



Halswell School
Many hearts make a school

MINUTES OF MEETING

BOARD OF TRUSTEES

Monday 21 October 2019

PRESENT

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

Apologies: Stuart Cameron

Guests: Lisa Dovey

1. ADMINISTRATION

(a) Karakia, Welcome and apologies

(b) Previous Minutes

The Board approve the minutes of the previous meeting held on 17 September 2019.

Moved Francesa **Seconded** Giarne **Approved** ✓

The Board approve the public excluded minutes of the previous meeting held on 17 September 2019.

Moved Francesa **Seconded** Giarne **Approved** ✓

Administration

i. Admin items for discussion:

Rob and Cathy to be granted access to the Board Drive.

December Board meeting to be changed from 17 December to 10 December 2019.

Moved Rob N **Seconded** Shaun **Approved** ✓

ii. Actions from Previous Meeting:

**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	
Communications subcommittee	Identify what is needed for a diversity panel to be set up, then develop a wider panel within the school community.	Ongoing - to present in early 2020 - added to Feb agenda	
Rob N	Management to discuss and present an overview to the BOT of what is currently being done within the school regarding Healthy Nutrition so the board can make decisions moving forward.	Presentation for term 1 2020 - added to Feb agenda	
Ged	Send appetite for life information to Rob.	DONE	
Ged	Send Rob healthy lunch ideas for newsletter in Term 4.	Ongoing during Term 4	
Ged & Giarne	Ged, and Giarne to work alongside the PTA for the end of year function for staff, bot and PTA.	Choose a date possibly 2020	

Monitoring/Review

a. Principal's Report

Noted and accepted.

b. Finance Report

Taken as read

Better planning and discussions with the PTA regarding their fundraising during the year to be a focus moving forward. The goal is to have more of a whole school approach rather than fundraising for one targeted group, this way all children benefit.

Board to consider and work alongside the PTA to apply for extra funding through various available trusts to assist and add to the PTA fundraising efforts.

2020 budget will be coming to the next meeting.

c. Sub-Committee reports

- Curriculum
- H and S
- International
- Communication
- Property

None this meeting

d. SchoolDocs

Noted

Other Agenda Items

a. International travel proposal

Travel expenditure policy discussed and to be reviewed and consider reverting this SchoolDocs policy to the generic policy.

All future incidental travel costs are to be covered by the school, this will be included in the 2020 financial budget.

Those traveling on future school trips to use a log book to keep track of their expenses in case there is unavailability of receipts.

Going forward the school will alternate between Vanuatu and Samoa and discontinue China trips.

The board approve school trips to continue to Samoa and Vanuatu in alternating years.

Moved Francesa

Approved ✓

b. Teacher only days in new collective

As part of the new collective agreement for teachers, an additional 8 days of Professional Development were granted. The school will be using 3 days in 2020 and 3 in 2021, leaving 2 days in the first six months of 2022.

These are different to callback days which generally occur within the holiday period.

To utilise these days, the school must give the community at least one terms notice. There is likely to be one held in Term 1 2020, date is still to be confirmed. Senior management team are working on a schedule for the year and this will then be released to the community.

c. Interview panels

The board accepts and clarifies that the Team Leader position is considered to be senior management as defined in the SchoolDocs policy, therefore, the board have agreed that panel for the team leader appointment will include a board member, current staff member from the team that will be working under new team leader, principal and assistant principal. Panel to be decided and finalised at the principal's discretion.

Rob D or Natasha to be involved within the panel depending on their availability on the selected dates..

d. Hall hire follow up

Meeting with Council representative - went through the information and the idea of increasing rates. Council were responsive.

School is now required is to remove Christchurch City Council from the current memorandum. The memorandum document has gone to the Council Document Team and Legal Panel therefore the school can increase the hire costs effective from 2020.

School will also review if the bleachers are to be included in the hire.

e. School drop off zone

Email from parent regarding concerns with the drop off zone. Ministry have responded and happy for the school to make changes or alterations to their drop off zone but the school will have to pay for it.

Suggestion was made to engage a CCC road safety engineer to come and assess the roads and traffic flow around the site and give suggestions or solutions and then the board can make an informed decision as to whether changes are needed to the drop off/pick up zone.

f. Strategic meeting follow up

Board to come up with three strategic directions for school to focus on.

General consensus is that another meeting with all attendees at the strategic day needed to be able to make these decisions comfortably. Tuesday 19 November board meeting will now begin at 4.30pm to work on the strategic directions/goals with the Leadership Team.

g. Next meeting dates:

19th November 2019 - 4.30pm for strategic planning follow up, followed by standard BOT meeting at 6pm

December meeting agreed to be shifted from 17th Dec to 10th Dec

Meeting closed 8.21pm

CONFIRMED  21 October 2019

CHAIRPERSON

MATTERS ARISING / ACTION SHEET

FROM THE MEETING OF THE

BOARD OF TRUSTEES

HELD ON TUESDAY 21 OCTOBER

By Who	Action	Reference	Date
Ged & Giarne	Ged, and Giarne to work alongside the PTA for the end of year function for staff, bot and PTA.		
Ged	Ged to provide list of trusts and timeline of funds that are available for applications to Rob N		
COMMS Team	Plan to gauge parents on what they can do to help the school e.g road patrol, fundraising etc how much time they can offer etc Can be done at enrolment time or generally.and how this is followed up and utilised		
Policy Team	Policy committee to look into the travel expenditure policy (our tailored one vs SchoolDOcs generic and decide on		

	which one is to be used for school trips moving forward.		
Admin Team?	Update the hall documents regarding the hire costs and the additional comments about bleachers as well as check or create an agreement between the school and each hirer.		
Francesca	Request a CCC road safety engineer to come and assess the site and give suggestions or give information that can be passed on the school parent community. Letter to be sent to request this.		
Rob D	Organise platter for 4.30pm Tuesday 19 November strategic planning meeting.		
Rob N	Inform relevant staff about November 19 meeting.		
SC/RN/CZ	Contact community police to discuss and assist with driver behaviour around school at after school pick up. Newsletter item to remind parents of the drop off zone rules.		
Stuart	Give Rob and Cathy access to the Board Drive as agreed at the meeting.		
Giarme	Request change of date for Dec meeting on website		