



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

**MINUTES OF MEETING**

**HALSWELL SCHOOL BOARD**  
**Tuesday 20th February 2024**

---

**PRESENT**

Rob Dixon (Presiding), Stuart Cameron (Principal), Michael Ruffell, Natasha Buckby, Michelle Bishop, Claire Harris, Sara Robb, Sahil Oberoi

**Guests:** Tracey Mora, Cathie Zelas, Heather Burnby

**Meeting Opened:** 6.00 pm

**1. ADMINISTRATION**

**1.1 Karakia, Welcome**

**Presiding member selection**

Nomination for Rob Dixon to continue as presiding member

**Nominated by: Michelle**      **Seconded: Natasha**

Nomination for Natasha Buckby to continue as deputy presiding member

**Nominated by: Rob**      **Seconded: Claire**

Nomination for Michelle Bishop to continue as board secretary

**Nominated by: Rob**      **Seconded: Natasha**

**1.1 Welcome and apologies**

Welcome to new board members, Sahil Oberoi (parent representative), Michael Ruffell (staff representative)

**1.2 Previous Minutes**

The Board approved the minutes of the previous meeting held on 27 November 2023.

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

**1.3 Actions From Previous Minutes**

None

#### **1.4 Correspondence**

School Docs, NZSTA, Christmas card from teachers

#### **1.5 Standing Admin Items**

##### **Board Term 1 Checklist 2024**

Action: Stuart to send code of conduct to board members

##### **Committee structure and meeting times set:**

Health and Safety Committee- Michelle Bishop, Sahil Oberoi, Stuart Cameron

Meeting time Monday 8am

Curriculum Committee - Rob Dixon, Michael Ruffell, Claire Harris

Meeting time Thursday 7.15

Property Committee - Rob Dixon, Claire Harris, Stuart Cameron

Meeting time Tuesday 7.15

Finance Committee - Natasha Buckby, Sarah Robb, Stuart Cameron

Meeting time Friday 12pm

##### **Board delegations:**

Rob moved current property delegations to continue as previously set in 2023.

Conflict of interests discussed if a board member has a conflict to raise this can be done at any meeting if it arises.

Rob Dixon declared his involvement with Pak 'n Save and that he receives no benefit from the school using them as a supplier.

## **2 MONITORING/REVIEW**

### **2.1 Curriculum**

#### **2023 Term 3 and 4 Science Curriculum Review**

Taken as read: Rob

Mapping is done to ensure new content as they move through the school to ensure students learn new topics.

#### **2023 Term 3 and 4 Health and PE Review**

Taken as read: Rob

#### **2023 MoE Student Target Analysis of Variance**

Overall trends were consistent between 2022 and 2023 in the core subjects reading, maths and writing. There will be more focus on moderation for writing across the teams. We don't have hard data for other subjects as the Government focuses on the core subjects. The board does review other subjects throughout the year as part of its curriculum reviews.

The data shows that a higher percentage of Māori students stand out as being below, but some of these students have some complex learning needs. We delve into this and work with our team leads to set targets for the students requiring assistance.

Team Leads, along with teachers, work on target groups based on what the needs are, and one of these targets is sent to the Ministry as part of our requirements.

We do have some students who are working well above, but the associate principals believe we should have more and are putting measures in place to capture these.

Targeted student results are based on acceleration of 2 years of progress over 1 year. This will not always work as some students will struggle due to other factors and may be unable to catch up to the required level.

Students that have extended absences from school won't be included in the target groups moving forward but they will receive assistance in other ways.

Targets are reviewed throughout the year, especially as teachers get to know the students and their individual needs,

As per our requirement to send one of our target groups examples to the Ministry, Orongomai has been the group selected.

Rob moved that we accept the recommended target group to be sent to the Ministry.

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

#### **2023 Enrichment Review**

A new maths enrichment programme will be introduced in 2024 that we hope will fill the need in Years 5-8

Stuart would like to acknowledge the huge amount of work that has gone into the reporting by Cathie and Tracey for our curriculum review.

#### **2023 Library Report**

Zac does a lot of work as our Librarian, especially over and above with evenings involving the community.

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

## 2.2 Principal's Report

Taken as read: Stuart

It has been a very positive start to the year. Staff all completed first aid training at the end of January.

Teacher Aides participated in at-risk maths training as part of the staff-only day training.

The welcome back-to-school picnic went very well.

We have 7 new teachers this year, they have all fitted in really well, with excellent feedback regarding them.

Staff pulse survey strong results show there is a good feeling at the school.

The school roll started slightly less than usual, but we have had many walk-ins and new enrolments from day one, these are coming from the new subdivisions now being housed and a number of people moving to Christchurch from around NZ.

We currently have 14 international students but would want to limit these due to our roll numbers climbing so quickly with domestic students.

Anita Head, as part of her new role, is picking up the Gifted and Talented programme and MindPlus this will start shortly for selected Years 5-8 students.

Strategic Plans, these will need to be signed off by the board.

Assurance statements included in the report - Stuart works through the checklist each term.

**Moved: Stuart**

**Seconded: Rob**

**Approved** ✓

## 2.3 Finance Committee Report

February Finance Minutes

Taken as read: Sara

Donation income reached 100% of the budget. Recovery of Technology fees is not as good as it should be, parents perhaps don't realise this is a cost Halswell must pay Hillmorton for the service.

The board acknowledge that the start of the year is tough for families with the purchase of uniforms, and stationery on the back of recovering from Christmas. They want to see a way of advising parents early of any known costs that will be incurred at the start of the year, especially with both camps being early in the year.

The board would like to see the feature for paying school fees on Hero available as this will be payment easier for some parents.

**Action: Stuart to ask Rebecca to investigate the costs of implementing this.**

Interest earned on investments has come in higher than forecast figures due to current interest rates.

Budget overspend for hall light repairs, this was an unexpected cost and came in at \$5000 overall, this is something that is hard to plan for.

Rebecca highlighted all the changes from the previous draft budget, the overall changes resulted in a minor overall outcome.

The board move to approve the final changes to the budget for 2024

**Moved: Sara**

**Seconded: Rob**

**Approved** ✓

Grants for Good- Our application requires a new resolution as the previous one has expired. We are using Grants for Good to procure assets for the school we wouldn't normally be able to afford the plan is to purchase chairs for the stadium.

It was resolved at a meeting of the Board of Trustees of Halswell School on 20 February 2024 to apply to Trillian Trust for \$26183.61 ex.GST for Chairs with school logo. I certify that this is a true and correct record of a resolution passed at that meeting.

The Board is made up of Rob Dixon (Presiding), Natasha Buckby, Michelle Bishop, Sarah Robb, Shail Oberoi, Claire Harris, Michael Ruffell and Stuart Cameron (Princ.), who do not have a connection with Trillian Trust.

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

PTA Targeted Resources. No changes since the review. Once approved by the board the PTA will transfer the funds Board to approve the PTA Targeted Resource Lists

**Moved: Sara**                      **Seconded: Natasha**                      **Approved** ✓

2024 Capital Items Budget

No changes

Board to approve the Capital Item Budget for 2024

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

Board finance motions for 2023 and 2024 to be approved.

1. The Board authorises the Presiding Member and Principal to sign the Statement of Responsibility for the 2023 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

**Moved: Sara**                      **Seconded: Natasha**                      **Approved** ✓

2. The Board approves the 2023 budgeted Statement of Financial Position and 2023 budgeted Statement of Cash Flows, which are both derived from the Board's approved 2023 operating and capital budget.

**Moved: Sara**                      **Seconded: Michelle**                      **Approved** ✓

3. The Board approves the inclusion of a budget for Ministry -paid teacher salaries in the 2023 Statement of Comprehensive Income. The budget shall be equal to the actual teacher salary costs for the 2023 year and will include an income amount and equivalent expenditure budget.

4.

**Moved: Sara**                      **Seconded: Claire**                      **Approved** ✓

5. The Board approves the inclusion of a budget for the use of land and buildings equal to the Ministry of Education estimate of notional lease cost for 2023. The 2023 figure will include an income amount and an equivalent expenditure budget.

**Moved: Sara**                      **Seconded: Michelle**                      **Approved** ✓

The board approves moving teachers salaries to bulk grant as required 2024

Moved: Stuart

Seconded: Rob

Approved ✓

## 2.4 Communications Report

The committee is currently working on a Response to Critical Incident Plan

The plan will be a flow chart that covers the steps that would be taken in either a loss of life or a serious injury event.

The plan covers what is to happen both on-site and back at school, it will be designed to be easy to follow in a stressful situation. This does not replace any of the large amount of EOTC paperwork that is also required but is purely designed to remove the need to refer to the large documents that sit in the background,

The board has decided it would benefit its members to receive media training.

**Action: Stuart to look into options for media training.**

## 2.5 Property

Taken as read: Claire

Plans still continuing for the design of a multi-lingual wall to be installed later this year. The placement will be on the end wall of Ōtūmatua by the scooter bay.

A lot of work took place over the holiday break, this included spraying clover.

No right a right-hand turn signal on the Larsens / Halswell Road intersection. We are still having ongoing issues with this, it has stopped working again this time, apparently due to a power issue.

The property committee is looking into options for the space behind Kahu. Kahu will continue to be used as classrooms due to the bubble of students coming through the school. The preference would be to put a deck and doors opening out the back of the classrooms. Stuart is meeting with the Ministry of Education property advisor in the coming week, Stuart will find out what we need to do for procurement and any other issues.

Lawnmover will need to be replaced next time it requires repairs. It has been repaired a number of times now.

## 2.6 Health & Safety

February Health and Safety Minutes

Taken as read: Michelle

SchoolDocs have updated the EOTC policies Tracey and Cathie are doing a comparison.

New teacher aides to receive a letter from the board to advise physical restraint permission.

**Action: Michelle to email a letter to new teacher aides.**

Review of coasteering supervision for Wainui Camp. Change has been made that one teacher and guide must accompany each group.

School to make sure there are extra warm clothes (especially polyprops) are taken for students that may not be sent on camp with the correct clothing.

Staff to make sure students take their inhalers, staff will be carrying the school inhaler.

Discussed the structure of camp leaders, if the senior teacher leaves, who is the 2IC in an emergency?

Change to transport form, parents to declare any previous convictions.

Health and Safety Committee recommends the board approve the upcoming camps for Years 5-8.

**Moved:** Michelle

**Seconded:** Natasha

**Approved** ✓

### 3. OTHER AGENDA ITEMS

#### Strategic Plan

Has previously been a 3-year plan, this has now changed to a 2-year plan. Part of the plan includes community consultation, which has already been covered by the school recently. The plan is built around our 3 pōu.

The Strategic Plan is due to the Ministry in March. This is board led. The board will discuss planning at the meetings when there is usually less going on. Targeted meetings will help us focus on what is required. We will allocate the October meeting to work on the Strategic Plan each year.

Rob moved to adopt the Strategic Plan and Annual Implementation Plan for 2024.

**Moved:** Rob

**Seconded:**

**Approved** ✓

**Action: Stuart to upload final Strategic Plan to the MoE data portal and publish it along with the Annual Implementation Plan on the school's website by 1 March.**

#### Actions for the meeting:

Stuart to send code of conduct to board members

Stuart to ask Rebecca to investigate the costs of implementing this.

Stuart to look into options for media training.

Michelle to email a letter to new teacher aides.

**Action: Stuart to upload final Strategic Plan to the MoE data portal and publish it along with the Annual Implementation Plan on the school's website by 1 March.**

### 4. Public excluded

### 5. Next meeting Tuesday 26 March

#### Upcoming Board Meeting Dates 2024:

##### Term 1

- Tuesday 26 March

##### Term 2

- Tuesday 14 May
- Tuesday 18 June

Term 3

- Tuesday 23 July (Week 1) - community consultation
- Tuesday 20 August (Week 5)
- Tuesday 17 September (Week 9)

Term 4

- Tuesday 22 October (strategy meeting)
- Tuesday 19 November (Week 6)

**Meeting closed:** 8.35pm



**CONFIRMED** \_\_\_\_\_

**Rob Dixon, Presiding Member**

\_\_\_\_\_ 20 February 2024