



Halswell School
Many hearts make a school

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON TUESDAY 12 JUNE 2019 AT 5:00 PM

1. ADMINISTRATION

PRESENT

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

IN ATTENDANCE

Barbara Ford (Minute Secretary).

APOLOGIES – Nil

THANKS - as this is the final meeting Trevor thanked from the Chair, Board members for their time on the Board. He noted that the Board's goal was to leave things in a better place, and has done that, with the property sign off tonight, the Policies and Procedures – have Manuals, etc , a lot has been achieved. Trevor thanked members who have all been active and involved in reaching this position. The Finances are in good shape, from forecast losses of \$200,000 last year , have made a surplus this year. It is a good position to be in to hand over to the new Board, and with the property all done. Trevor acknowledged the pressure teachers have been under.

The Board thanked Trevor and Marcus for all their work. Noting it has not been the easiest two years, and acknowledged Marcus ~~for attending all the meetings~~ being fully prepared for every meeting

1. MINUTES OF THE PREVIOUS BOARD OF TRUSTEES MEETING – 14 MAY 2019

Motion: Moved: Chairperson

That the Minutes of the Public Meeting held on 14 May 2019 be approved and accepted as a true and correct record of the meeting. **Carried**

1.1. ACTIONS FROM PREVIOUS MINUTES

The following Action Points were discussed:

- Uniform information – communication needs to be sent out to the community.
- Policy Changes – Need to distribute changes in new policies to the community.
- To add \$100,000 uncommitted funds floor to the Finance Policy/School Docs to be checked.
- To complete review of Emergency Planning and Procedures policy and Curriculum, and Student Achievement policy. Feedback to be received on Emergency Planning.

Action: C Parish - Once policy is updated and back from School Docs, community needs to be advised of changes as a result of the survey.

1.2. CORRESPONDENCE

M Clyne raised whether a delegation would attend the STA Conference in Dunedin 12 – 14 July 2019. Agreed that this matter be held over for the next Board to decide at its first meeting.

2. MONITORING/REVIEW

2.1. PRINCIPAL'S REPORT

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

- NAG 4 – Noted that the new retractable hall bleachers will not be in place until after next term, as they have been delayed, and may not be installed in time for the production.
- Industrial Action – waiting for announcement on Friday or should know by the end of the week.
- Health & Safety - meeting held re Larsens Road trial attended with Marcus. A further meeting is to be held on Monday at 11 am at the school. Will have plans of what will go there on Halswell Road.
- Year 8 boys – a group identified by teachers are working with Mana Ake. All parents except one, are interested in working with them. A positive approach is being taken, and holding regular meetings. Triaging - proven need which all agencies will work with. Will hold parent information night on anxiety. Anita advised that previously were paying Methodist Mission, now taken over by Mana Ake, and working better. No one has been turned down.
- Waste Audit – reducing waste, needs understanding by everyone. At moment doing an internal review. Spoke at Assembly – have Environment Group going around talking about reducing waste, suggesting we look at what bring to school. Suggesting improve on rubbish being brought to school, and how it can be disposed of.
- Student Link-ed - feeling making do, once per term 'tick box', Should be more reflective otherwise will not work. Students on it all the time, not pressured, and is useful to look at. Principal advised that are just beginning, and will go into fully, it is a long process. Anita suggested could run a trial, as it is more difficult than expected. Need to get student voice. It needs more time, and means more work for teachers.
- LMS reporting in classroom.
- Stuart advised that at previous school had surveyed parents, and they said there was a lot going on, and not time at home for students to do that. It is a long process. Suggested getting feedback from parents. Will go the full cycle and get parent information.
- Gifted & Talented Report circulated. Top 1-2%. Also discussed how support and challenge those in the middle group, how they are motivated. Anita advised that the programme allows for differentiated programmes, for each group. Make sure have workshops at all levels. Those on the cusp can go to classes either side. MLE tailors programmes for students. When they can

achieve what they are doing they become motivated. Maths groups, always changing, no one left out. There is a lot happening in schools and opportunities.

Motion: **Moved: Chairperson**
That the Principal's Report is accepted.

Carried

2.2. FINANCE REPORT

Minutes of Subcommittee Meeting held 11 June 2019 circulated and taken as read. Meeting positive, with everything on track. Solutions & Services report discussed.

- Operating Surplus \$149k (Budget \$95,921). Net working capital \$520,123 (2018 y/e (\$390,623))
- Financial position is sound. Total income exceeds budget YTD at 43%; Total Expenditure well under budget YTD at 35%.
- Mt Cook refund – due to weather unable to do event, so will receive a refund
- Uncommitted Funds Report – very useful. Well done.
- Fixed Assets List YTD circulated.
- Next meetings to be held on the 3rd Tuesday of each month.

Motion: **Moved: T Campbell Seconded: G Hancock**
That the Financial Reports be accepted.

Carried

Audit Report – Accounts have been drafted and were received on 31 May (deadline date). The Board has included a disclosure statement regarding unauthorised spending. The Auditor referred the matter to the Office of the Auditor General. Any issues raised were covered in the report to the Board. 2018 Audited Accounts wanted for sign off. They have been audited and passed, except for the clause on “unauthorised expenditure”. The Auditor General’s Office provided wording to put into questions. Now as good as done and ready for us to sign. They have included their recommendations in the report. Will leave this to the new Board to deal with, including the 10yr Maintenance Plan.

T Campbell noted that the Board started its term with a budget of \$200k loss, and ended \$32,000 up. This will be a help to the new Board.

Date of first meeting will be set by the new Board.

Motion: **Moved T Campbell Seconded G Hancock**
That the Chair and Principal sign off the Audit Report.

Carried

2.3 Property Report

Property Projects Proposal 2019 circulated and taken as read. Meeting went through the list this morning. Group swing, suggested that the children be consulted on this

Landscape Report – P Wilson asked that the Master Landscaping Plan be continually reviewed as a lot of time went into developing it, with a lot of opportunity for spaces, and creative areas, to give the school character and interesting. The Flying Fox was not wanted. Not safe where sighted. Need to keep improving and creating the massive new site. The children had worked with the designer out the front. Need to keep looking at options for Halswell Road and Junior gate, also get quote to fence off the scooter area.

Motion: Moved S Cameron Seconded M Clyne
That the Property Report be accepted subject to No. 4 priority.

Carried

3. OTHER AGENDA ITEMS

3.1 Board Elections

Because of an error in the voting papers, the closing date had to be pushed back. The community has been kept informed. Voting closes at noon on Friday 14 June 2019. The new Board will be announced on 21 June. Trevor will still be Chair and the Board still the same if anything arises in the meantime.

3.2 New Board Training

Available to new Boards both informal discussion and formal training. Board of Trustees Checklist Tool 2 circulated.

3.3 International Fee Paying Students

Noted that there is a formal process to go through. International Fees, Tuition and Administration in costs - \$12,500 plus Administration. Short Term \$150.

Motion: Moved T Campbell Seconded S Cameron
That the Short Term Fee be increased to \$250.

Carried

4. HEALTH & SAFETY

C Parish ~~P Wilson~~ reported the Health & Safety Committee meets monthly. Need to go through the Board's Checklist of Board documents around Health & Safety. Some matters can be dealt with under Actions Arising. Where confidential have processes in place. Need to confirm process regarding engagement of Contractors. Include Mechanical seating on list once installed. List to be signed off. It was suggested that dogs on the school grounds need to be on lead at all times.

ACTION: Penny to sign off. Put 2 items on Agenda for next meeting.

Motion: Moved Chair

That the meeting move 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: Staff Applications for Leave

Carried

Motion: Moved Chair

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

Carried

Next Meetings: Dates to be arranged by new Board.

THE MEETING CLOSED AT 6.20 PM.

CONFIRMED.....

CHAIRPERSON

.....30/7/19.....

DATE

**MATTERS ARISING / ACTION SHEET
FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON TUESDAY 12 JUNE 2019**

By Who	Action	Reference	Date
R Naysmith	To check if feedback from the survey went back to the community.	14/05/2019 1.4	Next Board Meeting.
C Parish	Once policy is updated and back from School Docs, community needs to be advised of changes as a result of the survey.	14/05/2019 1.4	Next Board Meeting.
T Campbell R Naysmith	To alter the previous letter advising of strike action sent to parents.	14/05/2019 2.1	Next Board Meeting.
S Cameron	To action trespass order with full support of the Board	14/05/2019 2.1	Next Board Meeting
R Naysmith	To bring gifted and talented plan of action to next meeting.	14/05/2019 2.1	Next Board Meeting
C Parish	To add \$100k uncommitted funds floor to the Finance Policy/School Docs.	14/05/2019 2.2	Next Board Meeting.
C Parish	To complete review of Emergency Planning and Procedures policy and Curriculum and Student Achievement policy.	14/05/2019 3.1	Next Board Meeting.
P Wilson C Parish	Health & Safety List – Include Mechanical Seating, and Dogs on Leads notice. P Wilson to sign off.	12/06/2019	Next Board Meeting

