



Halswell School
Many hearts make a school

**MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON TUESDAY 9 APRIL 2019 AT 5:00 PM**

1. ADMINISTRATION

1.1. PRESENT

Trevor Campbell (Chairperson), Stuart Cameron (Principal), Carena Parish, Marcus Clyne, Anita Head (Staff Trustee), and Francesca Brown.

IN ATTENDANCE

Casey Gardiner (Minute Secretary).

APOLOGIES – Carena Parish (lateness – arrived 5:15 pm), Gary Hancock, Penny Wilson, and Rob Naysmith (Associate Principal).

1.2. SPEAKING RIGHTS: Nil.

1.3. MINUTES OF THE PREVIOUS BOARD OF TRUSTEES MEETING – 12 MARCH 2019

Motion: Moved: Chairperson

That the Minutes of the Public Meeting of the Board of Trustees, held on the 12 March 2019, be approved and accepted as a true and correct record of the meeting.

Carried.

1.4. ACTIONS FROM PREVIOUS MINUTES

The Action Points were discussed with those being completed, removed from the list, and all others a work in progress. The following comments were noted:

- S Cameron spoke to the Medicine Policy from investigating what the policy should say regarding teachers carrying any prescription or non-prescription medication. It was noted to be a standard policy to how medicine is handled. S Cameron will confirm with C Parish regarding this inquiry.

Action: S Cameron and C Parish to confirm that the inquiry to teachers carrying prescription and non-prescription medication is covered in the Medicine Policy.

1.5. CORRESPONDENCE – As listed in the Agenda

S Cameron spoke to an update regarding the Pedestrian Crossing investigation. The Board noted that a comprehensive investigation has taken place with all possible options considered. It was noted that a trial period will take place with installing a pedestrian refuge island as well as restricting movements at SH75/Larsens Road to left turn in and out only. Conversations were had with all nearby residents in the affected area – all were happy with this solution.

2. MONITORING/REVIEW

2.1. PRINCIPAL'S REPORT

The Principal's Report was previously circulated and taken as read. S Cameron spoke to the following:

- An update to the property was given. R Naysmith has received some quotes for landscaping. Early Term 2, a priority list of property will be undertaken and presented to the Board.

C Parish arrived at the meeting at 5:15 pm.

- It was raised about the 10-Year Property and Maintenance Plan. This will be looked at further moving forward. The Board noted that there are some areas around the school already showing some wear and tear.
- It was raised about the list of Plaques that was previously discussed at a Board Meeting. It was noted that this will be followed up by S Cameron.
- The Property Committee will be sitting down to discuss both the priority list as well as some sort of provision in place ahead of the 10-year Plan.

Action: S Cameron to follow-up with the Property Committee's list of Plaques.

- Junior Literacy – Student Learning. A session is booked next week for Cathie Zelas to upskill the New Entrant (NE) teaching team on the use of Phonological Awareness (PA) screening tool as part of our NE check. It was noted that Cathie is really pleased with the progress already showing in the students.

Motion: **Moved:** Chairperson

That the Principal's Report is accepted.

Carried.

2.2. FINANCE REPORT

The Finance Sub-Committee Minutes of the 2 April 2019 were circulated to Board members and T Campbell spoke to them. The following comments were noted:

- The Board raised some concerns with our current Financial Services with Solutions and Services. It was noted that Halswell Primary is the Customer and should be expecting more input from S&S as an accountant.

2.2.1. Financial Reporting Proposals

T Campbell spoke to his Financial Reporting Proposals. The following comments were noted:

- Financial Reporting against a Monthly Budget. The current reporting showing actual monthly income and expenditure along with year to year (YTD) actual figures. We are not provided with a monthly budget comparison and comparing YTD figures against an actual budget.

Motion: **Moved:** Chairperson

That the Halswell Primary School Board of Trustees: Apportion the annual budget across monthly periods based on estimated usage and record this in Xero accounting software; and Amend the financial policy framework to reflect these changes for subsequent BOT's to follow.

Carried.

Against – S Cameron Abstain – A Head

- Independent Review of Financial Processes & Procedures. It was noted that it has been some time since a finance professional have reviewed the entire financial operations of Halswell Primary School. Any such review should be free from bias and independent from the BOT and Solutions & Services. It was noted

that this is of importance to happen and the Board opted to leave this decision to be made by the new Board in June.

- Ring fencing Provisions. From time to time the school is required to make provisions for expenditure that may be required in the future – the example of International funds was given. These provisions should be recorded on the balance sheet as a liability and sufficient funds must be available to cover this spending when required. This provides transparency for the Board.
 - The Board decided to shelve this proposal for the meantime while finding out what the liability would be for the International Students. It was noted that this could turn into a high risk for Boards in the future.

3. OTHER AGENDA ITEMS

3.1. Board Elections – Meet the Candidate Night

S Cameron spoke briefly to this. The timeline currently has Friday 24th May as when nominations are closed. It was discussed about hosting a 'Meet the Candidate' night on the 4th June ahead of the 7th June election date. This would correspond with the currently planning Parent Maths discussion evening. The board were happy for this to continue.

3.2. Waste Reduction Policy/Nutrition Policy

C Parish spoke to this. SchoolDocs have been approached regarding a Waste Reduction Policy and have noted that this is on the to-do list. It was queried about needing to understand where Halswell Primary is currently with their waste.

C Parish noted that she will be presenting a Nutrition Policy, from the previous meetings discussions, at the next Board meeting.

Action: S Cameron and C Parish to meet regarding the Nutrition Policy.

Motion: **Moved: C Parish** **Seconded: Chairperson**

The Halswell Primary School Board of Trustees instructs Halswell Primary School to undertake a waste audit over the course of a month and consider the key points in the proposal, reporting back to the Board at the end of Term 2. **Carried.**

3.3. RAMS for Year 7 & 8 Camp to Mt Cook

S Cameron and C Parish spoke to the RAMS forms for the Year 7 & 8 camp to Mt Cook. It was noted that the delegation to authorise is currently at Board level or the Principal; with the Health and Safety Committee bringing their recommendation to the Board.

It was noted that with these RAMS forms, the Health and Safety Committee have some more clarifications to make before making a recommendation to the Board. It was noted that this decision will occur via email between Board members ahead of the next Board meeting due to the current timeframe of camp.

4. PUBLIC EXCLUDED SESSION

Motion: **Moved: Chairperson**

That the meeting moves into Public Excluded Session for reasons of legal and professional privilege and to protect the privacy of natural persons. While in Public Excluded the Board discussed: International Travel Proposal. **Carried.**

Motion: Moved: Chairperson


That the meeting resumes in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board of Trustees.

Carried.

There being no further business, the meeting was closed at 7:20 pm.

Next Meetings:

14 May 2019 at 5:00 pm

CONFIRMED.....  14/5/2019
 CHAIRPERSON DATE

**MATTERS ARISING / ACTION SHEET
 FROM THE MEETING OF THE
 BOARD OF TRUSTEES
 HELD ON TUESDAY 9 APRIL 2019**

| By Who | Action | Reference | Date |
|-----------------------|--|-------------------|---------------------|
| S Cameron C Parish | To confirm that the inquiry to teachers carrying prescription and non-prescription medication is covered in the Medicine Policy. | 09/04/2019 1.4 | Next Board Meeting |
| S Cameron | To follow-up with the Property Committee's list of Plaques. | 09/04/2019 2.1 | Next Board Meeting |
| S Cameron C Parish | To meet regarding the Nutrition Policy. | 09/04/2019 3.2 | Next Board Meeting. |