



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

**MINUTES OF MEETING**  
**BOARD OF TRUSTEES**  
**Tuesday 20 September 2022**

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**PRESENT**

Rob Dixon (Chairperson), Stuart Cameron (Principal), Michelle Bishop, Natasha Buckby, Sara Robb, Tania Shuker, Claire Harris, Rachel Ono

**Apologies:** Cathie Zelas

**Guests:** Tracey Mora, Heather Burnby

**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 16 August 2022*

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

**1.3 Election of Chair and Deputy Chair**

Election of Chairperson: Natasha nominated Rob. **Seconded** by Michelle. Approved by all

Election of Deputy Chairperson: Michelle nominated Natasha. **Seconded:** Rob. Approved by all

Election of Secretary: Rob nominated Michelle. **Seconded** Natasha. Approved by all.

**1.4 Actions from previous Minutes**

All completed

**1.5 Correspondence**

Knights Stream School zone confirmation of reduced zone, that removed a small amount of crossover with Halswell School.

Name change request, the Ministry have asked for more background information regarding the gifting of the name and the community process.

**Action Point:** Stuart to respond to the Ministry with name change information.

## 1.6 Standing Admin Items

Discussion regarding the processes for new board members.

Stuart and Rob gave an overview of process that was involved in reaching the schools current strategic plan which included consultations with the community/ staff/ students.

New board members were encouraged to check the website for the Board Charter and Annual Report, these can be found under the Board of Trustees tab.

Board Register, this needs to be updated with start date as of 20 September.

Change in Board Membership (for new board members only), new members are indicated they have done this with NZSTA.

No record of hours are kept as everyone does the same with a standard format followed for a month.

Board members are to advise Rob of any conflicts of interest so these can be recorded.

**Action Point:** Heather to check with NZSTA if they have received the new board registrations.

**Stuart to update website with photos of new board members.**

## 2 MONITORING/REVIEW

### 2.1. Curriculum Reports

**Attendance Report:** No meeting, Tracey taken as read.

All deciles have had a decline in attendance. 90% of attendance is considered as regular attendance, 80% equates to 2 days absent per month.

Halswell's attendance sits at 90% overall, the ideal is 90%, however, once you drill down into the detail, we only have 73% of students attending at least 90% of the time. Broken down over last year and the current year, 15 students are being monitored.

Chronic absence students are monitored with meetings being held with parents, most times, these are students whose parents struggle to get them to school. Some parents are unaware it is the law for children to attend school. Currently, the school is monitoring 3 students in this category.

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

### 2.2. Principal's Report

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

A lot has been happening this month with activities, including camps and sporting events. This will continue on into Term 4.

The school completed an NZCER Wellbeing survey with all Years 5-8 students in Term 4 last year. The results from this survey were used to create a Children's Wellbeing Action Plan. As part of the children's action plan. Some concerns showed there needed to be an increase in the surveys to get a better understanding of what is going on. This will be discussed in the Lead Team meeting as it is an important tool to determine how children feel. As the junior school are too young to participate in the surveys, an alternative was administered for Years 0-4 children. The results of this will be shared once compiled and will be compared with earlier results.

Operational grant funding figures should have come through last week, Hon. Chris Hipkins announced at the NZ Principals' Conference last week that the funding notices would be delayed as had sent the figures back to his team to review the calculations. Budgets and forecasting can't be undertaken until we receive these figures.

It was noted that by the next meeting there won't be a lot to report as the holidays will take up 2 weeks.

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

## **2.4 Finance Report**

### **September**

Natasha took the report as read.

Money has been slow to come in, and sending out the statements showed that many parents still need the reminder, and we can't rely on them checking Hero for account balances. Rebecca to send out statements regularly as a reminder especially moving into Term 4 with the Year 8s leaving. Mention made by the Finance Committee that they and Solutions and Services are very happy with the work Rebecca is undertaking.

Stuart explained the rationale behind the Banked Staffing element of our operational budget.

We have received some Covid-19 funding from the Ministry for teachers, which helps to offset some of the relief teaching costs we have incurred this year. Stuart will look at the banked staffing figures to see if we can pull back some of the school funding being used to cover teachers' pay, as this needs to be done in time for the end of the year.

Last year power costs were skyrocketing, and Stuart managed to negotiate a better AoG rate to pull this back. Discussion had around solar, unfortunately, the Ministry don't fund solar power alternatives, so the school would need to fund it themselves.

NZSTA run finance training, it is recommended that the new board members take this up it is also good for current members as a refresher.

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

## **2.5 Communications Report**

Nothing new to report.

## **2.6 Property**

### **September Property Committee Minutes**

Confirmed the bollards are going ahead and are booked for installation during the school holidays.

The school had some contingency funding left from the School Investment Programme. We have managed to use this for maintenance. As we are still considered a new school (even though it is 10 years old) we will receive limited property funding as part of our 10 Year Property Agreement when it is reinstated.

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

## 2.7 Health & Safety

No meeting held this month.

## 3. OTHER AGENDA ITEMS

### 3.1 Committee Structure

Property Team: Stuart / Rob meet once a month prior to the Board meetings. There had previously been a lot of property project work, but this is now moving to more of a maintenance period as the SIP programme has finished.

Curriculum Team: The committee meets after set reports have gone out. This varies depending on what is being reported. Previously this team was Rob, Natasha, Anita, Giarne.

Health and Safety: Meet bi-monthly, usually low-key checking docs (EOTC), checking accident register. Covid communication has played a big part over the last couple of years, but this is usually directed by the Ministry. Also, reviewing School docs sits with Health and Safety.

Finance: Committee meetings are held monthly. These meetings discuss variances. Budgets are set by Stuart. There are monthly financial reports and a commentary from Solutions and Services to be read before meetings. Budgets are reviewed each year.

Comms Team: Make decisions around communications from the school. This often works in conjunction with other teams, depending on what may be happening.

International Team: This team will restart as we look to possibly having international students return. This committee works with Penny O'Connell, our International Director.

Most committees meet a week prior to the full Board meeting.

Delegations of responsibilities are still to be determined. Committees have been set as per below, once the first meeting takes place, teams are to appoint a lead.

Property:	Rob Dixon, Stuart Cameron, Claire Harris
Curriculum:	Rob Dixon, Sarah Robb, Rachel Ono, Tania Shuker, Stuart Cameron
Health and Safety:	Michelle Bishop, Claire Harris, Tania Shuker, Stuart Cameron
Finance:	Natasha Buckby, Sarah Robb, Stuart Cameron
Communication:	Natasha Buckby, Stuart Cameron, Michelle Bishop, Rachel Ono

**Action Point:** Rob to lead a discussion on delegations for each committee at the next Board meeting

## 5. Next meeting

### Upcoming Board Meeting Dates 2022:

- 18 October 6-7pm.
- 18 October 7pm cluster School new board member training- Tom Scollard
- 15 November
- 13 December

Meeting closed: 7.40pm

CONFIRMED \_\_\_\_\_  \_\_\_\_\_ 2022

CHAIRPERSON

