



**TE KURA O TE TAUAWA**  
**HALSWELL SCHOOL**  
*Learning To Thrive*

**MINUTES OF MEETING**  
**BOARD OF TRUSTEES**  
**Tuesday 26 July 2022**

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**PRESENT**

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

**Apologies:** Ged Robinson

**Guests:** Tracey Mora, Heather Burnby, Rachel Ono, Tania Shuker

**Meeting Opened:** 6.00pm

**1. ADMINISTRATION**

**Karakia, Welcome**

**1.2 Previous Meeting Minutes**

*The Board approved the minutes of the previous meetings held on 21 June 2022.*

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

**1.3 Actions From Previous Meeting**

Actions completed - Manual reviewed, Natasha and Rob.

**1.4 Correspondence**

- [Folder](#)

Nothing to report

**1.5 Standing Admin Items**

**2 MONITORING/REVIEW**

**2.1 Curriculum Report**

Nothing to report, no meeting due to term break.

## 2.2 Principal's Report

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

Learning Conferences next week, first opportunity to meet face to face. Supervision in place for Tuesday due to classes finishing at 1.30pm.

July Roll Return - Roll had been trending up the previous 2 years, however the current July Roll Return was down. This will have an effect on our operational funding which will be released around the 15th September. Once we have these figures we will know how much funding we have to apply to staffing.

Enrolment zone: Currently we are accepting no out of zone students beyond priority 1, this means we are unable to enrol any international students (priority 6). International students provide money for TA's to help resource areas that need it.

We are not in a position to change this, however we can accept short term International students as they are only for a few weeks. Based on this the BoT needs to make a decision in September regarding zoning and whether we will take any out of zone students. The BoT can either advertise a general number of spaces available throughout the school without mentioning year groups, or can advertise that certain year groups have space e.g. Years 7& 8. The Board does not need to stick to the advertised numbers as situations can change.

It is likely the BoT will need to advertise that we have some capacity but need to work out the resourcing once the funding figures come through in September. Unfortunately, there is a crossover of the advertising period and the funding notification. We can't create a waitlist without advertising that there is space available. This would also cut out any international students.

Equity index. This is the new system replacing the decile system. It is a more complex system which can be drilled down to more detailed information in specific areas e.g. single parent families and parents that are receiving Govt assistance. More information will be available to schools in September, the same time as the funding is released. The MoE has said that no school will go down in funding and that all schools will receive a 2.7% increase but it won't necessarily relate to staffing.

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

*Actions: Stuart to add out of zone enrolment discussion to August agenda*

## 2.3. Finance Report

The following motion was put forward based on a request from our accountants:

*The Board approves the 2022 budgeted Statement of Financial Position and 2022 budgeted Statement of Cash Flows, which are both derived from the Board's approved 2022 operating and capital budget.*

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

## 2.4 Communications Report

Nothing new to report.

## 2.5 Property

No meeting due to timing with term break..

## 2.6 Health & Safety

**Covid:**

11 cases over the break. This term the school settings have changed but mask wearing remained the same due to increased cases and as per Ministry of Education recommendations.

Changes have allowed parents to come into the Learning Centres. Staff are now able to return to the same break times and use the staffroom.

**Traffic safety plan:**

*Meeting held with Stuart, Tracey, CCC Planner, NZTA and a small group of parents.*

Ashley the CCC traffic planner has drafted a traffic plan. This is still to be reviewed.

Highlighted areas of concern are: No right turn Larsen's Rd, O'halloran drive, Candys Road, and intersections Halswell Rd/ Halswell Junction Rd/ Sparks Rd (parents concerned about this intersection)

The Safety Plan is a contract between all parties School / CCC / NZTA

School to promote walk / wheels days in the first instance

A walking bus is also in the plan, this takes more organisation Ashley organises the walking buses as there is a lot behind it. *(11 people have offered to help)* Parents in the traffic safety group to be involved. Staff will further teach children the safest way to behave around roads and not to cross the road to parents waiting on the other side.

They are also looking at the crossing at Sabys Road.

NZTA will investigate the signage and right hand turn and see what more can be done. NZTA is in charge of Halswell Road as it is a highway whereas the Council is responsible for the other roads in the area. Jodie from NZTA has tried to escalate the roading issues but there isn't funding available at present for this.

**Drop off / Pick up:**

Our worst contributing area to our roading issues is the drop off / pick up zone. This has been highlighted by all parties involved and is even more apparent in bad weather.

As closing this area could create more issues somewhere else, it needs to be done in a methodical / organised way to advise parents of parking areas based on CCC recommendations. Stuart would like to trial closing the pickup from 2.30 to 3.15pm to test if it improves the situation but more importantly, that it doesn't create new safety issues for our school community.

Quote for bollards \$10k (installation and bollards)

\$30k to put in barrier arms costs are high as would require installing power.

The most pressing thing is around the drop off area. We will need to communicate to the community.

**Motion: The Board approves a trial closure of the pick up area as per recommendations**

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

*(All in favour)*

*We are 2 weeks away before we can get anything out, we will aim to get the trial in place for week 3.*

**Action: Stuart to put out comms to the parent community via Hero. Will run them past the Communications Committee**

### 3. OTHER AGENDA ITEMS

#### 3.1 Board Elections

Communication to go out with this week's newsletter to remind parents to check spam for email from CES, who are acting as our Returning Officers for the BoT election.

Meet and greet evening is planned for 25th August; this will include a launch about PB4L which will help attract more attendees.

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

*Actions: Heather to create an article for the next newsletter about the email from CES and remind parents to check spam folders. Heather to organise the staff election.*

*Stuart to send out communication for meet and greet (discuss the PB4L) / followed by meeting and greet).*

#### 3.2 Governance Manual

Review 2019 Board Governance Manual

Rob / Natasha have read and reviewed it. Most of it is good, but some of the links and detail needs to be updated.

*Actions: Stuart to update links in the Board Governance Manual*

#### 3.3 Overseas Learning Experiences

Edventuretours Vanuatu Family request for approval.

We have used them before, and they run a very good programme which helps build relationships with schools in both countries. There is also the opportunity to have a reciprocal arrangement for them travelling to NZ.

The reason behind wanting to look at whether we can visit and restart the trips is we don't know what the Samoa / Vanuatu tourist infrastructure has recovered following Covid. We need to do an assessment as to whether their health and safety is still up to scratch. The famil is subsidised, so the cost to the school is only around \$500.

Question - was asked as to how solvent Edventuretours are. They are very good operators; they also do domestic travel, which has kept them afloat over this period.

Board agrees it's a great idea. It takes a lot of planning as we need to work out resourcing and giving families that may be interested time to prepare financially. As it is only a small group that travels, the school doesn't organise any fundraising.

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

*Actions: Stuart to confirm involvement with Edventuretours.*

#### 3.4 EOTC

EOTC Review (verbal)

Risk management (Safety Management Plan) - in recent times, there have been some changes to the documents. We need to make a safety plan that is easy and is a step-by-step process for teachers as it includes a lot around areas such as health and safety, privacy act.

This will be a one-stop shop for the board and staff, it has been a 6 month project for Tracey, Lisa & Anita, with them also attending a course last year.

Events are broken down into categories, ABCD

A - Low-risk event on school grounds (eg bouncy castle)

B - Offsite - low-risk offsite event, school hours / local (does not involve transport)

C- Offsite involving transport e.g. Hillmorton tech, skiing, beach education.

D - High risk - Overnight activities.

***“Motto everyone goes home happy, healthy and well”***

Tracey shared the website that has been created to help guide staff and the Board about their respective responsibilities in relation to EOTC events. This is still a work in progress but is progressing well. Thanks to Tracey and her team for all of the work that has gone into creating the resource.

Ōtūmatua has used the new templates for the upcoming camp to Wainui. The documentation has been sent to the Health and Safety Committee for review.

**Action: Health and Safety to review Years 7&8 camp forms and bring a recommendation to the August Board meeting.**

### **3.5 School Name Change**

ERO pointed out the school has not completed the formal process to change the school name to Te Kura o Te Tauawa Halswell School. We are not permitted to officially use the name unless it is approved. The name was gifted to us by the local Iwi after the earthquakes as part of the rebuild. The MoE has checked that no other school has the name.

The proposal is to consult with the community giving the background of the reason for the name change, and an explanation around it needing to be officially approved. Mana whenua has also commented that the Māori name should appear first. A google form would be sufficient for this. Board agrees to change and move forward to consult with the community.

**Action: Stuart to send out communication and a google form to the community for consultation. He will also run this by the Comms Committee.**

**Moved Rob Approved ✓**

### **5 Next meeting**

Tuesday 16 August 2022, 6pm

#### **Upcoming Board Meeting Dates 2022:**

- 16 August (last meeting of the Current Board)
- 25th August (Meet the Candidates) - 7pm
- 20th September

**Meeting closed: 8.40pm**

CONFIRMED \_\_\_\_\_



**ROB DIXON, CHAIRPERSON**

16 August 2022

**MATTERS ARISING / ACTION SHEET**

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

**HELD ON TUESDAY 26 July**

<b>By Who</b>	<b>Action</b>	<b>Reference</b>	<b>To be actioned by</b>
Stuart/Tracey	Stuart / Tracey to communicate changes for pick up area to the community.	2.6	Week 3, Term 3
Stuart	To send out communication for Meet the Candidates evening	3.1	27 July
Heather	To send article in newsletter reminding parents to check spam for CES Returning Officer emails	3.1	27 July
Stuart	Stuart to fix links and put link in the Board Work Plan (Update to call Board Manual)	3.2	7 Sept
Stuart	Stuart to confirm involvement in Vanuatu Family	3.3	2 August
Health & Safety Team	To review 7&8 camp forms and to report back	3.4	16 August
Stuart	Stuart to send out google form to the community for consultation.	3.5	16 August