



Halswell School

Many hearts make a school

**MINUTES OF MEETING
BOARD OF TRUSTEES
Tuesday 19 November 2019**

PRESENT

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

Apologies: Giarne Harrison

Guests: Rob Naysmith

1. ADMINISTRATION

(a) Karakia, Welcome and apologies

(b) Previous Minutes

The Board approve the minutes of the previous meeting held on 21 October 2019.

Moved Francesca

Approved ✓

The Board approve the public excluded minutes of the previous meeting held on 21 October 2019.

Moved Francesca

Approved ✓

Administration

i. Admin items for discussion:

Admin - Processes - Board Process and the governance role

<https://www.nzsta.org.nz/assets/Governance-support-resources/Board-meetings.pdf>

ii. Actions from Previous Meeting:

**MATTERS ARISING / ACTION SHEET
FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON TUESDAY 21 OCTOBER**

By Who	Action	Reference	Date
Ged	Ged to provide list of trusts and timeline of funds that are available for applications.	DONE	

COMMS Team	Google form or form to gauge where parents are and what they can do to help the school e.g road patrol, how much time they can offer etc Can be done at enrolment time or generally.	ITEM ON AGENDA - ONGOING	
Policy Team	Policy committee to look into the generic and other travel expenses policy and decide on which one is to be used for school trips moving forward.	DONE	
Admin Team	Update the hall documents regarding the hire costs and the additional comments about bleachers as well as check or create an agreement between the school and each hirer.	In progress	
Health & Safety Team	Get a road safety engineer to come and assess the site and give suggestions or give information that can be passed on the school parent community. Letter to be sent to request this.	DONE	
Rob D	Organise platter for 4.30pm Tuesday 19 November strategic planning meeting.	DONE	
Rob N	Inform relevant staff about November 19 meeting.	DONE	
School	Contact community police to come to school if drop off zone problems continue. Newsletter item to remind parents of the drop off zone rules.	DONE	
BOT	Rob and Cathy to be granted access to the Board Drive.	DONE	

Monitoring/Review

a. Principal's Report

Very busy Term 4, a lot of opportunities for the children.

School structure - Y3-4 team leader position was re advertised - the structure will be revealed and released when all of this is complete. Generally Week 9 in Term 4.

Wellbeing data - good data gathering, provided a benchmark to improve on

Directed student - support needed to be budgeted for within the school budget which it currently is.

The Board accept the principal's report as presented.

Moved Stuart

Seconded Rob

Approved ✓

b. Finance Report

The Board accept and approve the October Finances as presented.

2020 Budget discussion **Moved** Natasha **Seconded** Francesca **Approved** ✓

The Board accept and approve the draft budget for 2020 with the provision of an amount of \$30,000 for a cleaning contract that is yet to be finalised.

Moved Stuart **Seconded** Francesca **Approved** ✓

The Board approve and accept the fixed asset budget for 2020.

Moved Stuart **Seconded** Shaun **Approved** ✓

c. Sub-Committee reports

- Communication

New entrant pack - room for improvement. Information to be sent out in snippets rather than one big load at once. Have information online and everything in one place that people can look through at their own pace.

Safety video for pick up and drop off zone.

Defining the parking rules - for the website.

Diversity panel - connect people together and form a panel so they feel included. Once established it will be important to make sure they are constantly included in things, not just one-off decisions.

- H and S

The Board will revert to the generic School Docs policy regarding school travel expenditure.

The Board will also request an update to the School Docs policy regarding vehicle quality when travelling, changing from 'good' to 'safest vehicle option available'

Moved Shaun **Seconded** Francesca **Approved** ✓

- Property

Board to accept the updated hall hire rates from 2020 onwards.

The Board resend the MOU with the CCC and adopts the new hall hire rates from 2020 onwards.

Moved Shaun **Seconded** Stuart **Approved** ✓

The Board approve up to the value of \$10,000 for the installation of the table tennis table.

Moved Stuart **Seconded** Shaun **Approved** ✓

- Curriculum

Reading Recovery Programme is very beneficial to students, work on getting more children through the programme.

Continue to make changes within the wellbeing space for children to benefit. Long term focus to improve these results.

Parent survey - results are varied. Movement is possible, slow and steady. Parent education is a big part of this. Altering the language used for reporting and other school-related documents will help and are key in the positive education change.

- International

None

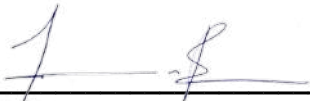
d. SchoolDocs

Noted

Other Agenda Items

None

Meeting closed: 8.25pm

CONFIRMED  **19 November 2019**
CHAIRPERSON

**MATTERS ARISING / ACTION SHEET
FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON TUESDAY 19 NOVEMBER**

By Who	Action	Reference	Date
Francesca	email about updating December board date on the school website.	DONE	
COMMS team	Work with Cathy, Stuart and Sandra to review and update the New Entrant pack.	With comms sub committee	
Shaun	Arrange with SchoolDocs to revert to the generic school docs policy regarding travel expenditure.	Still to be done	
Shaun	Update school docs policy regarding vehicle quality - good to safest vehicle available.	Still to be done	
Stuart	Provide figures regarding support staff shift to the living wage and decision to be made at the next board meeting. Figures to also reflect maintaining the difference in experience etc but beginning at the minimum/living wage and increasing.	DONE	
Francesca	Write back to the support staff and explain that the decision will be made at the next meeting once figures etc are clarified.	DONE	