



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

**MINUTES OF THE MEETING OF THE  
BOARD OF TRUSTEES  
HELD ON TUESDAY 14 MAY 2019 AT 5:00 PM**

**1. ADMINISTRATION**

**1.1. PRESENT**

Trevor Campbell (Chairperson), Rob Naysmith (Associate Principal), Carena Parish, Marcus Clyne, Anita Head (Staff Trustee), Gary Hancock and Penny Wilson,

**IN ATTENDANCE**

Vivien Godfrey (Minute Secretary), 3 Observers

**APOLOGIES** – Anita Head (lateness – arrived 5:10 pm), Stuart Cameron (Principal), and Francesca Brown

**1.2. SPEAKING RIGHTS:** Nil.

**1.3. MINUTES OF THE PREVIOUS BOARD OF TRUSTEES MEETING – 9 April 2019**

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

*That the Minutes of the Public Meeting and Public Excluded of the Board of Trustees and the held on 9 April 2019, be approved and accepted as a true and correct record of the meeting.*

**Carried.**

**1.4. ACTIONS FROM PREVIOUS MINUTES**

The following Action Points were discussed:

- Staff prescription medication was discussed at staff briefing and is to be kept in non- teaching spaces – This is to be added to the health and Safety document that is signed by staff at the beginning of each year.
- List of plaques – List sorted and now just finding companies to make the plaques
- Nutrition Policy – C Parish advised the current policy covered most items that we decided to action on from the survey. Only one not covered was becoming a Water only School, email has been sent asking for this to be covered and School Doc's are working through this at the moment.

**Action:** R Naysmith to check if feedback from the survey went back to the community.

**Action:** C Parish - Once policy is updated and back from School Docs, community needs to be advised of changes as a result of the survey.

**1.5. CORRESPONDENCE – Nil****2. MONITORING/REVIEW****2.1. PRINCIPAL'S REPORT**

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

- NAG 3 - Discussion held on the results from the paid union meeting – re the strike on 29 May 2019. Board agreed to support the teaching staff and will advise the parents in a letter to be sent out. T Campbell and R Naysmith will alter the previous letter sent and this will be sent out to parents.

**Motion:** *To close the school 29 May as no staff will be in attendance*

**Moved:** G Hancock

**Seconded:** T Campbell

**Carried**

**Action:** T Campbell and R Naysmith will alter the previous letter advising of strike action sent and this will be sent out to parents.

- NAG 4 – Painting in the carpark area has improved the issues.

Discussion held on failure to comply with the new arrangement and what avenues were appropriate for the school to take in this instance. It was agreed that this is a Health & Safety issue and any repeat offender should be trespassed from the school. This action needs to come from the School Management with the full support of the Board. Constable Ross could be asked to serve the trespass order should the staff feel unsafe doing so.

**Action:** To be passed back to S Cameron to action trespass order with full support of the Board

- 2.2 Gifted and Talented – Board expressed their concern at the time taken to get this issue completed. R Naysmith advised there is a plan in place to get this completed as soon as possible including a survey that is currently being written. Need to be a lot more sorted before getting community engagement most likely term 1 next year.
- There is a NAG requirement to have a register and community engagement. We don't currently have a school wide one but they are done within the teams. Can't have a register without the criteria and this is what is being worked on.
- Board are adamant that this needs to be completed ASAP as it is dragging on. Rob assured the Board that he has it in hand

**Action:** R Naysmith to bring gifted and talented plan of action to next meeting

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

*That the Principal's Report is accepted.*

**Carried**

**2.2. FINANCE REPORT**

The Finance Sub-Committee Minutes of 14 May 2019 were circulated to Board members and T Campbell spoke to them. The following comments were noted:

- Looking at making the finance topic easier. Looking at just providing a high level statement of comprehensive revenue and expense to include variance by month to present to Board. Finance committee will go through this line by line and minutes will be included in the Board papers.

- Currently in good shape – 130k surplus to end of April. Some extra expenses have come to light that are not in the budget, this is from invoices from work done last year but have only been received in April.
- New report – Uncommitted Funds Projection Report. This simplifies the balance sheet and shows \$381,955.00 of uncommitted funds as at 31 April. Discussion held on setting a working capital (uncommitted funds) floor of \$100k and adding this to the finance policy.
- Discussion held on not enough funds committed to the cyclic maintenance for painting, this needs to be taken from the uncommitted funds total. Rob advised that the options for painting is being looked into to find the most cost effective solution.

**Motion:** To move 4 years (\$16,800 per annum) worth of cyclic maintenance funds from the uncommitted funds to bring back to where we should have been after the four years of the new school.

**Moved:** T Campbell

**Seconded:** C Parish

**Carried**

**Motion:** To set a working capital floor of \$100k and add this to the finance policy.

**Moved:** T Campbell

**Seconded:** G Hancock

**Carried**

<b>Action:</b> C Parish to add this to the Finance Policy/School Docs
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### 3. OTHER AGENDA ITEMS

#### 3.1. Policy Reviews

##### 3.1.1 Emergency Planning and Procedures

C Parish spoke to this and advised that this is a generic policy and covers all that is required. Board approved this policy and C Parish will complete this review on School Docs.

Discussion held on recent lockdown and if that followed the policy document. Policy document was not checked but procedures were followed as per drills etc that are compliant with the policy, however it was noted that next time some things would be done differently.

##### 3.1.2 Curriculum and Student Achievement Policy

Go with generic School Docs policy

<b>Action:</b> C Parish to complete review of Emergency Planning and Procedures policy and Curriculum and Student Achievement policy
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#### 3.2. Behaviour Management

A Head spoke to this and advised that the generic School Docs policy is more comprehensive than the current Halswell School specific plan.

**Motion:** To adopt the generic School Docs Behaviour Management Policy.

**Moved:** C Parish

**Seconded:** M Clyne

**Carried**

**3.3 Board Elections**

The floor was opened to the observers for any questions around the Board Elections.

A reminder notice will be put in the newsletter about the meet the candidates evening and the opportunity for the candidates to do a short presentation at this time.

**3.4 Uniform**

As noted on the Agenda there has been some discussion happening on the Uniform for sale Facebook page. Discussion was held and agreed that management may need to refresh the information given to parents regarding the uniform.

**3.5 Larsons Road Progress**

M Clyne advised that a meeting was held yesterday.

The outcome of this meeting was discussed and the official information will come from NZTA in the usual way at which time the school will advise the school community.

**4. General Business**

As the next meeting is the last for the current Board, T Campbell wondered what the feelings were about having drinks after the meeting. P Wilson asked if this could be moved to the following day as Tuesday was not ideal with members having other commitments. It was agreed that this was appropriate.

There being no further business, the meeting was closed at 6.15 pm.

**Next Meetings:**

Wednesday 12 June 2019 at 5:00 pm with drinks to follow.

CONFIRMED  .....  
CHAIRPERSON

 .....  
DATE

**MATTERS ARISING / ACTION SHEET  
FROM THE MEETING OF THE  
BOARD OF TRUSTEES  
HELD ON TUESDAY 14 MAY 2019**

By Who	Action	Reference	Date
R Naysmith	To check if feedback from the survey went back to the community.	14/05/2019 1.4	Next Board Meeting.
C Parish	Once policy is updated and back from School Docs, community needs to be advised of changes as a result of the survey.	14/05/2019 1.4	Next Board Meeting.
T Campbell R Naysmith	To alter the previous letter advising of strike action sent to parents.	14/05/2019 2.1	Next Board Meeting.
S Cameron	To action carpark enforcement with full support of the Board.	14/05/2019 2.1	Next Board Meeting.
R Naysmith	To bring gifted and talented plan of action to next meeting.	14/05/2019 2.1	Next Board Meeting.
C Parish	To add \$100k uncommitted funds floor to the Finance Policy/School Docs.	14/05/2019 2.2	Next Board Meeting.
C Parish	To complete review of Emergency Planning and Procedures policy and Curriculum and Student Achievement policy.	14/05/2019 3.1	Next Board Meeting.