



Halswell School

Many hearts make a school

MINUTES OF MEETING BOARD OF TRUSTEES Tuesday 18 August 2020

PRESENT

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

Apologies: None

Guests: Rob Naysmith

Meeting Opened: 6.00pm

ADMINISTRATION

1.1 Karakia, Welcome

1.2 Apologies

None

1.3 Election of Board Chair

Rob Dixon was nominated and elected Board Chair.

Moved Shaun **Seconded** Natasha **Approved** ✓

Due to the departure of Francesca, there is now a vacant Board position. The board will look to fill the vacancy by a selection process. This will be communicated to parents this week.

The Board resolved to fill the vacant board position by process of selection.

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

1.4 Previous Meeting Minutes

The Board approve the minutes of the previous meeting held on 28 July 2020.

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

1.5 Public Excluded Minutes

The Board approve the public excluded minutes of the previous meeting held on 28 July 2020.

Moved Shaun **Seconded** Natasha **Approved** ✓

1.6 Actions From Previous Meeting

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

1.7 Confirmation of urgent motions passed between meetings

None

1.8 Correspondence[Roading Issues](#)

Suggestion for the children to present this issue at the next Community Board Meeting. Possibility of getting parking zones introduced outside the school.

1.9 Standing Admin Items

- Board [register](#)
- Record of [hours](#)
- Conflict of [Interest](#)
- [Capabilities and Prof Development](#)
- [Board work plan](#)

Monitoring/Review**2.1 Principal's Report**

Noted

2.2 Curriculum Report

Sub Committee meeting was held on 6 August.

After reviewing the mid-year reviews and reports, the following shows:

Positive progress in all curriculum areas, this can be attributed to the flexibility in learning styles since the Lockdown.

A strong overall improvement in Maths, proving that the focus has been beneficial.

The Board acknowledge and thank the Principal and management team for their preparation should things revert back to lockdown Level 3 or 4 in the near future.

2.3 Communication

Community Consultation has been postponed. Next steps are to determine a new timeline for meetings, focus groups and community survey.

2.4 Finance Report

School tracking well against the revised 2020 budget.

2.5 Health & Safety

Nothing to report

2.6 Property

Issues with the internal doors in admin block works.

Holiday work has been completed.

Next bundle of work will be done next holidays, these will be: air-con cages, speakers and blinds.

The bund is structurally sound - plan to put in the retaining wall can be completed, currently awaiting quotes.

2.7 School Docs

Reviews to be completed by the end of Term 3.

Other Agenda Items

None

Meeting closed: 7.00pm



CONFIRMED _____

CHAIRPERSON

15 September 2020

**MATTERS ARISING / ACTION SHEET
FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON TUESDAY 18 AUGUST 2020**

By Who	Action	Reference	Date
Natasha	Board Report for newsletter - acknowledging Francesa, a summary of each subcommittee report followed by an overall comment and reporting results for the mid-year.		
	Multi Sport Surfaces - astroturfing in schools		