



# Halswell School

*Many hearts make a school*

**MINUTES OF MEETING  
BOARD OF TRUSTEES  
Tuesday 17 September 2019**

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**PRESENT**

Francesca Brown (Chairperson), Anita Head (Staff Representative), Rob Dixon, Giarne Harrison, Rob Naysmith, Shaun Perrin, Ged Robinson

**Apologies:** Stuart Cameron, Natasha Buckby

**1. ADMINISTRATION**

**1.a Karakia, Welcome and apologies**

**1.b Previous Minutes**

*The Board approve the minutes of the previous meeting held on 20th August 2019.*

**Moved** Francesca

**Approved** ✓

*That Rob Naysmith be given speaking rights for this meeting.*

**Moved** Francesca

**Approved** ✓

**1.i Admin items for discussion:**

**Process for getting papers onto the agenda**

Minutes from sub committees or papers that have emerged from sub-committees that are of relevance to the entire Board are to be included in the agenda, especially if work will arise from this.

The Board agreed that they operate on a no surprises policy with regards to agenda items.

**Reminder of what Public Excluded/In Committee means**

Noted and agreed.

**Review of Sub-Committees**

A reshuffle of sub-committees to create an even workload for each member and even spread amongst committees. Two reps per committee was the agreed upon number. As a result, Giarne will move to H&S and leave coms sub-committee for the time being.

**Diversity**

The Board unanimously agreed they would like to ensure that an authentic and diverse voice is being brought back to the Board for future decision making.

Developing a diversity panel was suggested, this would be school wide, with the possibility of meeting quarterly and reporting back to the board.

*Action: The Communication sub-committee are to identify what is needed for a diversity panel to be set up, then develop a wider panel within the school community.*

## **2. MONITORING / REVIEW**

### **2.a Principal's Report**

Noted and accepted.

### **2.b Finance Report**

Extra money has been generated from international students.

ESOL figure was reassessed and paid to the school from the MOE which has been beneficial.

Property management expenditure being looked at, particularly with upcoming maintenance.

The school has altered it's banked staffing approach which has resulted in saving \$30,000.

2020 budget currently being developed.

### **2.c Sub-Committee reports**

- **Property**

Shaun, Stuart and Rob have been around school to inspect property and buildings.

Swing relocation occurring.

Lighting work for outside hall will be completed in the holidays.

MOE property manager – handover meeting between previous and new property manager has been arranged.

MOE projected maintenance will need to be done before their given date of 2022, these works need to be done next year, as a result the cost of this will be managed within the 2020 budget to allow works to be completed.

Options for the turf being looked at, as well as, irrigation for the fields.

### **d. SchoolDocs**

Term 3 reviews as last meeting

Prior to the meeting, Board members are to review policies and make comments using the School Docs comment function - green comment right hand top corner.

## **4. OTHER AGENDA ITEMS**

### **Hall Hire - Review of Hire Charges**

An agreement was made historically that allowed the hall to be built 20% bigger but as a result the agreement was that the school will need to hire out the use of the hall at council rates. This results in the school spending increased money on maintenance but is not recovering these costs at the current hire rate. Stuart is currently liaising with council around upping this cost to benefit the school.

Board support an increase of hall hire rates subject to response from council regarding their commercial hire rates and what original agreement made with the school and council had stated.

When hiring out hall, clearly state in agreement with those hiring, that the bleachers are not included within the hire as they are likely to be damaged and incur a large cost to the school to repair. Or in special circumstances, bleachers can be hired at a negotiated extra cost.

*Action: Question council about their input for maintenance. Gather the extra information required to come to the next board meeting and agreement to be made about hire costs effective from 2020.*

### **Staff Wellbeing**

- End of term morning tea

Welcome back morning tea to be organized for staff by BOT for Week 1 in Term 4. Board attendance is appreciated on Thursday 17 October at 10.30am.

*Action: Francesca to organise morning tea for staff on behalf of the BOT for Thursday 17 October with Sandra to the cost of \$200-250.*

- End of year luncheon for staff

End of year lunch for staff. Francesca to liaise with Stuart regarding BOT approving \$2000 contribution for this – \$40 per head based on 50 staff attending.

- BOT/PTA/Staff social event

Agreed that there should be end of year social event for these groups. Investigate using the hall and using woodfire pizza truck for Board, PTA and staff end of year celebration.

*Action: Francesca to take back to Stuart to discuss with Leadership team about their thoughts on a function at the school hall.*

Suggestion was made regarding creating individualised letters for each staff member from the Board to end the year with a positive message and personally thank them for their work in 2019.

### **Nutrition**

Halswell School has been a water only school since Term 1 2019. Discussion was had about where to go from here with regards to nutrition for children and parent education.

Appetite for life programme was suggested – this can be run at school for parents to attend. This will be taken to senior management team for discussion.

The school currently have several things around nutrition occurring such as their own version of garden to table, their environment group look after the plants and food that is planted around the school as well.


Articles in the newsletter regarding nutrition regularly with ideas for families will begin in Term 4.

*Action: Management to discuss and present an overview to the BOT of what is currently being done within the school around nutrition education so the board can make decisions moving forward.*

*Action: Ged to send appetite for life information to Rob N.*

*Action: Ged to send to Rob N ideas for newsletter in Term 4.*

**Meeting closed 8.02pm**

CONFIRMED  21 October 2019  
CHAIRPERSON



**MATTERS ARISING / ACTION SHEET  
FROM THE MEETING OF THE  
BOARD OF TRUSTEES  
HELD ON TUESDAY 17 SEPTEMBER**

By Who	Action	Reference	Date
Francesca	Organise morning tea for staff on behalf of the BOT for Thursday 17 October with Sandra to the cost of \$200-250.	DONE	
Stuart/Rob N	Question council about their input for maintenance. Gather the extra information required to come to the next board meeting and agreement to be made about hire costs effective from 2020.	DONE - item on agenda for Oct	
Communication s subcommittee	Identify what is needed for a diversity panel to be set up, then develop a wider panel within the school community.	Carry over	
Rob N	Management to discuss and present an overview to the BOT of what is currently being done within the school with regards to nutrition so the board can make decisions moving forward.	Carry over for formal overview - early next year	Agenda for February / March
Ged	Send appetite for life information to Rob.	Done	
Ged	Send Rob healthy lunch ideas for newsletter in Term 4.	Done	
Francesca	<i>Francesca to take back to Stuart to discuss with Leadership team about their thoughts on a function at the school hall and report back to board..</i>	Carry over - still considering date & venue options (could be early next year?)	

