



TE KURA O TE TAUAWA
HALSWELL SCHOOL
Learning To Thrive

MINUTES OF MEETING
BOARD OF TRUSTEES
Tuesday 21 June 2022

PRESENT

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

Apologies: Anita Head,

Guests: Cathie Zelas, Tracey Mora, Heather Burnby, Rachel Ono, Claire Harris

Meeting Opened: 6.00pm

1. ADMINISTRATION

Karakia, Welcome

1.2 Previous Meeting Minutes

The Board approved the minutes of the previous meetings held on 17th May 2022.

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

1.3 Actions From Previous Meeting

All board items complete

1.4 Correspondence

- [Folder](#)

Discussed NZSTA updates around elections discussed in further detail later in the meeting.

Roading issues in the area are still being reviewed.

The Ministry advised a change to Knights Stream School zone; this appears to be an amendment to a small area of the zone that should have been included in the previous zone change. Board is happy with this change and will not submit feedback.

1.5 Standing Admin Items

2 MONITORING/REVIEW

2.1 Curriculum Report

Not reportsthis month. Will be more following the next meeting.

2.2 Principal's Report

Stuart to take as read with the following items of note:

There has been a lot happening around the Aotearoa NZ Histories curriculum, this is the 1st learning area to be refreshed and the most significant change since 2007. This will be followed by Mathematics and English. Halswell School has been involved from the beginning and this has meant our staff have been able to view the curriculum changes first and provide feedback.

Board interested to know if the Ministry listens to the feedback provided. Tracey confirmed they do and that it also includes feedback provided by students.

New staff appointments: There was a strong field of candidates with the following appointments made:

Nicky Edwards replacement (T2) Melissa Botha (moving from Auckland)
New Entrant Roll Growth Class (T4) Sara Carter (Parent of Halswell students)

Staff will be advised at Thursdays briefing on the appointments.

Board interested to know if the need to have the roll growth class earlier this year means we will need to consider opening another class in Term 4. Cathie and Stuart are hoping to manage the numbers by using extra resources without employing another teacher or the need to find another space within the school. The concern still remains that there may be a large number of unknown inzone students yet to build/move into the area. As the Orongomai 'bubble' moves through the school this may give the school the option to use Kahu for new entrant classes from next year.

The Board accept the Principal's report as presented

Moved Stuart **Seconded** Rob **Approved** ✓

2.3. Finance Report

The Finance Committee have completed a mid-year budget review. Some areas have changed, these changes all need to be approved by the board before confirming the revised budget moving forward.

Main changes in the budget are for personnel - covid overstaffing. We are currently tracking to be over on our staffing due to absences related to Covid. Overall expenses have increased by around \$42k however we will recover approximately \$10k from Ministry Resourcing which will help offset some of the deficit. We are still in a better position compared to a number of other schools. We have also increased our funding from the ESOL grants. This money coming in will cover extra resources.

A budget for ICT repairs has been included as there wasn't a budget prior and issues have started to arise that need to be dealt with.

Other items include adding a gifting budget to make record keeping tidier, and including the minute taker budget in admin staff expenses.

The accounting budget has increased due to the training of the new administration staff.

Areas of reduced budgets:

Caretaker/Gardener, Gary didn't start until late so has saved \$5k off budget.

Reduction in soft landscaping costs, most of this has now been completed.

Tracey has taken over management of the website and this will save the school a considerable amount.

Further to this, the school still has \$680K uncommitted funds so there is a buffer.

Stuart recommends the mid-year review is approved and sent to the accountants. Board happy with the changes discussed. Board agrees the school has been lucky previously regarding covid and now it is finally hitting us. Next year we may need to plan for recovery.

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

2.4 Communications Report

Nothing to report, no meeting held.

Natasha has personally received feedback that the communication from the school has been great. Principal communication to the community has been clear and greatly appreciated.

2.5 Property

Report taken as read - Shaun

10 Year Property Plans are being pushed back due to delays in the Christchurch Schools' Rebuild Programme . These will become the responsibility of the new board.

Drop off zone has shown times of improvement, staff have been monitoring and while it does improve there are still instances of concern. Stuart is considering closing the zone for the afternoon pickup especially with roading backlogs continuing in the area. Stuart has met with Mike Davidson and Anne Galloway to assess the issues we are having. Stuart and Tracey are to meet with the CCC planner, along with PTA and student leaders to discuss survey data. It needs to be discussed whether closing the zone for pickup is worse for our children and/or will it cause issues in other areas, Stuart has priced for bollards. Approx \$825 per bollard, plus installation. Stuart will find out installation costs. Stuart Parking wardens just turned up.

Action: Stuart to get installation costs for driveway bollards

Moved Rob Approved ✓

2.6 Health & Safety

Most accidents recorded related to weather conditions and children falling over.

Term 3 Covid Response Plan Proposed

In regards to gatherings eg assemblies. These have always been part of the risk assessment. The MoE advice is we need to be confident we can have everyone seated / distanced, as this wasn't possible we held the virtual assemblies. This is also the reason the disco has been postponed until next term.

We have been lucky with our community regarding response to restrictions, this combined with the high vaccination rates in the area must have helped the school's position.

The recent staff survey showed a feeling of disconnection across the school. As we have very low covid numbers (1 staff member, 2 students) the proposal to staff for the changes in Term 3 was favourable.

41 staff replied = 40 responding yes for the changes and 1 neutral.

Board discussed the concerns around removing the requirement to wear a mask. It was agreed that mask wearing is becoming a more individual choice, the board would support staff / students should they prefer to continue wearing a mask and will 'encourage' parents to wear masks if they are entering the studios.

Regarding the staggered lunches it was discussed whether it helps manage the number of students and playground resources at the school. Yes it does, but it leads to a disconnect amongst staff and students across the school. Do we look at lunchtimes together as they were before or move to the 1 hour lunch breaks, or are there other options we can explore. Team leaders would need to discuss break times and whether it remains the same or do we return to one break time.

The board agreed to move forward with the proposal. Masks to be optional for staff and students and encouraged for parents.

Covid control changes from Term 3: Approved

Moved Rob Seconded Michelle Approved ✓

*Actions: Stuart to advise staff / community of changes for Term 3
Team Leaders to decide how break time will be structured*

3. OTHER AGENDA ITEMS

3.1 2023 Term Dates

Terms 2 & 3 are set, there is only room for movement in Terms 1 & 4

Next year Easter is in the holidays. Matariki also falls during the holidays.

Stuart presented a proposal that would see children start on Wednesday 1 February and finish on Tuesday 19 December.

Beginning of Term 2, 24th April falls on a Monday with the 25th April being ANZAC Day. Stuart proposed that the 24th become a Teacher Only Day to create a long weekend instead of returning to school for one day then being away again.

Teacher Only Day on the 24th means we need to add another day to the school calendar to make up the day. We would then finish on Tuesday 19th December which makes more sense than coming to school for just 1 day for the last week.

Any changes to the Teachers Collective Agreement could have an impact and may require extra days to be incorporated.

Terms dates for 2023 Approved:

Moved Stuart Seconded Rob Approved ✓

Action: Stuart to publish 2023 term dates on the school website and include in the next newsletter.

3.2 Board Elections

We are on track for this, and need to keep trying to encourage nominations as all 6 positions are available.

Still investigating electronic options for elections, the Ministry still hasn't confirmed the electronic election format. Only 2 providers available for electronic option. These can either be full service (run the whole election) or provide a platform for the electronic voting to be run in house. Both of these are still to be approved by the Ministry.

Returning officers to be appointed by the board. Agreed to appoint Heather Burnby & Caty Boberg as Returning Officers

Moved Rob Approved ✓

The board would like communication to go out with details about what is involved in being a board member, including the use of sub committees to spread the load, also show that it is a great way to learn so much more about the school and how school governance works. Michelle to put together information to be sent out to parents.

Call for nominations falls on 15th July (holidays) only 2 meetings left for this board.

Board discussed if is worthwhile to have a transition between the outgoing and incoming board. We have a Governance Manual and Strategic Plan that will provide information so transition is not necessary, perhaps look at invites by previous members to sub committee meetings.

Looking at Thursday 25th August for a meet and greet - for board to meet candidates, Stuart to organise,

Actions: Michelle to put together information for parents regarding board responsibilities.

Stuart to promote and communicate to parents regarding nominations/ being on the board, organise function for Meet and Greet.

3.3 Governance Manual

Governance manual needs to be reviewed, Stuart would like the board to review this.

Actions: Natasha / Rob to review the manual and make recommendations before the July meeting

3.4 ERO

The new ERO review process continues to evolve. The traditional report has changed and is become a profile report. It will show key strengths and the school's evaluation question.

This has been co drafted between the school and our ERO Evaluation Partner. Once reviewed it will be sent back to the school for the board to review. This is only a stop gap to help the ERO transition from the old to new system and will be a one off.

5 Next meeting

Upcoming Board Meeting Dates 2022:

- 26 July
- 16 August

Meeting closed: 7.22pm



CONFIRMED _____

CHAIRPERSON

_____ 25 July 2022

MATTERS ARISING / ACTION SHEET

**FROM THE MEETING OF THE
BOARD OF TRUSTEES**

HELD ON TUESDAY 21 June

By Who	Action	Reference	To be actioned by
Stuart	Get installation costs for driveway bollards	2.5	16 August
Stuart	Advise staff / community of changes for Term 3	2.6	29 June
Lead Team	Decide how break times will be organised	2.6	29 June
Stuart	Publish 2023 term dates on the school website and include in the next newsletter.	3.1	29 June
Michelle	Put together information for parents regarding board responsibilities.	3.2	29 June
Stuart	Promote and communicate to parents regarding nominations/ being on the board, organise function for Meet and Greet.	3.2	29 June
Natasha & Rob	Review the manual and make recommendations before the July meeting	3.3	26 July