



TE KURA O TE TAUAWA
HALSWELL SCHOOL
Learning To Thrive

MINUTES OF MEETING
BOARD OF TRUSTEES
Tuesday 16 August 2022

PRESENT

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

Apologies: Shaun Perrin

Guests: Tracey Mora, Rachel Ono, Cathy Zelas

Meeting Opened: 6.01pm

1. ADMINISTRATION

1.1 Karakia, Welcome

1.2 Previous Meeting Minutes

The Board approved the minutes of the previous meetings held on 26 July 2022

Moved: Michelle **Seconded:** Rob **Approved** ✓

1.3 Actions From Previous Meeting

All complete

1.4 Correspondence

Taken as read. ERO reports came in to the Board email, which were covered in 2.8

1.5 Standing Admin Items

Nothing to note

2 MONITORING/REVIEW

2.1. Curriculum Reports

Term 2 Curriculum Review

Mid-year Student Target Report

Mid year School-wide Assessment Data Report

Rob, Natasha, Cathy and Tracey went through the curriculum reports. We are tracking well, with achievement being at least the same or improved on the results gathered in 2021. Cathy and Tracey have done great work on improving the way the reports are presented, which read well and were easily consumable for the board. The summaries provided at the end of each cohort's results were especially useful.

Moved: Rob **Seconded:** Michelle **Approved** ✓

2.2. Principal's Report

Stuart took the report as read with the following items of note:

Recent Learning conferences went well with a lot of parents on the ground for the first time this year. Feedback from the teachers was positive, finding having access to parents useful in further supporting the students learning.

Banked staffing remains a concern. In good news, on Monday we had zero Covid cases within the school – across staff and students. 6 children were in isolation, but none had Covid.

School Equity Index – we will hear from the Ministry of Education in September what the Equity Index means for us in terms of funding. We have been assured that we won't go backwards funding wise. There has been a request from the ministry that we don't publish or promote our Equity Index number.

Trial of the Pickup and Drop off area is going well. There has been very good compliance. We were concerned that it might shift the problem elsewhere, but this doesn't seem to be the case so far. The crossing on School Road has been a lot calmer due to less traffic on the road. A call on whether this area remains closed will be made in a few weeks time, allowing for review after a couple of rainy days to see whether this has an impact.

Thanks to the board for the work over the past 3 years. It's been a challenging 3 years at times, but students and staff have been at the centre of focus. The legacy we have left around the new vision and values is something we should be extremely proud of.

Action Point: The Health & Safety committee to confirm the outcome of the Pick Up and Drop off area closure prior to the next board meeting.

Moved: Stuart Seconded: Rob Approved ✓

2.3 2022 Workplace Survey Report

Our recent Workplace Survey Report has recorded 93% of staff thinking that Halswell School is a great place to work. Follow up work on the results of the survey will happen at the next Staff Only Day.

The results were very positive, and above average compared to national results.

Discussion was held around workload, teachers and finding balance. There is an ongoing theme of additional high needs students in the classroom, in conjunction with ongoing resourcing challenges and dealing with challenging behaviours.

Work life balance, working through breaks, having personal boundaries were themes that came through in the survey and will be followed up at Staff Only day.

2.4 Finance Report

July Finances

Natasha, took the report as read.

August Finance Committee Minutes

Finance committee met on Tuesday 15th. School donations are a little bit lower than we thought they should be. Statements are going to be sent out, and a notice in the newsletter. There is a pay now function we're looking at, however this comes at a cost to the school for transaction processing.

School Hall bookings are going well. We need to review the rates as they are now well under market. They will be reviewed at the end of the year as part of the 2023 workplan.

There have been a couple of applications for the financial support from parents which is great to see, as this is what the fund was intended for.

Moved: Natasha

Seconded: Rob

Approved ✓

2.5 Communications Report

Nothing new to report.

2.6 Property

August Property Committee Minutes

There was no meeting, but Rob and Stuart attended a Canterbury wide briefing on property planning for Christchurch schools going forward. There was nothing greatly new in that briefing. The first 65 schools are underway, which started last year and 8 have their property plan in place for the next 10 years. We are hopeful we will be looking at our 10-year property plan with the Ministry later this year.

Prior approval of bollards – manual lift up bollards are the preferred solution for the pickup and drop off zone. It will require a teacher pulling these up each day, but it is a lot more cost effective than an automatic solution.

The Property Committee requests prior approval for up to \$12k to fund the purchase of the bollard solution. The October holidays would be the target date.

Action Point: Property committee to move forward with the manual bollard solution, up to the value of \$12k, subject to confirmed closure of the Pick up and Drop off area.

Rob Moved, all in favour

2.7 Health & Safety

August H&S Committee Minutes – Taken as read, with the following notes:

Otumatua School Camp(s)

Stuart moved that subject to the completed SOPS being approved by the H&S committee that Otumatua Camp go ahead in Week 7

Moved: Stuart

All in favour

The Ministry of Education is still strongly recommending that masks be worn inside. We will continue to follow this, with a review over the next month before the next board meeting.

Action Point: The Health & Safety committee to confirm SOPS approval for the Otumatua Camp

2.8 Confirmed ERO Reports

Profile reports were discussed. These were shared with the Board through correspondence.

Reports be published on the school website.

3. OTHER AGENDA ITEMS

3.1 Enrolling OoZ students

We need to balance the changes we've made to the enrolment zone to contain our roll numbers with the ongoing need for TA's to provide support within the classroom which comes from international student fees.

If we move to say we are going to accept out of zones students, we need to advertise this. We have the ability to specify the gaps within year groups that we are looking to fill, i.e. not taking anybody in Years 0-3. We are able to be fairly specific on the gaps we are looking to fill and if we are not able to fill these spots with domestic students, then we introduce international students.

International student age groups vary widely. We have short term stays, up to 1 term. Sometimes we have groups that will come out to do a reccy and then return at a later date. The average stay is 1 year, but some do stay longer. We will need to conduct a through analysis of our school numbers to ensure that any spots are in the right areas and don't add additional burden to the school.

We will put communications out regarding accepting out-of-zone students.

We have a reasonable number of students leaving at the end of year 6. Trends seem to be positioning for high school. Moving into areas with desirable high schools and joining the local primary school to build local friendships before joining high school. Some parents also see the advantage of a standalone Intermediate In terms of numbers, we lost 1 full T group in 2021 of year 6 students leaving the school. This was not, however a new trend and has been a theme for some time.

Motion: We will advertise that we have 10 out of zone places. We will start a register of expressions of interest, and these will be reviewed when we put together the school structure for 2022.

All in favour.

Action Point: *Stuart to communicate through the local newspaper and school website that we have 10 out-of-zone places for year 3 and above only available for 2023.*

3.2 School name change – Verbal report and feedback themes

The Board discussed the recent community consultation regarding formally changing the name of Halswell School . 69% had no objection to Halswell School officially registering the name Te Kura O Te Tauawa – Halswell School.

All in favour

Action Point: *Stuart to contact MoE to formally request the change of name and add a note to the newsletter confirming the name change will go ahead*

4. Next meeting

This is the final board meeting of this term. The new board will convene in September.

Meeting closed: 7.29pm



CONFIRMED _____

CHAIRPERSON

2022