



Halswell School
Many hearts make a school

**MINUTES OF MEETING
BOARD OF TRUSTEES
Tuesday 28 July 2020**

PRESENT

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

Apologies: Anita Head

Guests: Rob Naysmith

Meeting Opened: 6pm

ADMINISTRATION

1.1 Karakia, Welcome

1.2 Apologies

1.3 Previous Meeting Minutes

The Board approve the minutes of the previous meeting held on 16 June 2020.

Moved Rob D **Seconded** Natasha **Approved** ✓

1.4 Public Excluded Minutes

Moved Francesca **Seconded** **Approved** ✓

1.5 Actions from Previous Minutes

By Who	Action	Reference	Date
COMS	COMS group to set dates, engage speakers and create a plan of the consultation process		Done
Leadership Team	School to send email to all hall hirers regarding the option of a 20% discount until Friday 25 September.		Done
COMS	Prepare a piece for the newsletter.		Done

Stuart	Stuart in touch with CORE education regarding the strategic planning consultation process		Done
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1.6 Correspondence

To be discussed under H&S (road crossing)

2.1 Principals Report

The Principals Report is accepted.

Moved Stuart **Seconded** Shaun **Approved** ✓

2.2. Communications

Natasha gave an overview of the important actions to date with the community consultation plan for the Strategic Plan. The subcommittee has sought involvement from Craig Pauling to assist; have met with CORE Education to develop a plan for questions, workshops and improved community involvement. The Board is welcome to attend any focus groups.

The Communication report was accepted.

Moved Natasha **Seconded** Giarne **Approved** ✓

2.3 Finance Report

The Board received the finance report. The Board supported ensuring we keep hold of Teacher Aide assistance in the classroom in terms of 2021 budgeting; there was agreement to hold Property Projects (particularly given the SIP funding in 2020) and look at fundraising before cutting Support Staff hours.

The Board approved the revised 2020 Budget

Moved Natasha **Seconded** Francesca **Approved** ✓

2.5 Health & Safety

Road Crossing

- Correspondence from P. Wilson (emil 22 June) re an incident on road patrol, similar incident happened the next day.
- The Board thoroughly discussed the safety issues surrounding the crossing, but also parking and surrounding streets.
- Record numbers of those turning right, only infrequent days where there is NOT someone turning right. Mostly trades and trucks turning right. Averages 9 per road crossing session
- Stuart covered the background.
- The Board agreed we need to request to review the changes with the representatives from NZTA, CCC and Councillors etc. Would be a good idea to ensure safety engineers from both NZTA and CCC work together.

- **ACTION POINT – Francesca - Write to group for a review meeting from Board**
- That the Board approve the RAMS for the year 7&8 ski trip
Moved Giarne **Seconded** Francesca **Approved** ✓
- That the H&S subcommittee be delegated authority to review SchoolDocs changes and minute them. The subcommittee will bring significant changes back to the Board where required.
Moved Giarne **Seconded** Francesca **Approved** ✓

2.6 Property

Zoning review is coming up. School buildings are full and subdivisions continue to progress rapidly. Francesca and Stuart have an upcoming meeting with CCC planning staff to get an idea of roading, timing and number of residential buildings.

ACTION POINT: Francesca and Stuart to meet with CCC and to update the board on findings

A task group will be put together to work on the astro-turf, ask for school community involvement and look to involve interested sport organisations with a view to viability of astro turf co-funding for a greater area. Ged, Rob D and Rob N to start the group. Timeline is short to get project out for quotes ASAP and schedule work over summer holidays.

ACTION POINT – Stuart to put a request in newsletter for interested community members.

2.7 School Docs

ACTION POINT – Board members to review Learning Support, Appointment Procedure and Child Protection policies.

Public excluded

That the Board move into public excluded meeting in order to discuss a staffing issue.

Moved Francesca **Approved** ✓

Meeting closed 7pm.



Confirmed

, Board Chair, on 18 August 2020

Assigned	Action	Date
Francesca	Write to NZTA/CCC/Police regarding roading issues around school and request a meeting	
Francesca/Stuart	Francesca and Stuart to meet with CCC and to update the board on findings	
Stuart	Request in newsletter for interested community members regarding Astro turf.	
BOT	Review Learning Support, Appointment Procedure and Child Protection policies.	