



TE KURA O TE TAUAWA HALSWELL SCHOOL

Learning To Thrive

MINUTES OF MEETING BOARD OF TRUSTEES Tuesday 17 May 2022

PRESENT

Rob Dixon (Chairperson), Stuart Cameron (Principal), Michelle Bishop, Natasha Buckby, Shaun Perrin

Apologies: Ged Robinson, Anita Head,

Guests: Cathie Zelas, Heather Burnby

Meeting Opened: 6.00pm

1. ADMINISTRATION

Karakia, Welcome

1.2 Previous Meeting Minutes

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

Moved Rob

Seconded Natasha

Approved ✓

1.3 Actions From Previous Meeting All board items complete

Tracey is continuing work on the traffic plan, with a number of parties involved.

1.4 Correspondence

- [Folder](#)

Discussed NZSTA framework. Conference open for any trustees to attend paid for out of board expenses. Individual board members decide if they are able to attend.

Board Elections: Date set for Board of Trustee election Wednesday 7th September.

Process for elections discussed. NZSTA advised there is a chance online voting will not be available in time for this year's election, a supplier would need to be selected. The Board will make sure they are ready for either option of the voting process. The new Board would take over officially straight after the election however there will be a handover period for information sharing. The board members are encouraged to approach people who may be interested in seeking election. Some of the current board members will be seeking re-election. Stuart will advise the community via the newsletter of the upcoming election followed up by more information as the date approaches, including inviting those interested to come to the board meetings to get a feel for it.

Action: Stuart to notify parent community of Board election date in the next newsletter

1.5 Standing Admin Items

2 Monitoring/Review

2.1 Curriculum Report

- [Term 1 Curriculum Report](#)
- [Student Wellbeing@School Report](#)
- [Children's Wellbeing Action Plan](#)

Term 1 Curriculum Report from team leads - Curriculum fitting in really well with social sciences and using PB4L lesson planning.

Student Wellbeing Survey. Survey was completed December 21 and 2 years prior for students in years 5-8. Not a huge amount of change from the 2019 results. There is currently no reference to national data as it is being updated by the Ministry. While some of the data shows no improvement it is still only a snapshot of how students are feeling at the time and there can be a number of factors that affect this, e.g. something that may have happened that day.

While this survey is done nationally it is not compulsory, and is administered by external sources (NZCER). Some poor results show consistency between 2019 - 2022. The staff would like to see an improvement in the positive responses from students. However these results were prior to the new initiatives now implemented.

A Wellbeing Action plan has been developed by the Leadership Team to help improve the data.

Natasha had previously asked Anita if she talked to the students how they felt and they were open to talking which is a great result. A lot of foundation work has been done. If this is reflected in the next survey we will know if it is having an impact.

Stuart - We have made sure this week 'Bullying-free NZ week' that we have a school wide approach and will be deliberate in our actions around discussions with students.

The Board accept the curriculum reports as presented

Moved Rob

Seconded Michelle

Approved ✓

2.2 Principal's Report

Stuart to take it as read but a couple of things to note;

Starting the term in the Orange Setting: Students are now being grouped in the learning centres. Parents are now allowed on site. Students and parents have commented on how much better it feels as restrictions lessen, especially with the gates open. "It feels more normal"

Parents have been very respectful of our request to wear masks and stay out of the learning centres. The Board supports the current restrictions staying in place but will continue to monitor the Covid numbers and the community response and will look to relax more restrictions when appropriate, starting with Kapa Haka and Concert Band in a few weeks, then will hopefully look to return to the 'normal' combined lunchtime breaks. The Board recognises they still have a duty of care for staff, but allowing Kapa Haka and Concert Band to return would not be too much extra risk for staff.

Banked staffing: Due to Covid huge overspends due to teachers in isolation or with Covid, our spending has increased dramatically. The school only recovers the 5th day of isolation from the Ministry which places a large financial burden on the school. The school currently has 29 students and 4 staff isolating this is encouraging as we are seeing a downward trend.

Due to a large number of unpredicted new families in the area, we will need to start the next new entrant class earlier than expected this will also have an affect on our banked staffing.

School Disco (week 9) to be held by the PTA is still currently only pencilled in at this stage and will be reviewed over the next couple of weeks.

The Board accept the Principal's report as presented

Moved Natasha

Seconded Rob **Approved** ✓

2.3. Finance Report

Natasha commented that donations looked light. Agreed an article would be sent out as part of the newsletter to remind parents about their accounts and also highlight the finance feature in the Hero app.

Solutions and Services happy with accounts with some coding queries to be fixed.

Moved Natasha

Seconded Rob

Approved ✓

2.4 Communications Report

Nothing to report

2.5 Property

Report taken as read - *Shaun*

Nothing new to report, New trees and bark under the oaks have now been installed. The Board will need to start looking at the 10 year maintenance plan with the MoE.

Moved Shaun

Seconded Natasha

Approved ✓

2.6 Health & Safety

Discussions were all held around Orange settings, which are now in place. We will continue to monitor the situation and if numbers continue to remain low will further reduce the controls in place.

Action: Stuart to notify community of intended approach to Covid procedures in the next newsletter

2.7 ERO

Discussion around the compliance checklists: These are always part of the ERO process.

Health and Safety has already been completed.

International work has also been completed.

Current ones that are due in the next few weeks will be sent to Carole Clark (ERO evaluation partner). The Board is happy for Stuart to finish completing these.

Stuart - ERO will be writing a profile of the school. This is a one off as a stopgap between the old reporting methods and the new approach while the review process is being updated. This is a co-constructed profile with the school providing input.

Can anyone see any areas where the board can see room for improvement? Shuan suggested adding a positive story about our strategic plan.

Michelle, Shaun have checked over the report - Rob, if there is anything you aren't sure about the process please discuss it.

The Ministry currently has an emphasis on attendance rates. Stuart advised we have only had a few at the beginning of the Red setting, but this has eased as parents have become more comfortable with the process. The office and Associate Principals contact parents if students are away for long periods of time post illness as part of a wellbeing check.

The Ministry is looking at a dual pathway for distance learning for students who have severe compromised health conditions. Stuart / Cathie will send off information to the Ministry in the next couple of weeks.

Action: Stuart to tidy up the Board assurance checklists and send them to ERO.

Moved Rob **Seconded** Shaun **Approved** ✓

3 Other Agenda Items

3.1 Audit

Auditors are happy with how things are tracking. Fully audited accounts for period end December 31 now live on the website.

Comments made:

Missing forecasting teacher salaries

Recommendation for surplus budget not negative budget mainly around depreciation budget.

Advice from accountants will be sent to Crowe.

Annual report has been approved and will be posted on the website and sent to the Ministry of Education.

Action: Stuart to post the 2021 Annual Report on the school website and send it to the MoE

3.2 International Fee-paying Students Strategy Refresh

Stuart attended the announcement with the Minister for Education Chris Hipkins. The Ministry is going to focus a marketing drive overseas to promote NZ to international students.

Countries like Canada / Australia have struggled to get students back. The feeling is we may struggle to get students back. Penny has received a lot of contacts regarding enrolments.

The Government has released extra tertiary visas for students which will speed up the process.

Currently the school can't take long term enrolments due to high roll levels. The Board may look at short term enrolments. Acceptance may also be based on areas of the school that have capacity.

3.3 Board elections

Triennial school election date: The Board has agreed to set the election date as the 7th September.

Moved Rob **Seconded** Shaun **Approved** ✓

Numbers required are 6 parents unless the constitution is changed. A staff representative election will also need to be held. This is a good opportunity for staff to learn how governance works.

5 Next meeting

Upcoming Board Meeting Dates 2022:

- 21 June
- 26 July
- 16 August

Meeting closed: 8.00pm



CONFIRMED _____ 21 June 2022

ROB DIXON, CHAIRPERSON

MATTERS ARISING / ACTION SHEET

**FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON TUESDAY 17 MAY**

By Who	Action	Reference	Date
Stuart / Cathie	To send information away to ERO	2.7	31/05/2022
Board	Board to advertise upcoming BoT elections	3.3	18/5/2022
Stuart	Send annual report to MoE	3.1	31/05/22