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Halswell School
Many hearts make a school

PRESENT

Francesca Brown (Chairperson), Stuart Cameron (Principal), Anita Head (Staff Representative), Giarne Harrison, Natasha Buckby, Rob Dixon, Shaun Perrin, and Ged Robinson

Apology:

1. ADMINISTRATION

(a) Karakia, Welcome and apologies

The Chair welcomed everyone to the meeting.

The Board said a karakia.

(b) Board group and individual photos

The Board left the room to have individual photos taken for the website.

(c) Nomination of Deputy Chair

The Board confirmed that Rob Dixon was the duly elected Deputy Chairperson.

(d) Previous Minutes

Recommendation

That the Board approve the Minutes of the previous meeting held on 30 July 2019.

Mover G Harrison

Seconder N Buckby

Approved

(e) Actions from Previous Minutes

- The Chair advised following receipt of feedback from Board members she has included the draft paper on trustee payments in the collaboration folder.
- One question raised was what call to make if someone is unavailable. The Chair has defined this as one month or more being unavailable.
- Francesca will pass them onto Vicki who does the Honorarium payments, which are normally done at the end of the year.
- A Child Care Policy does not apply to these boards.
- Karakia has been done.
- Ged to sign the Code of Conduct.

- Everyone was to send their profiles to the Natasha. Natasha has completed the Bios and included the sub-committees at the bottom under each person's profile.
- A missing action was that each sub-committee member was to write down the Terms of Reference for each sub committee. This will be moved to the Administration folder.

(f) Correspondence

- A correspondence folder will be included under each month.
- Some material is regular and Giarne agreed to send it to Board Members. Giarne and Francesca will monitor the correspondence and decide who it needs to be sent to.
- A log will be kept on items that need to be actioned by the Chair so she can report back on anything that need to come back to the Board.
- Giarne asked Board members to let her know if she has doubled up on anything.

(g) Google Drive

- The Chair demonstrated the way Google Docs functions and how to use suggesting/editing/commenting.
- Set up with year and months and includes all the monthly items for that meeting. Some documents that we only need one copy of but that are referred to regularly are in the admin folder, which will be linked to the Agenda.eg BOT contact details and Governance Manual.
- The Board work plan will also be included in there so we know what is coming up each month.
- Board members hours to be recorded each month It is important to keep this up-to-date and will be included in the agenda each month as a reminder.
- The register will also be included.
- Any documents the Board is currently working on, such as the Meeting Fees document, will be put into the collaboration folder and moved when finalised.
- The Chair is happy to help anyone who needs help with Google Docs.

(h) Administration – standing items

The Chair expects the following standing items to be completed by Board members.

- Board Register
- Record of hours – July and August
- Conflicts of Interest for recording

(i) Capabilities and Professional Development

The Chair would like to keep a log of Professional Development for Board of Trustees members and has included a template for Board members to complete.

Action: Professional Development Log - everyone to complete.

A list of up and coming training is available on the NZSTA website.

2. MONITORING/REVIEW

(a) Principal's Report

The Principal reported on the following items:

Property

- Most of the landscaping has been completed with one job left to do, which is the moving of the group swing. The company, Smart Play, that provided the quote that the previous Board approved, included a proviso that we go back and do a little bit more exploring around options to replace the swing because it is just not the right piece of equipment for that part of the school so he is coming in on Friday to go over some options and we have decided that we now want to move it to where the chicken coop was.
- Stuart would like another quote from him based on the final solutions and he has talked to Years 6 to 8 students about some of the things they would like to go in there.
- Shaun will bring the quote back to the September Board meeting.
- We could wait until September and give Smart Play a heads up that we would like to have it done in the holidays.
- The money for this sits in Uncommitted Funds.

Action: The Principal will circulate the quote from Smart Play for Board comment.

Industrial Action

The Principals contract claim has been resolved as of today.

Principal's Appraisal

- The Chair and Jacqui Duncan have been involved in the principal's appraisal. It is a very robust process and Jacqui has put together a very detailed Plan to be reported against.
- The same process is now being used for the Associate Principal's Appraisal.

Recommendation

That the Board adopt the Principal's Report

Moved S Cameron

G Harrison

Approved

(b) Finance Report

- Key planning will be required in November when we start setting the budgets for next year
- The bottom lines look good.
- The Board discussed the Wellbeing Fund.

Recommendation

That the Finance Report be approved

Moved S Perrin

Seconded Chair

Approved

(c) Curriculum Sub-committee Reports

Rob reported the following:

- A sub-committee had been held to go through the mid-year review report.
- Some clarification was sought regarding school expectations compared to National Standards which went out three years ago. We are currently measuring students against school expectations whereas previously they were measured against national standards.
- All areas are very good compared to 2016.
- Year 2s are down on Reading, Writing and Maths. A lot of learning development occurs in those two years so it isn't a concern to be down mid-year as general trends show that students reach their expected levels by the end of the year.
- Year 6 had a low result in writing and again that is a year where the curriculum takes a diversion and students have to work more on paragraphs and structure so some students end up out of their comfort zones so you can see a plateau.
- The Charter was based on four year groups that were in need of more focus than others. The targets are very aspirational but there was some movement shown already which was good. It was good for us to understand that some of these targets are based on student achieving 18 to 24 months of learning in into a 12 month period so to get some movement mid-year is really good.
- **Wellbeing targets** are a lot harder to measure and identify but everyone around the table agreed that it is probably the most critical and important issue. Teaching staff generally felt Halswell is on track and making some good gains.
- There will be a challenge around communication to parents and getting them to understand that wellbeing targets are really important and that it might not be measurable but it is critically important.
- There were some differences between those who had received their schooling at Halswell and those who hadn't and perhaps there is a way we can import some of the Onboarding Programme use for new entrants which works very well.
- There may also be an option to import that at other levels of the school for new parents. Rob said he also discussed with them using a different approach to the parents of students who are struggling to get to the next level, to get them more involved and engaged.
- Anita said that an NZCER student survey available as a tool to measure wellbeing. The targets are based on areas of concern out of that. The school is intending to run the survey again at the end of the year.
- The Principal advised that some good tools for measuring wellbeing have been developed.
- Next year the focus will be on Positive Education which will provide some deliberate actions around what they want to start bringing in.
- Anita said she has been working on our Active Learning Muscle. She will make some little videos with students talking about what it means when they use their resilience muscle. They can then take home with them to show parents.

(d) SchoolDocs

- Performance Management
- Health, Safety and Welfare Policy

The Principal said that the previous Board had been happy to have discussion on policies around the table with one person appointed to record the Board's recommendation. The Policies are available online.

Policies are done every term and some have to go to the school community for feedback, which is then sent to the Principal. There are usually around 2 or 3 policies to review per term and Board members can complete feedback.. The Board agreed they would provide online feedback.

Board members can search for Policies online and also send links to anyone asking what the School's Policy is on a particular topic.

The School Charter is also available in School Docs.

If a Board comes up with a good idea on a new policy, School Docs will develop it and put it out as an option to be added to a school's menu of policies.

(e) Strategic Planning

The Chair asked the Board how it would like to carry out its review of the Strategic Plan and do some planning with the school community for the next three-year period. The message around the school's vision, mission and values is pretty chunky and it could be reduced.

The Principal said there are two different approaches to the process –

- The compliance of having to have a Strategic Plan that is a three to five year document that is reviewed annually. This can merely be a 'tick the box' process before the plan is sent to the Ministry; or
- You can use it as an opportunity to consult with the community and students about what they think of where the school is going and if it is on the right track. It all starts with the vision and the mission statements that need to be at a level that is accessible to the students.. It needs to be really simple, probably three or four words long and that becomes the driver for everything.
- The Board agreed that an off-site workshop would be the best way to begin working on the Strategic Plan and that the Senior Leadership Team should be involved.

Action: The Principal will send a notice out to advise that a Strategic Planning Workshop will be held on Thursday 26 September. The workshop will include the Board of Trustees and the Leadership Team. It will start at 9.30am and finish at 1.00pm. The Principal will identify and book a venue and discuss with the Leadership Team.

- (f) **Newsletter Communication** – The Chair asked if the Communication Sub-Committee could take responsibility for providing a Board update for the Newsletter that will be published a fortnight tomorrow.

Action: Jed, Natasha, Rob and Giarne will prepare a communication for the newsletter and circulate it to the Board prior to it going into the newsletter. The deadline is 3 September, with a draft to be circulated by Monday 2 September.

3. OTHER AGENDA ITEMS

- (a) **Next Meetings**
 - Tuesday 17 September at 6.00pm
 - Monday 21 October at 6.00pm
 - Tuesday 19 November at 6.00pm
 - Tuesday 17 December at 6.00pm

Natasha will be absent from the 17 September meeting and will be noted as an apology. She is also likely to miss the October meeting. The Board agreed to move the October BOT meeting from Tuesday 22 October to 21 October 2019 to allow Natasha Buckby to attend.

Action: The Principal will change the date on the website.

Action: Nutrition Policy to be included on the September agenda.

A Karakia Whakamutunga was said to close the meeting.

The meeting was closed at 7.35 pm

CONFIRMED _____ 17 September 2019

CHAIRPERSON

**MATTERS ARISING / ACTION SHEET
FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON TUESDAY 30 JULY 2019**

By Who	Action	Reference	Date
All members	Professional Development Log and Skills analysis to be populated Capabilities doc		
Stuart	Circulate quote from SmartPlay to shift swing		DONE
Stuart	Book and confirm strategic planning workshop for 26/9		DONE
Ged, Natasha, Rob, Giarne	Communication from BOT for School newsletter for publication on 5/9		DONE
Stuart	Change date of October meeting on website		DONE
Francesca	Add Nutrition to Sept Agenda		DONE