



TE KURA O TE TAUAWA
HALSWELL SCHOOL
Learning To Thrive

MINUTES OF MEETING
BOARD OF TRUSTEES
Tuesday 22 March 2022

PRESENT

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

Apologies: None

Guests: Cathie Zelas, Tracey Mora, Heather Burnby

Meeting Opened: 6.03pm (via zoom)

1. ADMINISTRATION

1.1 Karakia, Welcome

1.2 Previous Meeting Minutes

The Board approved the minutes of the previous meetings held on 22 February 2022

Moved Rob **Seconded** **Approved** ✓

1.3 Actions From Previous Meeting

Board Action Sheet - No items

1.4 Correspondence

- Folder

Hillmorton Evening 5th April. Rob suggested parking as an action point, and will share an email to discuss and decide what to do.

Michelle: NZSTA - Unable to change email address for correspondence to the BoT email, Stuart to continue forwarding any emails.

Action: Rob to share email with the Board re participating in combined training with Hillmorton High School and local cluster schools.

1.5 Standing Admin Items

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

2 Monitoring/Review

2.1 Curriculum Report

Target group reports for Ōtāwhito, Huritini and Ōtūmatua were shared. Teachers will monitor and work with these children over the course of the year to accelerate achievement against the Halswell School Expectations.

The Board accept the curriculum reports as presented

Moved Rob Seconded Approved ✓

2.2 Principal's Report

Teacher Only Days

Teachers receive an 8 day entitlement as per their collective agreement, 2 days left to use this year due to 1 cancellation last year. Originally had to be used by end of Term 2, MoE has granted an extension due to covid, days can now be pushed out to Term 3, Potentially could be attached to Queen's Birthday and Matariki. Board agreed to push one day into Term 3 but plenty of time must be given to parents for any changes. A decision will be made by the end of the week and Stuart will advise parents.

Action: Stuart to email parents informing them of the change in dates

Covid:

- Currently 90 students isolating
- 50 students returned
- 14 staff affected, 8 with covid, 6 still away
- Average of 130 absences per day over the last 2 weeks, currently down to 100
- Social distancing being observed by parents, less parents coming on site
- Pink vests operating in the mornings to help with student arrivals

Unexplained absences -Some parents are not sending their children due to fear, these parents are being contacted. Students could potentially be removed from the roll after 20 days absence, nil effect if they are in zone, but out of zone students will be unable to re-enrol.

Staffing: Currently able to juggle staffing while there are a number of students away, will become an issue if all students return and we have staff away. A last resort would be sending teams home if unable to find relievers.

Internationals:

Open letter sent to the Ministry. Penny has had a lot to do with the letter due to her connections and being a member of SIEBA. The Ministry proposes to remove students 0-8 from entering as International students. Currently we have 5 International students, but in reality as we are only taking priority 1's at the moment we are likely not to be affected by this at the moment, it will however have a financial impact.

The Board accept the Principal's report as presented

Moved Rob **Seconded** **Approved** ✓

2.3 Finance Report

The Board approve the December 2021 Annual Report as presented, to be signed off by Rob/Stuart.

Shaun to be added to BoT members of the board, Giarne to remain as period covers her attendance

Covid leave for teachers, Ministry has reduced the need for the school to pay the first 8 days to 4, Due to weekends this will result in us paying 5 then claiming 1 back. The MoE local office is looking for ways to alleviate the financial pressure on schools.

Natasha: Rebecca working well, Solutions and Services happy with processes, some coding/actions for Rebecca to follow up.

Action: Stuart to contact Solutions and Services to ask them to add S Perrin's name.

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

2.3.i

March Finance Committee minutes

Moved Natasha **Seconded** Shaun **Approved** ✓

✓

2.4 Communications Report

Nothing to report. BoT to draft an article to be included in the newsletter before school holidays.

Action: Natasha to circulate coms for an end of term Board article ahead of the Week 11 newsletter (13 April)

2.5 Property

All SIP'S finished and funding is waiting in the budget for any remaining projects.

Oak tree remediation/proposal:

Proposal by Boffa Miskell to remediate soil surrounding oak trees, and planting of new native trees as per plan. Quote doesn't include extending the watering system, Stuart would like this included. Approval sort for spending \$35k (\$30k as per quote with contingencies).

As per discussion, BoT would like to see the rope and post barrier removed for something lower. Works to be done over April holidays to limit the need for extra H & S costs.

Board obliged as part of their PR as they had already advised the community they would act on a plan in lieu of astroturfing.

Action: Stuart to contact Boffa Miskell about proceeding with the project subject to some minor clarifications on the scope of works

Moved: Rob, All agreed

2.6 Health & Safety

Parking issues: School received letter from CCC following a complaint from a community member. Recommendation was for the school to close the drop and go parking at peak times. The school has tried on numerous occasions to seek a resolution to this, involving CCC, Community Board and Police. Stuart investigated an electronic barrier arm option that is likely to prove to be too expensive due to the ability to get power to the site, hence would need to be a manual option.

School will communicate to parents that unless improvements are made we will need to block off the car park. Tracey to work with the student council regarding footage presented to the Community Board for traffic plan and whether this can be included in the communication going out to parents.

Stuart will respond to the CCC letter.

Shaun & Ged would like to see more commitment on the CCC's part for the bigger picture of all the factors that affect the traffic issues as well as the flow on effect of us closing the car park. Shaun said we need to contact the travel advisor to work on a plan. CCC should have funding for this already in its safety plan.

Stuart said there is a possibility that we could apply to the Ministry of funding under the H & S umbrella.

Actions:

Stuart to reply to CCC email and contact their school traffic planner

Stuart to inform community of ongoing issues possible drop off closure

Tracey M to work with Student School Council on possible traffic plan

2.7 School Docs

Open for contributions

3 Other Agenda Items

3.1 Draft Strategic Plan 2022

Charter was discussed and approved.

Action: Stuart to final 2022 School Charter to the Ministry of Education

4. Public Excluded

7.34pm The meeting moved in committee

7.45pm The meeting moved out of committee

5 Next meeting

Upcoming Board Meeting Dates 2022:

- 17 May
- 21 June
- 26 July
- 16 August

Meeting closed: 7.55pm



CONFIRMED _____

CHAIRPERSON

_____ 17 May 2022

MATTERS ARISING / ACTION SHEET**FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON TUESDAY 22 FEBRUARY**

By Who	Action	Reference	Date
Michelle	Update the Board member register	1.5	25/02/2022
Board	Board to review and be ready to discuss/approve 2022 Strategic Plan in March meeting	3.1	22/03/2022
Stuart	Add strategic plan into collaboration folder on Board Drive for Board to review	3.1	23/02/2022
Board	Board to advertise upcoming BoT elections	3.0	22/03/2022
Michelle	Gift/acknowledgement of Giarne	3.2	25/02/2022
Stuart	Organise a single honorarium payment for Giarne	3.2	25/02/2022