



TE KURA O TE TAUAWA
HALSWELL SCHOOL
Learning To Thrive

MINUTES OF MEETING
BOARD OF TRUSTEES
Tuesday 18 October 2022

PRESENT

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

Guests: Heather Burnby

Meeting Opened: 6.15pm

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 Actions From Previous Minutes

Stuart has responded to the Ministry questions regarding the name change. No further response has been received from the Ministry.

Rob to discuss sub committee's next meeting as no meetings have been held yet.

All other actions complete.

1.4 Correspondence

School Docs updates will be discussed in Health, Safety & Compliance meetings.

1.5 Standing Admin Items

Board Register is now up to date.

2 MONITORING/REVIEW

2.1. Curriculum Reports

No report this month

2.2. Principal's Report

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

It has been a settled start to the new term. This term the school wide focus is on the arts with an art exhibition later in the term.

This is a busy term across the school with the lead up to end with the following all to take place.

End of year reports, class placements, school structures, prize giving and leavers dinner.

Currently there is a focus on staff appointments with interviews taking place this week. This includes staff with applns in elsewhere which will mean the schools structure cant be completed until these outcomes are know.

There has been a good response with 115 applications received, 11 for the team leader positions.

Resourcing 2023 cant be finalised until the school structures are completed.

Staff retention: We do a lot better than other schools in this area, usually staff only leave due to lifestyle changes or opportunities for teaching progression.

Moved: Stuart Seconded: Natasha Approved ✓

2.4 Finance Report

No report this month

2.5 Communications Report

No report this month

2.6 Property

No report this month

2.7 Health & Safety

No report this month

3. OTHER AGENDA ITEMS

3.1 End of year events

Parent helpers helpers afternoon tea. This is to be held at the same time as the art exhibition, Stuart to check with team leads about timing but proposing afternoon tea at 2pm followed by the opening up of the art exhibition.

Friday 9 December - combined PTA, Board & Staff function at Halswell Bowling Club. Sarah Robb to investigate catering options.

Thursday 15 December - Prize giving (1.30 - 3pm) It is encouraged board members attend if possible.

Friday 16 December - School year ends at 12.30pm

Action Points: *Stuart to check with team leads around timing of parent helpers afternoon tea.*

Sarah to investigate catering options for 9th December

3.2 Staff luncheon

This is being held at Craythornes this year to support local business. Cost is \$40per head, the board usually contributes towards this.

Board has agreed to continue this with a \$25pp contribution.

Moved: Rob Seconded: Natasha Approved ✓

5. Next meeting

Upcoming Board Meeting Dates 2022:

- 15 November
- 13 December (if required)

Meeting closed: 6.40pm



CONFIRMED _____

CHAIRPERSON

_____ 2022