



Halswell School

Many hearts make a school

MINUTES OF MEETING BOARD OF TRUSTEES Tuesday 15 September 2020

PRESENT

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

Apologies: None

Prior Leave: Giarne Harrison

Guests: Rob Naysmith

Meeting Opened: 6.00pm

ADMINISTRATION

1.1 Karakia, Welcome

1.2 Apologies

None

1.3 Previous Meeting Minutes

The Board approve the minutes of the previous meeting held on 18 August 2020.

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

1.4 Public Excluded Minutes

The Board approve the public excluded minutes of the previous meeting held on 18 August 2020.

Moved Rob **Seconded** Ged **Approved** ✓

1.5 Actions From Previous Meeting

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		

Casual Vacancy

Will be filled by the Board's discretion.

1.6 Election of Deputy Chair

Natasha was nominated and elected Deputy Chair

Moved Rob

Seconded Ged

Approved ✓

1.7 Confirmation of urgent motions passed between meetings

None

1.8 Correspondence

Two requests for By-election

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**

A successful term overall despite many events having to be cancelled and that has resulted in children missing out due to change to Alert Level 2, including a wider community consultation. Learning has been strong, children tired and are ready for a holiday break.

The school currently has several positions advertised, confirmed staffing for 2021 will be coming in next week.

The draft budget will come to the Board Meeting in November for approval along with 2021 school structure.

Earthquake cohort struggling with Covid 19 and being back at school. Y4-6 bubble has shown an increase in behaviour, currently looking at introducing PB4L for the school, this programme is normally for lower decile schools but Halswell is currently on a waitlist to be considered for it.

School leaders attended the Community Board Meeting and presented their findings regarding the traffic issues. They are now going to work with Sarah Cooper from the Council to look at options that can be implemented e.g. a walking bus.

The Board accept the Principal's Report as presented

Moved Stuart

Seconded Rob

Approved ✓

2.2 Attendance Report

The school holds good general attendance percentage and there are monitoring systems in place for those who do not regularly attend.

Term 1 saw a spike in fear-related/Covid related absences.

Term 2 & 3 absences are higher than normal due to being cautious around illness given the Covid environment.

2.3 Communication

Community consultation has been postponed due to Covid Alert Level 2, this will now be held in Term 1 2021. A Board report will go in the newsletter this week.

2.4 Finance Report

Extra funding has come in to cover the loss of international students and extra cleaning needs during Covid 19.

The Board accept the Finance Report for August 2020 as presented

Moved Natasha

Seconded Shaun

Approved ✓

2.5 Health & Safety

Noted.

2.6 Property

SIP sent away paperwork for the next 3 project approvals for the holidays:

- 1. Heat pump cages
- 2. Blinds in hall and tinting of windows
- 3. Sound system update for hall and outside

Hall floor refresh also being done in holidays.

Office reconfiguration - calculating and quoting stage, a structural wall will be needed.

Astroturf - three people inspected but one has since pulled out, still awaiting formal quotes. 33x20 biggest that can fit in.

2.7 School Docs

Noted

Other Agenda Items

None

Meeting closed: 7.25pm



CONFIRMED _____

20 October 2020

CHAIRPERSON

**MATTERS ARISING / ACTION SHEET
FROM THE MEETING OF THE**

**BOARD OF TRUSTEES
HELD ON TUESDAY 15 SEPTEMBER 2020**

By Who	Action	Reference	Date
	Reminder to send absences through the app will be put in the newsletter		
	Stuart to acknowledge Maternity Leave approval for Karen with a letter		
	COMS to meet before the end of term - 5.30 pm Wednesday 23 September		
	Rob to contact the two people asking for a by-election on Thursday.		
	Stuart to gather information on interested parents for the Board position.		
