



**TE KURA O TE TAUAWA**  
**HALSWELL SCHOOL**  
*Learning To Thrive*

**MINUTES OF MEETING**

**HALSWELL SCHOOL BOARD**  
Tuesday 16 May 2023

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**PRESENT**

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

**Apologies:** Tania Shuker

**Guests:** Anita Head, Heather Burnby,

**Meeting Opened:** 5.58 pm

**1. ADMINISTRATION**

**1.1 Karakia, Welcome**

**1.2 Previous Meeting Minutes**

*The Board approved the minutes of the previous meetings held on 21 March 2023.*

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

**1.3 Actions From Previous Minutes**

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

**1.4 Correspondence**

Usual emails, and one parent email in public excluded.

Training opportunities to be reviewed.

**1.5 Standing Admin Items**

**2 MONITORING/REVIEW**

**2.1 Curriculum**

Term 1 report

Taken as read.

New Aotearoa New Zealand histories has had a very positive response, children were engaged. No concerns were raised. There were discussions about the years 3 & 4 unit as this is very big and is a work in progress. Senior end of curriculum staff are finding it challenging and need to get the cluster together to discuss, unfortunately the meeting was timed for when Lisa is away at camp. The unit is more prescribed now. It is a lot for the seniors to take in as they are studying it at the more advanced level without the lead in that the other students will have building up to the 7 & 8 unit. Primary schools haven't really talked about history so this is new to a lot of students. We are far ahead of other schools which has made it difficult to discuss with other schools. We also get feedback from students straight away.

Secondary Schools have always studied history so this will be of advantage to students.

There are some concerns about information reaching our parents where english is not their first language. Anita is going to look into pushing more notices via hail so the translation options can be used.

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

## **2.2 Principal's Report**

Taken as read.

Attendance. 70% attending 90% of the time. Large number are currently on family holidays. Any child attending under 90% we are following.

Student council work looks good, is currently being finalised and will be presented to the lead meeting. All part of our student voice action plan.

Professional growth all done and support is in its first round.

Assurance statements have been reviewed and are all included. New was a good employer form completed for the auditors.

Compliance - new guidelines for physical restraint part of that is the e learning module (all teachers and support staff authorised), it authorises teachers automatically in a limited number of circumstances where imminent danger is present. A record of who has completed the module is being kept by Heather.

Teacher aides all did the training on the last staff only day, we would like to move to authorise TA's, a letter needs to go to each staff member by the board authorising them board to approve.

Approval for Board to authorise teachers aides who have completed the physical restraint module, to use physical restraint when required as trained.

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

## **2.3 Finance Committee Report**

Taken as read.

Donations are tracking well. Statements being sent this week. Hall hire a bit lower but new hires starting this term.

Moved to charge hire of musical instruments. \$25 per term to cover repairs and maintenance. This will be reviewed at the end the year to make sure we are meeting costs.

Expenses: Years 5 & 6 slightly over budget. Previously the budget 7500 per year group this wasn't used due to covid so the budget was reduced, as these activities are now happening the budget may be too light. Also need to look at the way the budgets are calculated across teams as the size of some teams differs considerably.

Forecast for families. Would like to move to working out most costs early on so families could be notified early on the likely expenses for activities for the year.

Technology: The budget was out as no tech term 1 last year due to covid.

Over budget for grounds maintenance, Lawn fix was higher as we needed to add in extra spraying due to clover on the fields, this expense to come out of grounds maintenance budget but the tree pruning is to be moved across to general repairs and maintenance. . Rebecca to amend.

PTA contribution to camp of \$50 per child to be transferred at the end of the year.

**Moved: Sara**

**Seconded: Rob**

## **2.4 Communications Report**

## **2.5 Property**

Meeting was held with the Ministry advisor, they have corrected some dates which skewed the maintenance plan. They have put in an application, if these things fail before the 5yr period they will be covered separately. These include large potential expenses such as replacing the carpets, lighting.

## **2.6 Health & Safety**

Taken as read.

Using the new online sick bay forms, update to show when parents are contacted for all head injuries even small ones.

Bringing to the board to approve the risk assessment and documentation to be moved. These documents have been worked on extensively by Stuart and Tracey and checked by H & S Committee.

**Michelle moved** for board to approve the vanuatu

**Rob seconded All in agreement**

## **3. OTHER AGENDA ITEMS**

*None*

## **4. Public excluded**

## **5. Next meeting Tuesday 20 June 7.30 pm**

### **Upcoming Board Meeting Dates 2023:**

#### **Term 2**

- 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: 7.10pm**

A handwritten signature in blue ink, appearing to read 'Rob Dixon', is centered at the top of the page.

CONFIRMED \_\_\_\_\_

**Rob Dixon, Presiding Member**

\_\_\_\_\_ 2023