



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

**MINUTES OF MEETING  
 BOARD OF TRUSTEES  
 Tuesday 10 December 2019**

**PRESENT**

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

**Apologies:** None

**Guests:** Rob Naysmith

**1. ADMINISTRATION**

**(a) Karakia, Welcome and apologies**

**(b) Previous Minutes**

*The Board approve the minutes of the previous meeting held on 19 November 2019.*

**Moved** Natasha      **Seconded** Rob D      **Approved** ✓

*The Board approve the public excluded minutes of the previous meeting held on 19 November 2019.*

**Moved** Natasha      **Seconded** Rob D      **Approved** ✓

**Administration**

i. Admin items for discussion:

ii. Actions from Previous Meeting:

**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	
COMS team	Work with Cathy and Sandra to review and update the New Entrant pack.	Meeting Thursday morning	COMS to continue

Shaun	Revert to the generic school docs policy regarding travel expenditure.	to do	
Shaun	Update school docs policy regarding vehicle quality - good to safest vehicle available.	to do	
Stuart	Get 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.	revisit in 2020	
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	

### **Correspondence:**

#### Office design layout

The office staff have written to the Board about redesigning the current layout of the reception area. They believe it is not fit for purpose. This discussion occurred earlier in the year with Stuart and at the time there was an ACC assessment completed which resulted in some changes including new devices bought to aid the staff with their work and flexibility in the office space.

The Board felt that a lot of the issues stated in the letter can be resolved immediately by a discussion with the Principal.

Board Chair to respond to office staff on behalf of the Board noting the following: due to the nature of certain jobs there does need to be a private area for confidential work to be completed. The Board and Principal are happy to resolve immediate issues, where possible, such as re-locating of EFTPOS machine, vistab tablet and so on.

### **Monitoring/Review**

#### **a. Principal's Report**

The Principal acknowledges and thanks the Board for their work during 2019 and is looking forward to working together and consolidating relationships in 2020.

Board attendance at PTA meetings is very important for relationship building and ensuring a united front. PTA meeting agenda for the Board representatives to take to the meetings in 2020: Guidelines to Hauora Fund, moving away from group fundraising and movement towards whole school fundraising, recruitment and retention of PTA members.

*The Board accept the principal's report as presented.*

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

#### **b. Finance Report**

Modelling on the living wage for TA's

Positive steps towards collective agreement change for support staff. If this agreement has not come into full effect by 2020, the Board resolve to pay eligible teacher aides the living wage from the beginning of the 2020 school year, regardless of the collective agreement outcome.

Finance reports for November

The Principal presented the November financial reports. The December reports will be tabled at the 2020 February Board meeting

**c. Sub-Committee reports**

- Communication
- H and S
- Property

Motion: *The Board approve \$14,326 to be spent on new irrigation for the school field.*

**Moved** Rob D   **Seconded** Giarne   **Approved** ✓

- Curriculum
- International

**d. SchoolDocs**

Noted

**Other Agenda Items**

Positive Education

The Principal gave a presentation on Positive Education. Academic success is developed from strong wellbeing.

The school will work on the introduction and commitment to positive education as part of the school plan in 2020 and beyond.

Focusing on elements of positive behaviour such as: Mindfulness, Growth Mindset, Character Strengths and Wellbeing. Implementing this will require full commitment from the staff and community.

Strategic Plan

Board to look at the draft charter and make comments and suggestions on pages 8-12 in particular by February meeting.

COMMS team to look at the approach for getting community consultation and engagement on vision, values and strategic plan for March meeting.

Contribution to Staff Leaving Gifts

Motion: *The Board approve a contribution to all staff leaving gifts based on \$10 per year of service with a maximum of \$100.*

**Moved Ged      Seconded Shaun      Approved ✓**

Board presence at Prize Giving - Tuesday 17 December, 7.00 pm - 8.30 pm.

Board to confirm their attendance to Rob Naysmith by Friday 13 December.

Board Meeting Dates for 2020

The Board accept and confirm the following board meeting dates for 2020:

- 18th Feb
- 17th March
- 19th May
- 16th June
- 28th July (4th week of July so week 2 of term 3)
- 18th August
- 15th Sept
- 20th Oct
- 17th Nov
- 8th Dec

Meeting closed: 8.00pm

CONFIRMED  10 December 2019  
**CHAIRPERSON**

**MATTERS ARISING / ACTION SHEET  
 FROM THE MEETING OF THE  
 BOARD OF TRUSTEES  
 HELD ON TUESDAY 10 DECEMBER**

By Who	Action	Reference	Date
Francesca	Respond to office staff letter		
Giarne, Natasha	Split PTA meetings between them as Board representatives and other board members are welcome to attend when they are able.		
Board	Look at the draft charter and make comments and suggestions on pages 8-12 in particular by February meeting.		
COMS	Look at and determine the approach for getting community consultation and		

	engagement on vision, values and strategic plan for March meeting.		
Board	Confirm attendance to Prize Giving to Rob Naysmith by Friday 13 December.		
Francesca	Update the 2020 board dates on the website.		
Francesca	Send follow up letter to TA's		