Tree Maintenance – Discussed further down under 'Property'.

**Motion:**            **Moved: S Cameron**                            **Seconded: Chairperson**

*That the Board approves the Operational Budget for 2019, with the amendment regarding tree maintenance.*

**Carried.**

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

*That the Board give delegated authority to the Principal to spend within the approved budgeted amount.*

**Carried.**

#### 4.3. SCHOOL CHARTER

The 2019 Halswell School Charter was previously circulated to Board Members. It was noted that this document will need to be sent to the MOE by the end of the month. The following comments were noted:

- It was discussed about reviewing the 2019/2020 Strategic Plan with the new Board after the election in June.
- It was noted regarding the paragraph of the annual report, that the sentence should state that the annual report is made available on the school's website.

**Motion:**            **Moved: S Cameron**                            **Seconded: Chairperson**

*That the Board approve the 2019 School Charter.*

**Carried.**

#### 4.4. PRINCIPAL'S REPORT

The Principal's Report was previously circulated and taken as read. S Cameron spoke to the following:

- The Tomorrow Schools meeting is on the 21 February 2019. Noted that submissions about the report are not required until the 7 April.

**Action:** S Cameron to create a Doc as a reference point for to the Board Members to discuss this report.

**Motion:**            **Moved: F Brown**                            **Seconded: Chairperson**

*That all teaching staff, including relievers are being paid for from 'Teacher Salaries'.*

**Carried.**

**Motion:**            **Moved: S Cameron**                            **Seconded: P Wilson**

*That the Principal's Report is accepted.*

**Carried.**

#### 4.5. PROPERTY

The following comments were raised:

- It was noted that the Property Maintenance Budget should increase to include the needed tree maintenance that is required of up to \$4,500 + GST.
- Tiered seating in the hall – R Naysmith is hoping to receive some quotes back from other suppliers and will be looking at bringing a recommendation back to the Board at the next meeting.
- It was noted that the Property Team will be planning for future projects, prioritised for importance, and will be bringing this back to the Board for consideration at the next Board meeting.



There being no further business, the meeting was closed at 7:30 pm.

**Next Meetings:**

12 March 2019 at 5:00 pm

9 April 2019 at 5:00 pm

CONFIRMED.....



CHAIRPERSON

12/3/2019

DATE

**MATTERS ARISING / ACTION SHEET  
FROM THE MEETING OF THE  
BOARD OF TRUSTEES  
HELD ON TUESDAY 12 FEBRUARY 2019**

By Who	Action	Reference	Date
R Naysmith	To approach those we have previously received tiered seating quotes from to receive up-to-date quotes and present these to the Board.	27/11/2018 4.2	
Board	To read and address the comments made in the Governance Manual.	27/11/2018 4.4	
Board	To complete a short bio to be put on the school website.	27/11/2018 4.4	
M Clyne	To follow-up with Ruth Dyson regarding the Road Crossing.	27/11/2018 4.6	
S Cameron, T Campbell	To investigate the 'Professional Liability Insurance', 'Principal's Professional Indemnity Insurance', and 'Board Professional Insurance'; and to bring these findings to the next Board meeting.	12/02/2019 3.2	March Board Meeting
S Cameron	To circulate the Appraisal Meeting Dates to F Brown.	12/02/2019 3.4.4.3	
S Cameron	To create a Doc as a reference point for the Board Members to discuss the Tomorrow Schools Report.	12/02/2019 4.4	March Board Meeting