



Halswell School

Many hearts make a school

MINUTES OF MEETING BOARD OF TRUSTEES Tuesday 16 June 2020

PRESENT

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

Apologies: None

Guests: Rob Naysmith

Meeting Opened: 6.01pm

ADMINISTRATION

1.1 Karakia, Welcome

1.2 Apologies

1.3 Previous Meeting Minutes

The Board approve the minutes of the previous meeting held on 19 May 2020.

Moved Giarne

Seconded Anita

Approved ✓

1.4 Public Excluded Minutes

None in May

1.5 Actions From Previous Meeting

By Who	Action	Reference	Date
Stuart/Leadership Team	Consider/research using the Komodo monitor to measure children's wellbeing.	Will re-look at again down the track	
Stuart	Send property list to the Ministry.	Done	

1.6 Confirmation of urgent motions passed between meetings

9 June 2020

1: Approval to employ SSL to act as our project manager for the SIP list (covered by SIP funding).

2: Approval to spend up to \$10,000 to complete the office renovations and install an outdoor table tennis table (from school reserves).

Moved: Stuart Seconded: Ged Passed via email 9/06/2020

23 March 2020

Confirming the Modo Flooring quote dated 23/3/2020 with Inzide carpet tiles is accepted. The quote is in three parts: Remove, replace, relay \$23,782+GST
AP Office, Library and staffroom \$1,233+GST
Principals office \$960+GST

Moved: Stuart Seconded: Francesca Passed via email 23/03/2020

1.7 Correspondence

None

1.8 Standing Admin Items

- Board register
- Record of hours
- Conflict of Interest
- Capabilities and Prof Development
- Board work plan

Monitoring/Review

2.1 Principal's Report

Noted.

2.2 Curriculum Report

Subcommittee meeting occurred in early June. Surveys were sent out to get feedback about distance learning during the lockdown. The school leadership team will now take away key learning and information from these surveys and make adjustments and additions to the way things are at school to ensure the best outcome for all learners.

2.3 Communication

The COMS team have begun to plan for the strategic planning consultation process with students, staff, parents and the wider community. Process for consultation will aim to start in Week 3, Term 3 and end by Week 9, Term 3.

Potential to have an open night, using a guest speaker followed by a consultation session, or providing breaks where feedback can be sought.

Potential to involve a facilitator to organise all of the strategic planning and guide Board on the process and the final aspects of preparing it.

The essence and goal are to make clear within the vision what is Halswell school about - making sure that the vision and values/pillars are known by all in the community and easily understandable.

The Board approve up to \$20,000 for the facilitation of the new Halswell School Strategic Plan & Vision.

Moved Rob D

Seconded Anita

Approved ✓

2.4 Finance Report

- Budget to be reconsidered at the next finance meeting.
- Accounts are being sent to families this week.

The Board approve a 20% discount in hall hire fees until the end of Term 3 (Friday 25 September) for those currently hiring the hall and struggling to pay the fees.

The Board annual reports have been submitted to the Ministry and approved.

Moved Francesca **Seconded** Natasha **Approved** ✓

2.5 Health & Safety

None

2.6 Property

The Board approve underwriting the cost of the work to be completed by Outerspace during the July School Holidays. These include Astro turf, Asphalt, the path from Larsens road.

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

2.7 School Docs

Other Agenda Items

None

For the reasons for discussing an employee-related matter, the board moved into public excluded

Meeting closed: 8.20pm

CONFIRMED _____ 28 July 2020

CHAIRPERSON

**MATTERS ARISING / ACTION SHEET FROM THE MEETING OF THE BOARD OF TRUSTEES
HELD ON TUESDAY 16 JUNE**

By Who	Action	Reference	Date
COMS	COMS group to set dates, engage speakers and create a plan of the consultation process		
Leadership Team	School to send email to all hall hirers regarding the option of a 20% discount until Friday 25 September.		
COMS	Prepare a piece for the newsletter.		
Stuart	Stuart in touch with CORE education regarding the strategic planning consultation process		