



# TE KURA O TE TAUAWA HALSWELL SCHOOL

*Learning To Thrive*

## MINUTES OF MEETING

HALSWELL SCHOOL BOARD

Tuesday 21 March 2023

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### PRESENT

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

**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 14 February 2023.*

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

#### 1.3 Actions From Previous Minutes

All completed.

#### 1.4 Correspondence

Usual incoming correspondence from NZSTA and School Docs.

#### 1.5 Standing Admin Items

### 2 MONITORING/REVIEW

#### 2.1. Strategic Plan 2023

The strategic plan for 2023 is the Charter from last year. Charters are to be phased out but most of the content in the Strategic Plan will be retained. The board are required to send the agreed plan to the Ministry. The main focus this year is incorporating the NELPS, these align with our values and are focused on Learning Experiences, Wellbeing and Community. This also works in well with the PB4L training that is undertaken by staff.

The 2023 student target is included in the Annual Plan. This will be reported via the Principal's monthly board report.

Stuart moved the Strategic and Annual Plans be adopted for 2023

**Moved:** Stuart                      **Seconded:** Rob **All in agreement.**

Action point: Stuart to send the Strategic Plan, Annual Plan and 2023 Student Target to the Ministry by 31 March.

## 2.2. Curriculum

All teams create target groups based on mid and end-year data. We are only required to send one to the MoE.

Students included in the target groups need to accelerate beyond a year. This year we are sending the target group from Ōtūmatua.

Student Achievement Target Overview - Tracey has taken as read

The process has changed with more thought put into breaking down the groups, so those targeted are the ones that will benefit from the programme. The teachers have been more selective about which students will be part of the target groups based on individual needs. Some children who already have individual education plans (IEPs) in place have previously been selected for target groups. This will not be the case moving forward because they are already getting individualised support and are not necessarily appropriate candidates for also being in a target group.

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

## 2.3. Principal's Report

Taken as read. Annual Plan actions are now included in the report.

March Roll Return: We are watching the roll closely. The March 2023 Roll Return is up a little from last year. We will be starting a New Entrant class in Term 2, followed by another one in Term 3 and possibly one more in Term 4. The latter two are earlier than anticipated. This will have implications for our Banked Staffing budget. However, now we will have Kahu available to use for T4 and T5 which is a better scenario space-wise than in previous years.

We are on track for hitting, if not exceeding, our grading roll of 687 by the end of the year. We currently also have 6 international students. Due to numbers in our Years 5 & 6, and Years 1 & 2 teams, we are unable to take any out-of-zone ballot students or international students in these areas. We are monitoring capacity at Years 3 & 4 and Years 7 & 8.

Health & Safety Physical Restraint Module: This is a new training module all teachers need to complete this year. Teachers can only restrain a child if there is imminent danger to the child or other children near them. There are protocols to follow in these situations whereas a school needs to notify the MoE and meet the parents within 72 hours. If we think a child is at risk, we need to have a plan in place as part of the process. A record is kept of staff who have completed the Physical Restraint Module.

This year, the board will need to authorise the TA's for physical restraint after they have completed the training module. This will then be published on the school's website.

Staff have already had de-escalation training with the MoE. If there are teacher aides or staff that are likely to be working with children where this might arise, further training can be provided.

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

## 2.4 Finance Committee Report

Donations are tracking well so far. Last year \$20k was allocated for the replacement of outdoor furniture. Due to supply and communication issues, this was not able to be spent. The Finance Committee recommends that it is added to the 2023 Fixed Assets Budget.

Move to authorise accountants to add \$20,000 to the 2023 Fixed Asset Budget for purchasing outdoor furniture.

**Moved: Natasha**                      **Seconded: Rob**

In Stuart's absence next term, Tracey will attend Finance meetings and Cathie will take over Payroll.

Review International Fees: Recommendation to increase figures based on information from other schools. Board agrees to increase the fee structure, including an increase the short term administration fee as same amount of work involved.

Move that the long-term International Student tuition fees are increased to \$14,000 per annum.

Move that the short-term (up to one term) International Student tuition fees are increased to \$500 per week and short-term admin fees are increased to \$500.

**Moved: Natasha**                      **Seconded: Rob.\**

Finance report approved.

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

## 2.5 Communications Report

No items raised.

## 2.6 Property

Maintenance funding not enough to cover us for the next 10 years. \$45k for the next 5 years. We are currently over 8 years old so will start to have maintenance issues but are in the same category with the Ministry for new schools.

Further discussions will be had with the Ministry regarding this.

## 2.7 Health & Safety

Taken as read. EOTC documentation for the Ōtūmatua camp is comprehensive and well done by the EOTC team who have been reviewing the forms. This is the first time we have used the new forms. Each event is treated to the same thorough review to make sure they are relevant to the event.

Move the board to approve the Ōtūmatua camp EOTC documentation.

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

Vanuatu Event Proposal: Moved for the proposal to be approved by the board.

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

Sick Bay Register: We have adopted a new Hero feature for logging sickbay actions. This will mean we can move to electronic reporting and will be reviewed monthly by the H&SCommittee.

Update School Docs: Heather Burnby to become the privacy officer.



### 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:** 7.10pm



CONFIRMED \_\_\_\_\_

**Rob Dixon, Presiding Member**

\_\_\_\_\_ May 16<sup>th</sup> 2023