



TE KURA O TE TAUAWA HALSWELL SCHOOL

Learning To Thrive

MINUTES OF MEETING

HALSWELL SCHOOL BOARD

Tuesday 27th August 2024

PRESENT

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

Apologies: None

Guests: Cathie Zelas, Tracey Mora, Heather Burnby

Meeting Opened: 6.00 pm

1. ADMINISTRATION

1.1 Karakia, Welcome

1.2 Previous Minutes

The Board approved the minutes of the meeting on 23 July 2024.

Moved: Rob

Seconded:

Approved ✓

1.3 Actions From Previous Minutes

Completed

1.4 Correspondence

Kate Nolan has been responded to regarding out of zone applications for 2025.

Board have advised CPPA we wish to advertise for 4 term ballot where we make take up to 10 students in 2025, depending on in zone enrolment numbers. Year groups will be decided and advised on our website.

SchoolDocs bulletin

Letter regarding - Pizza day. Nutrition versus healthy food.

The policy says we follow the Ministry Healthy Food and Drink Guidelines.

Board recommend reviewing the policies and then discuss with the PTA.

Keeping in mind that parents do make a decision whether or not to participate in the fundraisers or disco treats. There has been a large take up on the pizza's with over 350 sold last time.

The school actively educates students on healthy food options, this has been supported by healthy lunches.

Actions: Stuart will check with SchoolDocs about flexibility with the wording of the Food and Nutrition policy.

Michelle will respond to Ged to inform him that the Board will review the food nutrition policies and talk to PTA regarding options.

1.5 Standing Admin Items

2 MONITORING/REVIEW

2.1 Curriculum

Halswell School Expectations Mid-year Review

Reviewed school-wide student progress against the mid-year expectations: All the students at risk of not achieving are being monitored. There are no standouts in the percentages. Some cohorts have reasons for lower percentages for example students with more in depth learning disabilities.

Rob is writing an article for the Week 9 newsletter explaining the curriculum data so the parent community can understand how good our results are at Halswell School.

Science Curriculum Review

Whole school involvement. Good visits inside and outside of the classroom. No feedback for the board.

Mid-Year Progress Review of Student Target Groups

Ōrongomai is currently our MoE target group. The review highlights that working with students over two years is effective in gaining three years' worth of progress.

The school has resourced extra teacher aides to work with the targeted groups. Unfortunately, this year, enrichment support has been impacted by support required in other areas of the school, with students requiring one-on-one care due to health and safety needs. The MoE does not fund the school for teacher aide support straight away, and it can take months to get any funding.

Taking holidays during term time also has an impact on a student's learning. Holidays are classed as unjustified absences and are reported to the MoE in our attendance data. While there is little the school can do, students who are already falling behind will struggle further with extended absences. Teachers will discuss this with families intending to take extended leave.

2.2 Principal's Report

Taken as read: Stuart

Currently working on appointments for Team Leader positions in Years 5& 6 & 0-22. This will be followed by the Scale A appointments. We have received a lot of overseas candidates this year for the Scale A positions.

ERO has finished the first three-year cycle review. Carole Clark was very impressed with the work being done in the learning centres. Our feedback has been very positive. ERO will produce a final report using a generic format. This should be available in the next four to six weeks.

Student numbers are currently at 703. The new subdivisions are affecting our numbers, with a constant stream of in-zone walk-ins.

Moved: Stuart

Seconded: Rob

Approved ✓

2.3 Finance Committee Report

July Finances

Taken are read: Sarah

Points of significance. Hauora fund has not been utilised much to date, but events are now coming through that parents are applying for financial assistance.

Learning resources will be cut off at the end of Term 3. Rebecca is reminding teachers to use their budgets.

Writing off old debt for students who have left with unpaid activity donations. The committee agreed that the previous year's activities would be written off even if a current sibling is at the school.

2024 Revised Budget

Additional Counsellor sessions. We are lucky to have one day paid by City Church and the second day the school will fund. There has been a great need for this at the school.

Increase in income from APEC and TAPEC, plus ACC and international funding. This money is being put back into our teacher aide resourcing. We are still tracking to have a surplus at the end of the year.

Moved that the revised budget is accepted by the board.

Moved Sarah

Seconded: Rob

All agreed

The Christmas function for the board/staff/PTA is to be held at Sarah's home on 6th December.

Board asked by the social committee if they would contribute to the staff lunch at the end of year.

The board will fund \$ 25 pp for the staff Christmas lunch.

Move that the board fund \$25 towards staff Christmas lunch.

Moved: Rob

All agreed

2.4 Communications Report

So far, 120 responses have been received to the community consultation. Most of the feedback has been positive, with affirming comments, including positive feedback about how nurturing the staff are.

Stuart to send results to the communication committee for discussion.

Action: Stuart to send results to Comms Committee.

2.5 Property

August Property Minutes

Hann Construction advised we are proceeding with the deck for Kahu block. We will need to replace the heat pump in Kahu, this is to be discussed with Ministry to see if they will fund the replacement. This will be done at the same time as the deck.

Discussion with PTA for a fundraising project. The PTA would like to have a target to work towards.

The school will look at growing produce for the Halswell Hub as a community initiative.

2.6 Health & Safety

Grounds related items

Drains - three drains/soak pits were installed over the holiday break. They are working well. Flaxes will also be planted in the area behind Ahuriri to help soak up any additional surface water.

Compliance

SchoolDoc actions for Term 3 with some minor additions to the customised wording in the updated policies. SchoolDocs have been advised of the current updates.

3. OTHER AGENDA ITEMS

Attendance reports, come out automatically and are based on Hero data.

Out-of-zone enrolments:

The board has chosen to advertise for 4 ballots up to 10 out-of-zone spaces for 2025. Term 1,2025 ballot advertised 28 August.

To help control roll growth, the board has decided not to take any Years 0-2 enrollment next year. Physical space will continue to be an issue moving forward, with Kahu not being available for new entrant classes.

Our website will be updated to reflect this decision on 28 August.

The board will decide which year levels they will have included in the ballot when we have more information about what the year-level numbers will look like in 2025.

Moved that the board will only accept out-of-zone enrollments in Years 3-8 in 2025.

Moved: Rob

All agreed

Action: Stuart to go back to parent enquiring about zone applications.

Action: Stuart to update website with board decision.

4. Public excluded

5. Next meeting Tuesday 17 September

Upcoming Board Meeting Dates 2024:

Term 3

- Tuesday 17 September (Week 9)

Term 4

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

Meeting closed: 7.22pm

CONFIRMED _____

Rob Dixon, Presiding Member

27 August 2024