



Halswell School
Many hearts make a school

**MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON TUESDAY 30 JULY 2019 AT 5:00 PM**

1. ADMINISTRATION

PRESENT

Francesca Brown (Chairperson), Stuart Cameron (Principal), Anita Head (Staff Representative), Giarne Harrison, Natasha Buckby, Rob Dixon and Shaun Perrin

Guest: Lisa Dovey

Apology: Ged Robinson

1.1 ELECTION OF CHAIR

The Principal opened the meeting and called for nominations for Chair.

G Harrison nominated F Brown
There were no other nominations

Recommendation

That the Board appoint F Brown to the position of Board Chair.

Mover: N Buckby

Seconded: R Dixon

The position of Deputy Chair will be left open until the Meeting to be held on 20 August 2019.

1.2 APPROVAL FOR TRIPS

Ski Trip

Recommendation

That the Board endorse the ski trip to Mt Hutt subject to a change to the ratio of students from 4:1 to 8:1 and increase the total number of students from 100 to 126.

Mover: F Brown

Approved

Vanuatu Trip – 7 to 17 September 2019

Recommendation

That the Board endorse the proposed trip to Vanuatu subject to changing the wording around use of lomofil and provide clarity that malaria has been expressly discussed and the Chairperson citing the parental consent forms and the final student numbers

Mover: F Brown

Approved

The Board discussed concerns including, medication, malaria and student swimming capability.

1.3 MINUTES OF THE PREVIOUS BOARD OF TRUSTEES MEETING – JUNE 2019

Recommendation

That the minutes of the Public Meeting and the public excluded meeting held on 12 June 2019 be approved and accepted as a true and correct record of that meeting.

Mover: F Brown

Approved

1.4 ACTIONS FROM PREVIOUS MINUTES

- Feedback provided to the community survey on nutrition regarding the decision to change to being a water only school.
- Updating nutrition Policy – SchoolDocs
- Strike Action letter altered and sent
- Trespass order to be removed because it wasn't required.
- Add new seating into the Health and Safety plan and allow dogs into the school grounds on a lead.

1.5 CORRESPONDENCE – NIL

1.6 CODE OF CONDUCT

Recommendation

That the Board endorse the adoption of the NZSTA Code of Conduct Policy

Mover: Chairperson

Approved

All board members present signed the Code of Conduct. G. Robinson to read and sign at next meeting

1.7 CONCERNS AND COMPLAINTS PROCESS

The Principal encouraged Board members to make themselves familiar with the school's complaints procedure and to be aware of how they should respond to a complaint if they are approached by a parent. He said that nine times out of ten a concern can be solved at teacher level and it is often a result of a misunderstanding. Each Board member was provided with a flow chart to provide guidance when responding to a complaint.

1.8 BOARD OF TRUSTEE REGISTER

BOT members asked to update the register provided with contact details

A conflict of interest declaration will be presented at future meetings so that any conflicts and potential conflicts of interest can be logged by trustees.

2. MONITORING/REVIEW

2.1 PRINCIPAL'S REPORT

The Principal's report was previously circulated and taken as read. The Principal provides a report every month to the Board. National Academic Guidelines [NAGs], Health and Safety, the Strategic Plan and the Annual Plan, are reported against. The smaller type font is what has previously been reported on and the larger type is current. Over the year it builds up a good level of evidence on how the school is progressing against the plan.

Industrial Action – The Primary Teachers Collective Agreement has now been ratified and will cover the next three years. Principals voted against accepting their offer. The offer to Principals has not changed since May last year and Principals are concerned that several wellbeing concerns have not been met. The Principal asked for the Board's continuing support as they try to make progress.

Asphalt and Turf – There is a 10-year plan associated with the replacement of asphalt and turf and these items need to be included in the Ten-Year Plan.

External Security Lighting in the Stadium – The Principal reported that the central processing unit in the external security lighting system had failed. The Ministry of Education has agreed to meet the cost of replacement.

Health and Safety – Any significant issues they will be included in the Principal's monthly report.

International Fee-Paying Students – International students do not attract any funding from the Ministry of Education, they pay their own fees. The school currently has 20 short-term (2-4 weeks) International Fee Paying students who are testing out the New Zealand education system to see if they like it. This is seen as a good thing because they may become long-term students at the school. Without them the school wouldn't be able to resource the school to the level it currently does eg employing the number of teacher aides it does.

Action: International subcommittee to discuss international fee-paying students further.

Recommendation

That the Principal's Report be received.

Mover: S Perrin

Seconder: R Dixon

3. WORK PLACE SURVEY

The NZCER Workplace Survey was administered to all staff in Term 2, distributed to the Board and taken as read. This was part of a larger scoping exercise undertaken by the Principal which included asking the staff what they wanted to see continue, what they wanted to see stop, and were asked for any creative ideas. The Principal then met with individuals and discussed how the year was going for them.

S Perrin asked the Principal what his next step would be. The Principal said the major issue is workload. Quite a number of teachers said they were managing workload and we want to know what they are doing in comparison with those who are not managing their workloads.

G Harrison asked if the Board should look at the areas where the school is performing well and congratulate them for the great job they are doing. A Head said that would mean a lot and that staff would really appreciate that feedback.

The Principal said that staff would like to get to know the Board and would be heartened to know that the Board had an understanding of what the staff did. G Harrison suggested it would be nice to undertake some joint activities so Board members could get to know everyone. Board members may wish to come in for a morning tea so they can meet staff.

The Principal requested the Board's involvement in the rewrite of the school's Strategic Plan which is now three years old. It will require consultation with parents, staff and community and the Board can get involved with that. This needs to be done before Term 4. Some of the statements need work because they are too bulky.

Board members agreed that it would be good to publish a few of the topics dealt with at meetings in the newsletter. G Harrison asked if the Board had any budget allocated to it. The Principal said the Board had an expenses budget and the Board could use it to do things such as put money towards end of year dinners, mid-winter dinners etc to acknowledge the work of the staff.

Recommendation

That the Board acknowledge the results of the Workplace Survey

Mover: The Chairperson

Approved

Action for the proposed communication committee about how we are going to address the survey from the Board of Trustees

4. FINANCE REPORT

The June 2019 Financial Commentary was circulated to Board Members. The Principal explained the role of the Finance Committee to new Board members. The subcommittee meets one week prior to the Board meeting and a report is provided at the Board meeting. The Principal noted that uncommitted funds stood at \$323,156 but that property expenditure will increase due to several incomplete items.

Motion: **Moved:** S Perrin **Seconded:** G Harrison

That the Financial Reports be accepted.

Carried

4.1 Honoraria Payments to Boards of Trustees

F Brown proposed that the full amount of \$605 (board member), \$825 (chair) be paid even if meetings are missed due to work undertaken with subcommittees and between meetings. S Perrin asked what would happen if someone was unavailable to complete that work (eg overseas). It was agreed this would be a leave of absence from the board, and payment should therefore be pro rata.

The following information was taken from the NZSTA Trustee Remuneration and Expenses Policy

- the chair receives \$75 per board meeting
- elected board members receive \$55 per board meeting
- there is no payment for working group/committee meetings
- attendance fees are non-taxable within the agreed non-taxable amounts of \$605 annually for trustees and \$825 for the chair
- costs associated with attendance at professional development sessions may be met by the board, but prior approval must be sought
- all other reimbursements are at the discretion of the board and must be approved prior to any spending occurring.

Action: F Brown will research and put together a draft paper on trustee payments that will be ratified at the next meeting.

Action: F Brown will check to see whether a Child Care Policy that would apply to trustees exists and report back to the Board.

The Principal discussed the shared drive used by the Board and asked if trustees were happy with everything being online in pdf format, or if they would like hard copies. Board members agreed that they are happy with electronic copies. It was noted that the shared drive was not for board members to place multiple copies of files on and was essentially a read only drive (with the exception of the collaboration folder).

5. SUB COMMITTEES

Finance

Shaun Perrin
Natasha Buckby
Francesca Brown

Property

Shaun Perrin
Rob Dixon

Health and Safety and Policy Compliance

Anita Head
Shaun Perrin

International

Anita Head
Francesca Brown

Curriculum (new) so we have focus on learning

Giarne Harrison
Natasha Buckby
Rob Dixon
Francesca Brown
Anita Head

Communication – short report from board – communication will touch on each group

Giarne Harrison
Natasha Buckby
Rob Dixon

Secretary – Giarne Harrison

Chair – Francesca Brown

Deputy Chair – Appointment to be made at next Board Meeting.

The Principal is a member of every committee by default.

Policies Currently under Review

Health Safety and welfare policy
Performance Management

International Sub-Committee – The previous focus of this sub-committee was fee paying international students. It was suggested that this could be renamed to encompass culture and diversity in the school. Following discussion, it was agreed that this is to be kept separate as part of international marketing and perhaps culture and diversity could come under the umbrella of Curriculum and Communication.

The Chair said she would like terms of reference written for each group to keep the subcommittees focussed and covering the right areas.

6. OTHER AGENDA ITEMS

6.1 Profiles for Websites

The Principal said he would like these to have some consistency in terms of presentation. N Buckley agreed to edit the profiles and make sure they are of a consistent tone. They will be restricted to 100 to 200 words and should include why you are here, what subcommittees you are on and a little bit about yourself. The Board would like a team photo taken and it was agreed that these will be taken at the Board's next meeting.

Action: All board members to send profiles to N. Buckby prior to the next board meeting

6.2 Karakia

G Harrison said she would like Board members to perform a karakia at the beginning and end of each meeting.

Action: The Principal will scan the school's karakia and make it available to Trustees.

Next Meeting: Tuesday 20th August at 6.00pm

THE MEETING CLOSED AT 8.00 PM.

CONFIRMED  20 August 2019

CHAIRPERSON

**MATTERS ARISING / ACTION SHEET
FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON TUESDAY 30 JULY 2019**

By Who	Action	Reference	Date
F Brown	Research and put together a draft paper on trustee payments that will be ratified at the next meeting.	30/07/2019	Next Board Meeting
F Brown	Check to see whether there is a Child Care Policy that would apply to trustees and report back to the Board.	30/07/2019	Next Board Meeting
Principal	Scan the school's karakia and make it available to Trustees.	30/07/2019	Next Board Meeting
G Robinson	Sign Code of Conduct	30/7/2019	Next Board Meeting
All board members	Send profile for website to N Buckby	30/7/19	Prior to next board meeting