



Halswell School
Many hearts make a school

**MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON TUESDAY 12 MARCH 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), and Casey Gardiner (Minute Secretary).

APOLOGIES – Nil.

1.2. SPEAKING RIGHTS: Rob Naysmith.

1.3. MINUTES OF THE PREVIOUS BOARD OF TRUSTEES MEETING – 12 FEBRUARY 2019

Motion: Moved: Chairperson

That the Minutes of the Public Meeting of the Board of Trustees, held on the 12 February 2019, be approved and accepted as a true and correct record of the meeting. **Carried.**

Motion: Moved: Chairperson

That the Minutes of the Public Excluded Session of the Board of Trustees meeting, held on the 12 February 2019, be approved and accepted as a true and correct record of the meeting. **Carried.**

1.4. 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:

- An update was provided regarding Ruth Dyson and the Road Crossing. It was noted that a temporary measure will be put in place before the end of term for no turning right from Larsen's road onto Halswell Road. This is to help ease congestion. It will be put out to consultation for communities thoughts on what to do moving forward. It was noted that a possible long-term solution could be the option of opening Bush Road as well as sensor lights.
- Liability Insurance – S Cameron assured the Board that the BOT is covered by the Ministry risk scheme.

1.5. CORRESPONDENCE – As listed in the Agenda

2. MONITORING/REVIEW

2.1. PRINCIPAL'S REPORT

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

- Update regarding Vanuatu Trip – We have received 11 student's applications of interest in the trip. At the previous meeting it was discussed about having a minimum number. However, the Tour Company is happy to put something together for our lower number that is still affordable to those wanting to go.
- Job Descriptions – These have been completed with a meeting held with all the teachers. It provided S Cameron with a good understanding of where our teachers are currently at.
- A Head was invited to speak to the Serious Behaviour Review in Linc-ED. A literature review has been completed which shows that we do have a good plan in place but lack in consistency. After reviewing Halswell's current Serious Behaviour plan, steps have been put in place to update. The Serious Behaviour plan now has very clear steps that begins with a 'Heads Up'. This is recorded by each studio in a book which outlines when a student was given a 'Heads Up'. The steps progress from there including a Restorative Process before the final step of a discussion with the parents. Halswell is currently already seeing an increase of the recording of these incidents. Staff are finding this reviewed plan easy to set up and complete. A Head will be monitoring the data coming out of the Serious Behaviour Plan during the year and hopes to see a drop off.
- Health & Safety – It was asked about having this as a standing agenda item for future meetings.

Action: For Health & Safety to be a standing agenda item at future Board of Trustees meetings.

- Gifted and Talented – We are currently working around the identification of Gifted and Talented Students.

Motion: **Moved: Chairperson**
That the Principal's Report is accepted.

Carried.

2.2. FINANCE REPORT

The Finance Sub-Committee Minutes of the 5 March 2019 were circulated to Board members and T Campbell spoke to them. The following comments were noted:

- It was noted that the February accounts are still 'mucky' with various amendments needing to occur once Solutions and Services work through the Journals.
 - It was noted that the Government Grants line shows that Halswell School paid MoE which they didn't. It was also noted that the income line and the budget is incorrect.
- S Cameron has a upcoming meeting with Solutions and Services on Thursday to discuss further the finances for Halswell.
- The Board were in agreeance that the Finances for February 2019 are not in a position to be accepted due to the inconsistencies in the report.

Action: S Cameron to organise a meeting with Solutions and Services and the Finance Sub-Committee.

- The Capital Items list was previously circulated and is looking to have approval at this meeting. The Hall bleachers have been included in this cost.

Motion: **Moved: Chairperson**

That the Board accept the proposed Capital List Item.

Carried.

2.3. POLICY REVIEW

C Parish spoke to the Policy Review. The following comments were noted:

- Two policies are currently under review – Alcohol/Drugs and Other Harmful Substances; and Legislation and Administration Policy.
- It was queried about if teachers are carrying any prescription or non-prescription medication on their person if this is covered under this policy or under the Medicine Policy.

Action: C Parish and S Cameron to investigate the Medicine Policy regarding the query of paragraph 3 of the Alcohol/Drugs and Other Harmful Substances Policy.

- It was queried what is covered under the broad term of 'General Legislation'. It was confirmed that it covers all policies like Vulnerable Children's, Health and Safety, etc.

2.4. PRINCIPAL'S APPRAISAL

T Campbell spoke to this and the following comments were noted.

- A meeting had been held with Jacqui Duncan (ex-principal of Cashmere Primary School) to outline some of the goals for Stuart. F Brown and T Campbell attended on behalf of the board. These are measurable and work against our Strategic Plan. The Appraisal committee will be meeting three times a year in total. A report will be prepared and brought to the Board with an option of her attending a meeting and discussing her report with the Board.

3. OTHER AGENDA ITEMS

3.1. FOOD SURVEY RESULTS

C Parish spoke to the Food Survey Results and the following comments were noted:

- We have received 72 responses for the Nutrition and Waste Community Feedback. It was noted that families were interested in this as long as it was done sensibly.
- A clear feedback was that families wanted water only available.
- The following recommendations were made to the Board:
 - That the Health Food Policy be modified to include the following:
 - Water only directive for all school related activity;
 - Directive that treat food is not used as a reward/gift from teachers to children;
 - Directive to limit the amount/frequency of treat food available for sale/
 - Develop a waste policy.

3.2. TOMORROW SCHOOLS SUBMISSION

S Cameron spoke to the Tomorrow Schools Submission. A short video was shown to Board Members that outline the 8 key issues and following recommendations that are being put forward. It is an online survey that does take half an hour to complete. It was recommended that this survey is completed individually as it would be time-consuming to complete as a whole Board.

3.3. BOARD ELECTIONS

The Board discussed the possibility of having a drop-in session with parents who would be interested in hearing more about the Board of Trustees. This would be suitable for having it in the morning after school drop-off. It was noted that nominations close on the 24 May with Elections being held on the 7 June. A meet the candidate type session was discussed as being beneficial to those voting.

Action: F Brown to complete a schedule to be circulated to Board Members regarding times available for having a drop-in session for possible Trustee applicants.

Action: S Cameron to investigate a possible event that could include a 'Meet the Candidate' session for BOT applicants.

3.4. BOT HOURS SPENT

M Clyne asked Board Members to email him regarding the number of hours spent completing BOT work. This is ahead of the Audit.

Action: BOT members to email through hours spent completing BOT work to M Clyne.

There being no further business, the meeting was closed at 7:00 pm.

Next Meetings:

9 April 2019 at 5:00 pm

CONFIRMED. 
CHAIRPERSON


DATE