



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

**MINUTES OF MEETING**

**HALSWELL SCHOOL BOARD**  
**Monday 27 November 2023**

---

**PRESENT**

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

**Apologies:**

**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 17 October 2023*

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

**1.3 Actions From Previous Minutes**

All completed

**1.4 Correspondence**

NZSTA, School Docs correspondence, Letter from St Thomas regarding change in school structure.

**1.5 Standing Admin Items**

Covered later in meeting.

**2 MONITORING/REVIEW**

**2.1 Curriculum**

Attendance report: MoE is focusing on attendance. Attendance has dropped from 70% to 40% in NZ, across all schools and deciles. In comparison to the UK that sits at 87%, the UK fine parents for unjustified attendance,

School attendance covers the last 5 terms. To date, we have 66.7% attending Halswell regularly (90% of the time), which sits above the national average.

Family holidays make up most of the unjustified attendance. Attendance has been directly linked to student achievement.

At Halswell, we have a process in place to monitor attendance and take action as appropriate.

The Ministry has contracted more people to their truancy services. There are mixed responses with regard to how successful the agencies have been in improving attendance.

## 2.2 Principal's Report

Taken as read, Stuart.

There is a lot that has happened since the last meeting in preparation for the end of year and planning for 2024.

A huge thank you from Stuart and the staff to the Board for all the support over the year.

**Moved:** Stuart

**Seconded:** Rob

## 2.3 Finance Committee Report

November Finance Committee Minutes

Taken as read, Sarah.

## 2024 Draft Operational Budget

The Finance Team have looked at this in detail. Operational funding has increased by approximately \$70,000. We will be staffed for a roll of 706 students in 2024. This is up 17 students from 2023.

Stuart shared a presentation detailing the staffing and operational funding for 2024 and where it will be allocated against our school priorities. The total funds required to run the school is 4.8 million.

We are currently in a good position for next year.

Most operational funding covers support staff. Teacher aides are our largest portion we have secured 13 for next year, which we have been able to fund from International students.

### 2024 priorities

- Senior Leadership Trial
- Teacher Aide support
- Professional development: Pos Ed, IDEal (structured literacy), Maths

Operational Budget:

Changes: Increased banked staffing.

Once we have forecast all expenses and income we have a slight surplus of \$213.

### Moved to approve draft budget

**Moved:** Stuart

**Approved** ✓

Draft asset budget, this covers contingencies for repairs and replacements

### Moved to approve the draft asset budget for 2024

**Moved:** Stuart

**Approved** ✓

Draft fixed assets purchases list

Grants for Good application: For the purpose of buying 200 interlocking chairs with hot stamped logo for hall, best quote came in at \$27,360.55 (GST exclusive).

Resolution: The Board moves to apply to Trillian Trust for \$27,360.55 for chairs with the school logo.

**Moved:** Rob **Approved** ✓

Hall Hire fee review: Continue with current rates. **Approved** ✓

School Donations Review: Reviewed annually, compared to other schools, we are set in the middle of the range. We are currently sitting at 97% of the target budget figure.

Board moved to keep the donation at the same value. **Approved** ✓

## **2.4 Communications Report**

No report this month

## **2.5 Property**

A number of projects are under review. We need to look at some options for tidying up the area behind Kahu. We can approach the PTA about collaborating on this.

Investigate installing a Welcome Wall: The wall showcases a number of languages. Examples of this are available at other schools.

Investigating if we can install more values pou throughout the school.

Annual maintenance will be carried out over the holidays,

Fields will be sprayed for clover during the holidays, also investigating to see if there are options to remedy the hardness of the grass.

## **2.6 Health & Safety**

November Health and Safety Committee minutes

Taken as read Tania

Bark has been installed for safe fall in playground areas.

Years 5-8 Camp proposal recommendation

The forms have changed again in line with the updated EONZ documentation with more focus on inclusion. The Health & Safety Committee recommended approving both camps proceeding in principle.

**Moved:** Tania **Approved** ✓

School docs, Options for setting work at home. Halswell School to advise School Docs the use of option 2 being no set homework.

Years 7&8 OLE to Samoa - the board has previously approved in principle, 14 families have paid a deposit, so just enough to confirm we will move forward with trip.

## **2.7 Board self-review**

Half of this was completed in the previous meeting: The balance will now wait until we have new board members.

### 3. OTHER AGENDA ITEMS

**3.1 2024 School Structure:** There were fewer experienced teachers applying for jobs this year. We have employed two teachers in their third year of teaching, the rest are beginning teachers. The confirmed School Structure will be shared with the community in the Week 9 newsletter.

**3.2 Strategic Plan:** Workshop, showed we are on the right track. The new Strategic Plan doesn't need to be submitted until 1 March. Stuart and Tracey attended a workshop with the Springboard Trust which has helped with planning.

**3.3 Casual Board vacancy:** Two people indicated interest in the role. Rob proposes to meet up with the interested parties and then report back to the board. There are also parents who are highly invested in the school and are worth approaching to see if they are interested. A replacement staff representative will also be required. Rachel Ono to

**3.4 Letter from St Thomas.** They have proposed they won't be taking Year 7&8 students after next year. The school is moving to a year 9-13 school to accommodate the large roll numbers.

Thank you gifts:

Cathie and Tracey for attending the board meetings throughout the year.

Rachel Ono flowers, thank you for your time on the board as staff representative. Rachel Ono has appreciated all the support given by Stuart, Cathie, Tracey.

Tania Shuker gift given as thank you for time spent on the board.

### 4. Public excluded

### 5. Next meeting

20th February 2024

Future dates are to be set at the next meeting.

**Upcoming Board Meeting Dates 2024: 20 February 2024**

**Meeting closed: 7.50 pm**



CONFIRMED \_\_\_\_\_

\_\_\_\_\_ 27 November 2023

**Rob Dixon, Presiding Member**