



TE KURA O TE TAUAWA HALSWELL SCHOOL

Learning To Thrive

MINUTES OF MEETING

HALSWELL SCHOOL BOARD

Tuesday 14 February 2023

PRESENT

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

Apologies: Natasha Buckby, Claire Harris

Guests: Cathie Zelas, Tracey Mora, Heather Burnby, (Morgan Walker, Presiding Member of Oaklands School Board)

Meeting Opened: 6.05 pm

1. ADMINISTRATION

1.1 Karakia, Welcome

1.2 Previous Meeting Minutes

The Board approved the minutes of the previous meetings held on 13 December 2022.

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

1.3 Actions From Previous Minutes

Completed

1.4 Correspondence

Nothing out of the ordinary. SchoolDocs updates for 2023 schedule.

1.5 Standing Admin Items

Board Position: Nominations

Rob Dixon elected as Presiding Member

Nominated Michelle Second Tania

Natasha Buckby elected as Deputy Presiding Member (subject to her acceptance)

Nominated Rob Second Michelle

Michelle Bishop elected as Board Secretary

Nominated Rob Second Sara

All in favour

Reviewed other standing items no changes made.

2 MONITORING/REVIEW

2.1. Curriculum

Meeting held Thursday week 2. Reports taken as read. Overview: results have been compiled with most target groups on par with what we were expecting. Some students have not made the expected progress. This could be for a number of reasons including having a specific barrier to learning. Some of the plans put in place were disrupted due to covid and student absence. Keeping the targets in place still helps the teachers find alternatives if the groups aren't working. In hindsight, some of the students who were chosen for targets may not have been the best candidates. This is something the Lead Team, will continue to refine.

Visual Art was the curriculum focus for Term 4 2022 culminating in a school-wide Art Exhibition. This was received well by the whole school. It was suggested that perhaps the Art Exhibition could be held earlier in the year so the artworks can be enjoyed for the whole year.

The 2023 MoE Target Group will be finalised for the next Board meeting. The timeline for this to be completed by the Team Leaders is the 10th March. The targets are living documents so amendments can be made as we progress.

Thank you to Cathie and Tracey for the huge amount of work involved in compiling this information.

Actions:

MoE Target Group to be shared with the Board at the March meeting (Cathie & Tracey)

Updated draft Strategic and Annual Plans to be shared with the Board at the March meeting (Stuart)

2.2. Principal's Report

Taken as read. Very settled start to the year across the whole school. The Welcome Back to School Picnic was a successful event.

School roll: This has remained similar to last year approx 625 for the start of the year. Not taking any out-of-zone students has helped with the pressure on the school numbers.

July Roll return is the most important one as the school funding for the following year is based on these numbers.

Strategic Planning: There has been a timeframe change for this and is now only required every 3 years, This will be discussed further in the March meeting.

Beginning of the 2023 year finance-related motions:

1. The Board moves:

That the Board approves the inclusion of a budget for Ministry-paid teacher salaries in the 2023 Statement of Comprehensive Income. The budget shall be equal to the actual teacher salary costs for the (year) and will include an income amount and an equivalent expenditure budget.

2. The Board moves:

That the Board approves the inclusion of a budget for the use of land and buildings equal to the Ministry of Education estimate of notional lease cost for 2023. The 2023 figure will include an income amount and an equivalent expenditure budget.

2022 Annual Report Motions:

The Board authorises the Board Chairperson and Principal to sign the Statement of Responsibility for the 2022 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

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 Finance Report

December Finance Committee Minutes. Taken as read. Overall the 2022 budget has come out as a slight surplus instead of the forecast deficit. 2022 donations reached 96%. The 2022 International Fee-paying student income was under budget. Hall hire income exceeded the forecast budget.

Camps continue to run at a loss for the school with the school taking an approximate \$7,000 shortfall in 2022.

Team activities: Team budgets are just for resourcing these were underspent. Team Leaders have been encouraged to spend it early or they will lose it.

Badges overspend. We need to order new badges this will end up being an overspend on what is budgeted for.

Investments funds. The \$280,000 of International Contingency Funds invested in ASB have been transferred to Westpac. This means that all of the school's funds now sit with Westpac. The Finance Committee have considered the best approach for investing these funds, Thai will be actioned in February. The increase of rates will mean more income compare to previous years.

Stuart presented the final budget for 2023. These included some changes from the draft budget approved at the November 2022 meeting, but the bottom line has not changed significantly.

Budgeting for production. This year we are trialling a production for only Years 5 -8.

The Banked Staffing budget has been reduced due to one less teacher in Ōtātwhito, but this has been offset by an increase in teacher aide time to support students. Support staff budgets have increased due to this.

PSA increase with the Caretakers Collective Agreement, this is apparently being offset by the Ministry of Education, still waiting on confirmation on funding.

Moved to have the 2023 budget approved.

Actions:

Westpac investment to be finalised by the end of February (Stuart on behalf of the Finance Committee)

2023 Approved Budget to be sent to Solutions and Services (Stuart)

Moved: Stuart Seconded: Rob Approved ✓

2.5 Communications Report

Board news: Dates for meetings and SchooDoc information has been circulated in latest newsletter.

2.6 Property

No meeting held.

2.7 Health & Safety

No meeting held.

3. OTHER AGENDA ITEMS

5. **Next meeting** Tuesday 21 March 6pm

Upcoming Board Meeting Dates 2023:

Term 1

- Tuesday 21 March (Week 9)

Term 2

- Tuesday 16 May (Week 4)
- Tuesday 20 June (Week 9)

Term 3

- Tuesday 25 July (Week 2)
- Tuesday 15 August (Week 5)
- Tuesday 19 September (Week 10)

Term 4

- Tuesday 17 October (Week 2)
- Tuesday 21 November (Week 7)
- Tuesday 12 December (Week 10)

Meeting closed: 6.40pm



CONFIRMED _____

Rob Dixon, Presiding Member

_____ 2023