



# Halswell School

*Many hearts make a school*

**MINUTES OF MEETING  
BOARD OF TRUSTEES  
Tuesday 17 November 2020**

**PRESENT**

Rob Dixon (Chairperson), Stuart Cameron (Principal), Michelle Bishop, Giarne Harrison, Anita Head (Staff Representative), Natasha Buckby, Ged Robinson

**Apologies:** Shaun Perrin

**Guests:** Rob Naysmith

**Meeting Opened:**

**ADMINISTRATION**

**1.1 Karakia, Welcome**

**1.2 Apologies**

None

**1.3 Previous Meeting Minutes**

*The Board approve the minutes of the previous meeting held on 20 October 2020.*

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

**1.4 Public Excluded Minutes**

*The Board approve the public excluded minutes of the previous meeting held on 20 October 2020.*

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

**1.5 Actions From Previous Meeting**

By Who	Action	Reference	Date
Finance Team	hub doc - trail	Underway	
Heather Natasha Ged	Merged Social Event: Heather to contact Tai Tapu or Halswell club bowls - check availability and arrange with Ged for food truck.	Done	

**1.6 Confirmation of urgent motions passed between meetings**

Board selection for Casual Vacancy

Motion passed via email via 28 October 2020 to appoint Michelle Bishop to fill the casual vacancy.

Moved: Rob      Seconded: Giarne      Approved

## 1.7 Correspondence

NZSTA SGM - Proxy voted

That the Canterbury Regional Chair, Tony Deavoll, votes on behalf of Halswell School Board of Trustees at the NZSTA Special General Meeting on Saturday 7 November 2020. (Done via email on 30 October Giarne & Rob)

Moved: Giarne      Seconded: Rob      Approved

## 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

*The Board accept the Principal's Report as presented*

Moved Stuart      Seconded Rob      Approved ✓

### 2.2 Curriculum Report

*The meeting moved to In Committee to discuss unconfirmed school structure for 2021.*

### 2.3 Communications Report

Board will contribute an overview piece for the Week 9 Newsletter.

### 2.4 Finance Report

*The Board approve the 2021 draft budget as presented*

Moved Stuart      Seconded Rob      Approved ✓

*The Board approve the 2021 fixed asset draft budget with the amendment for iPad purchases.*

Moved Stuart      Seconded Giarne      Approved ✓

### 2.5 Health & Safety

Health and Safety audit has been completed for 2021.

## 2.6 Property

SIP Projects continue to be completed; heat pump cages will be completed during the Christmas holidays.

The Board accepted the Versitale Garages quote. These will be put in the caretakers area.

*The Board approve carrying the risk of sepending 28k for the movement of garages. This figure will be covered by the SIP money in time.*

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

Ready Lawn engaged for installation of Astro Turf. They will be coming in to refinalise everything and give detail on the scope of works. Work to be done in April 2021.

BBQ area is currently being drawn up and is a PTA project now.

## 2.7 School Docs

Noted - Policy Reviews for Term 4 2020:

- Privacy
- Salary Units/ Management Allowances
- Classroom Release Time/Timetable

## Other Agenda Items

### 3.1 End of Year Events

#### Board/staff/PTA combined social event

Conflict of Interest declared by Ged Robinson and Rob Dixon.

The Board approve to contribute \$800 to this social event.

#### Staff luncheon

Approved and staff are grateful for the Board's contribution.

#### Parent helpers afternoon tea

Board to be involved and contribute towards this.

**Meeting closed:** 7.45pm

**CONFIRMED** \_\_\_\_\_ 8 December 2020

**CHAIRPERSON**

**MATTERS ARISING / ACTION SHEET  
FROM THE MEETING OF THE  
BOARD OF TRUSTEES  
HELD ON TUESDAY 17 NOVEMBER 2020**

<b>By Who</b>	<b>Action</b>	<b>Reference</b>	<b>Date</b>
	Zone discussions - December meeting discussion		
	Anything in particular to be added to final newsletter piece from BOT be sent to Natasha before week 9.		
	Add additional 10 iPads for Otawhito in Fixed Asset budget for 2021.		
	Giarne to help at the Social Event		
	Ged to do Pizzas for Social Event		
	Rob to source alcohol based on 2 standard drinks per person for Social Event.		

DRAFT