



TE KURA O TE TAUAWA
HALSWELL SCHOOL
Learning To Thrive

MINUTES OF MEETING

HALSWELL SCHOOL BOARD
Tuesday 20 June 2023

PRESENT

Rob Dixon (Presiding), Cathie Zelas (Co Acting Principal), Tracey Mora (Co Acting Principal), Sara Robb, Rachel Ono, Natasha Buckby, Claire Harris, Tania Shuker

Apologies: Michelle Bishop, Anita Head

Guests: Heather Burnby,

Meeting Opened: 6 pm

1. ADMINISTRATION

1.1 Karakia, Welcome

1.2 Previous Meeting Minutes

The Board approved the minutes of the previous meetings held on 16 May 2023.

Moved: Rob

Seconded:

Approved ✓

1.3 Actions From Previous Minutes

No actions

1.4 Correspondence

School Docs

1.5 Standing Admin Items

2 MONITORING/REVIEW

2.1 Curriculum

No curriculum reviews

2.2 Principal's Report

City Church have offered a school chaplain, for mentoring etc funding by the city council. Lead team thought this could be beneficial. There is a contract signed that explains there is no religious teaching as per our school policy. Would be used for children that need one on one counselling but not as serious as those that require Mana Ake. There is a waiting list for Mana Ake assistance. The school would seek permission from parents and would direct them.

We would need to have teacher direction for students. Would be helpful for a number of our students, some schools use them to help with sporting activities. Tracey asked a number of questions to get a good understanding of how they work, especially around the religious aspect.

We could have a gentle start and have them attend to assist with sports then a rapport could be formed. They do also get trained in grief counselling, they are all volunteers and we can find the right fit.

Samoa: Trip to Samoa 2024, Board to agree for Lisa to attend the Famil to Samoa.

Board moved to approve Famil to Samoa

Moved: Tracey Seconded: Rob All in agreement.

2.3 Finance Committee Report

Cyclical maintenance was raised as part of the audit this is no issue as we have the 5 year plan from the Ministry. The recommendation by our accountants was to run with a deficit.

Extra staffing, we have more students starting in new entrants than expected. T4 will start a term earlier. We are not going to hit our grading roll until start of T4, as we don't have higher class numbers in the senior school we won't qualify for extra teachers, this means the school will need to fund the teachers from our current staffing component. We will need some extra staffing in Term 4 (half NE teacher at least).

Otawhito has the largest class sizes, we had planned to continue to support this area with Sara but she will now need to go to new entrants earlier than planned.

We need to look at increasing the banked staffing from \$60,000-\$80,000 so we can properly staff the Otawhito area. It is a good reason to be dipping into our reserves as it's for students and staff benefit. We would be looking for it for just term 3 but if the need is required we may have to extend this into Term 4.

Rob moved to increase the banked staffing from \$60,000-\$80,000

Moved: Rob Seconded: Natasha All in agreement.

2.4 Communications Report

Nothing to report

2.5 Property

5 Year Plan. Plan is all agreed except for item P11 (change block A teaching spaces from 4 to 3). Stuart has reviewed and signed the plan. The Ministry will fund heat pumps, the carpets have been deferred for the next 5 years as we have enough carpet tiles to carry us through. If the BMS (Building Management System) fails it would be a Health & Safety issue so would be funded by the Ministry.

We would need to use the \$45,000 on maintenance. If this is still available when the heat pumps fail the Ministry would use some of our \$45,000 allocation to help fund the replacements.

2.6 Health & Safety

A reminder was sent out to students about not moving cones and ice signs.

Road Patrol still have ongoing issues, some drivers are getting aggressive. There is speculation that Highway 75 will be downgraded, if this was to happen it would open up a number of options for dealing with traffic issues round road patrol. Would be nice if we could fund someone to cover road The bollards have worked well and has improved the traffic congestion. Tracey still has trouble finding new parents willing to take over helping with road patrol.

3. OTHER AGENDA ITEMS

None

4. Public excluded

Minutes approved from previous meeting.

5. **Next meeting** Tuesday 25 July

Upcoming Board Meeting Dates 2023:

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:** 6.45pm



CONFIRMED _____

Rob Dixon, Presiding Member

_____ 25 July 2023