



TE KURA O TE TAUAWA
HALSWELL SCHOOL
Learning To Thrive

MINUTES OF MEETING
SCHOOL BOARD
Tuesday 15 November 2022

PRESENT

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

Guests: Cathie Zelas, Tracey Mora, Heather Burnby
Meeting Opened: 6.00 pm

1. ADMINISTRATION

1.1 Karakia, Welcome

1.2 Previous Meeting Minutes

The Board approved the minutes of the previous meetings held on 18 October 2022.

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

1.3 Actions From Previous Minutes

Catering options for 9th December. The chippy \$20 per head, min \$1000 (50), option BBQ ASB Corporate BBQ. Platters seem a better option Sara to look at options.

1.4 Correspondence

Michelle taken as read.

Letter received from Ministry confirming name change.

Cashmere Primary notifying of zone changes. No actions from our Board.

1.5 Standing Admin Items

None this month

2 MONITORING/REVIEW

2.1. Curriculum Reports

Term 3 Curriculum Report:

Rob: First meeting with new committee. All documents taken as read, not much raised, resources updated all staff now aware of updates.

New curriculum discussed. Staff have just given feedback to the MoE, this will be tagged into the new meetings.

There has now also been a child's voice section added to the curriculum reports for feedback.

2.2. Principal's Report

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

School charters will be replaced by 3-year strategic plans and an annual implementation plan.

Boards must now consult with their communities when they create their strategic plans.

Requirements for 2023:

As part of this transition, our Board's 2022 charter will remain in place in 2023. We will need to review the annually updated sections of our charter for 2023 and publish this on our website. Please note that our board is still required to produce an Annual Report (including a statement of variance against our goals set in our 2022 charter) and submit this to the Ministry by 31 May 2023.

Moved: Stuart

Seconded: Rob Approved ✓

2.4 Finance Report

November Finance Committee Minutes:

Natasha: Taken as read.

October Finance Reports:

Everything is tracking well. Finances looking good, banked staffing still being monitored after a year of Covid leave cover has put pressure on the budget.

School Finances presentation:

Stuart presented a review of the 2022 budget, sighting areas of over and underspends. We will end the year in a better position than what was approved in the 2022 budget.

Strait also gave an overview of how school finances are organised to provide a context for the 2023 draft budget discussion.

2023 Draft Budget:

The board reviews and approves the draft budget annually in November.

Stuart recognised the large amount of work put into the budget by Rebecca Lock.

If the draft budget is approved tonight it is then reviewed again in February with any changes, the budget can not be officially approved until February.

PTA targeted resources will be discussed in the December meeting, requires PTA approval.

Income: Keep the \$70,000 for donations as we are still not getting a good recovery on these. Included is a budget for production should be an in and out.

Aiming for 10 international students which attracts \$12,500 per student.

Expenses: Camp and swimming, we have budgeted on a loss as per the last couple of years. Big camp coming up for 2023 Years 7 & 8 at approximately \$350 per student. This will be reviewed to see how sustainable these things are.

Stuart discussed the International Students Contingency funds. Halswell has always had a strong international programme. Post-earthquake the school had a large number of students leave. The contingency funds were kept as an emergency fund in the event that the school had to refund all International students following any emergency. As our International numbers are now lower and we have developed tighter refund policies, there is no need to have these funds tied up in an investment account held at ASB. It was discussed that the funds would be transferred back to the Westpac accounts and split into different investment areas. They will no longer be tagged as International Contingency.

Funds to be moved from International Contingency fund to main accounts.

Moved: Natasha **Seconded: Michelle Approved** ✓

All in agreement

Board happy to approve 2023 draft budget.

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

All in agreement

Approval to accept draft fixed asset budget

Moved: Stuart **Seconded: Rachel Approved** ✓

All in agreement

2.5 Communications Report

Nothing to note

2.6 Property

November Property Committee Minutes:

1st meeting held, not much happening in the property area at the moment.

OAK trees - arborist to tidy up one of the sick trees over the holiday break.

Stuart to meet the MoE property advisor Kay MacDonald before the end of the year.

Move to delegate spending of funds up to \$5000 per project to Principal.

Moved: Stuart **Seconded: Natasha Approved** ✓

All in agreement

A company we have used in the past has quoted for a full wash down and repairs to damaged areas of paint, quote is \$6200, this would be done over the school holidays. This requires approval from the full Board as it exceeds the \$5,000 delegation.

Move to accept the quote and schedule it for the upcoming holidays.

Moved: Stuart Seconded: Rob Approved ✓

2.7 Health & Safety

H & S minutes:

First meeting of the new committee. Sand is still being put into the water fountains in the junior area of the school, this results in blocking them. The Property Team may look at replacing the drinking fountains with a model that was trialled in other areas of the school.

Update on Covid policy: Covid-19 policy update in SchoolDocs which has been removed from H&S Risk Assessment and moved to Covid-19 Health Measures.

3. OTHER AGENDA ITEMS

3.1 Official Name Change:

We have received confirmation from the Ministry of Education to support the Board's proposal to officially change the school's name to Te Kura o te Tauawa Halswell School.

Resolution: The Board resolves to formally change the school name to Te Kura o te Tauawa Halswell School.

Moved: Rob Second: Sara

All in agreement

Action: Stuart to send minutes to our MoE Education Advisor as evidence of the change.

3.2 Vanuatu OLE Proposal

Proposal for 2023

It was previously decided to move away from the China and Japan trips due to risk. Trip to Samoa in 2020 was cancelled due to Covid. Stuart attended a famil to Vanuatu. It is recovering well. The proposal is to offer one next year (September) this also allows more time for them to recover.

Planning is a year out. Approximately \$3,000 per child. For it to go ahead next year we would need to advise parents now. Cost factors in 2 staff members, 3 would attend for contingency. It is a user pays no fundraising held by school.

Board approves the principal moving forward with Vanuatu trip continuing on to Samoa the following year. The Board also approved that a member of the Leadership team attend an Edventuretours famil to Samoa in 2023 to help prepare for an OLE the following year.

Moved: Rob Seconded: Natasha Approved ✓

All in agreement

3.3 Committee Conveners

Responsibilities include arranging meetings and reporting back at board meeting.

Finance: Sarah
Property: Claire
Health & Safety: Tania
Curriculum: Rob
International: Rob
Comms: Michelle

5. Next meeting

Upcoming Board Meeting Dates 2022:

- 13 December

Meeting closed: 8.00 pm

CONFIRMED _____ 2022
Presiding Member