



Halswell School

Many hearts make a school

MINUTES OF MEETING BOARD OF TRUSTEES Tuesday 19 May 2020

PRESENT

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

Apologies: None

Guests: Rob Naysmith

Meeting Opened: 6.02pm

1. ADMINISTRATION

a. **Karakia, Welcome and apologies**

b. **Previous Minutes**

The Board approve the minutes of the previous meeting held on 17 March 2020.

Moved Giarne **Seconded** Rob D **Approved** ✓

The Board approve the minutes of the previous meeting held on 20 April 2020.

Moved Natasha **Seconded** Anita **Approved** ✓

Administration

i. Admin items for discussion:

ii. Actions from the Previous Meeting (17 March 2020)

By Who	Action	Reference
COMS	Establishing the purpose and plan for diversity and community consultation for vision, values etc COMS to sort this plan and report back to the board in May 2020.	In progress
Finance/Stuart	Find out if parents are able to receive a donation receipt automatically when paying.	Done
Finance	Look at past GST claims for the school	Done

Correspondence:

Report

Monitoring/Review

a. Principal's Report

Covid19

Really settled start back to school under Alert Level 2. Very little anxiety from students and parents. Staff are aware that the intention is to 'not pick up where we left off but just restart'. Focus on keeping it fun and engaging for students over the next few weeks. Drop off and pick up procedures are tedious but working well.

For contact tracing and sign in - parents can log in using the School App and this can be shown to those in the hall or at the gates to allow parents access to school if necessary. The app also generates a spreadsheet for the school, if required.

Teachers are monitoring children and measuring anxieties within children and their families.

14 children have currently not returned for various reasons. They will be monitoring the situation and may return soon.

Ged suggested considering using the "Komodo monitor" programme to measure children's wellbeing - [Komodo Monitor Article](#)

Third New Entrant group has started, they will be moving into the Music Suite.

Term Dates for 2021

The Board confirmed the following term dates for 2021:

Wednesday 3 February - Friday 16 April (Teacher Only Day - Thursday 1 April)

Monday 3 May - Friday 9 July (Teacher Only Day - Friday 4 June)

Monday 26 July - Friday 1 October (Teacher Only Day - Friday 27 August)

Monday 18 October - Thursday 16 December (Teacher Only Day - Thursday 11 November)

Moved Stuart Seconded Rob D Approved ✓

The Board accept the principal's report as presented.

Moved Stuart Seconded Francesca Approved ✓

b. Curriculum Report

None

c. Communication

Giarne is now working with the communication subcommittee to help get the diversity panel underway.

d. Finance Report

The school is still in a strong cash position.

All long term international students are still enrolled. Short term international students are unlikely to attend due to travel restrictions. Contingency on the budget will cover this.

School donations and extra costs such as Camp in term 3 may be affected given the possible change in family circumstances. So far in 2020 the amount of donations is tracking towards budget.

Hall income was non-existent during the lockdown and will remain that way for the time being.

Potential increase in cleaning costs and sick leave.

Financial re-forecast will occur at the next meeting finance subcommittee meeting and be presented to the board in June.

e. Health & Safety

Meetings held mainly about Level 3 & 2. Wellbeing measures being put in place for staff and students. Cleaning and contact tracing was the focus.

f. Property

Three Property sub-committee meetings have occurred.
Hall floor damage still to be repaired.

School Investment Package: Priorities to be sent to the Ministry:

1. Play pod Storage
2. Additional storage unit
3. Retaining wall for bund
4. Asphalt around the school, including the entrance off Larsen's road
5. External speakers and hall speakers upgrade
6. External cages for heat pumps
7. Removal of concrete in the playground/field
8. Hall blinds
9. Removal of silver birch trees
10. Fences for scooter area - repurposing old fencing for this area
11. Outdoor seating (quote TBC)
12. Astroturf court - area behind the hall
13. Astroturf problem areas
14. Outside table tennis table
15. Renovation of the meeting room in the main office
16. Create a path from Larsen's road entrance for all year round access - asphalt or astroturf
17. BBQ area
18. The area behind Kahu - planting, fencing, etc
19. Landscaping and playground equipment (including the relocation of the scooter/bike area)

The Board approve the above list is sent to the Ministry for approval.

Moved Rob D Seconded Ged

Approved ✓

g. School Docs

Noted

Other Agenda Items

Meeting closed: 7.18pm

CONFIRMED



CHAIRPERSON

19 May 2020

**MATTERS ARISING / ACTION SHEET
FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON TUESDAY 19 MAY**

By Who	Action	Reference	Date
Stuart/Leadership Team	Consider/research using the Komodo monitor to measure children's wellbeing.		
Stuart	Send property list to the Ministry.		