



TE KURA O TE TAUAWA
HALSWELL SCHOOL
Learning To Thrive

MINUTES OF MEETING

HALSWELL SCHOOL BOARD
Tuesday 17 October 2023

PRESENT

Rob Dixon (Presiding), Stuart Cameron (Principal), Rachel Ono, Natasha Buckby, Claire Harris,

Apologies: Michelle Bishop, Sara Robb, Tania Shuker,

Guests: Tracey Mora, Cathie Zelas, 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 19 September 2023.

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

1.3 Actions From Previous Minutes

Rolled over to next meeting (no finance committee held)

Claire food - sorted

Any drinks leftover going to Burgers, Braids & Beers night

1.4 Correspondence

Stuart recommends everyone look at the webinar on strategic planning, even as a refresher.

Stuart looking at organising a workshop with the cluster, Stuart has contacted Tom.

Action: Stuart to confirm South West Cluster Strategic Planning date and email Board members the details.

1.5 Standing Admin Items

2 MONITORING/REVIEW

2.1 Curriculum

No meeting held

2.2 Principal's Report

Taken as read, Stuart

There is not much to report as there have not been many days between meetings due to the timing of the holidays.

Personnel update, panels were split between Years 5-8 and Years 0-4. This made the interviews less intimidating and worked well. We have managed to fill all the positions.

Assurance checks from SchoolDocs, are a standard item. Stuart checks that school management is meeting these.

Moved: Stuart Seconded: Rob

2.3 Finance Committee Report

No meeting. The 2024 Draft Operational Budget will be presented at the next meeting.

2.4 Communications Report

Phones calls completed with parents who couldn't attend the New Entrant parents discussion group. Nothing new was raised from these.

2.5 Property

Taken as read - Claire

Painting contracts for the school. The property committee would like to move Halswell School to a programmed cyclic maintenance (painting) plan. The quote from the first company has come in less than expected. The suggestion is that we remain as we are for the next 2 years, then move to an initial 7-year plan where we would pay a set fee each year. This is likely to be stretched over 10 years.

Options: Index-based, so includes inflation. We have accumulated a nest egg to allow us to pay for the whole school to be painted up front if we desire, or make a lump sum payment at the start and then schedule payments for the remaining years.

Action: Stuart to check with the Ministry if we need a certain number of quotes for painting plans

Bark:

The quote obtained to top up bark around the school is over the \$5K threshold for the Property Committee to approve. Given that this is a health and safety issue for the playgrounds, it needs to be done.

Rob moves to approve the purchase of the bark for the safe fall.

All in favour - Approved

Action Stuart to confirm the job and schedule a time for it to be completed.

2.6 Health & Safety

No meeting.

3. OTHER AGENDA ITEMS

November meeting date, suggestion for 27 November being a Monday instead of Tuesday this is due to Stuart being away at conference.

Parent helper thank you afternoon tea set for Wednesday 13 December : 3pm - 4pm

Casual vacancy for Tania leaving the Board. Need to advertise for casual board replacement, if more than 10% wish it to go to election we will need to go down that path, the School Board has voted to fill the role with selection. (we would need to shoulder tap someone).

Actions:

Stuart to Advertise parent afternoon tea

Stuart to talk to the Lead Team about potential Board members.

Stuart to include an article regarding the casual Board process in the next newsletter.

4. Public excluded

5. Next meeting Monday 27 November

Upcoming Board Meeting Dates 2023:

Term 4

- Tuesday 12 December (Week 10)

Meeting closed: 7.15pm



CONFIRMED _____

Rob Dixon, Presiding Member

_____ 17 October 2023