



Halswell School

Many hearts make a school

**MINUTES OF MEETING
BOARD OF TRUSTEES
Tuesday 17 November 2020**

PRESENT

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

Apologies: Shaun Perrin

Guests: Rob Naysmith

Meeting Opened:

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 20 October 2020.

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

1.4 Public Excluded Minutes

The Board approve the public excluded minutes of the previous meeting held on 20 October 2020.

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

1.5 Actions From Previous Meeting

By Who	Action	Reference	Date
Finance Team	hub doc - trail	Underway	
Heather Natasha Ged	Merged Social Event: Heather to contact Tai Tapu or Halswell club bowls - check availability and arrange with Ged for food truck.	Done	

1.6 Confirmation of urgent motions passed between meetings

Board selection for Casual Vacancy

Motion passed via email via 28 October 2020 to appoint Michelle Bishop to fill the casual vacancy.

Moved: Rob Seconded: Giarne Approved

1.7 Correspondence

NZSTA SGM - Proxy voted

That the Canterbury Regional Chair, Tony Deavoll, votes on behalf of Halswell School Board of Trustees at the NZSTA Special General Meeting on Saturday 7 November 2020. (Done via email on 30 October Giarne & Rob)

Moved: Giarne Seconded: Rob Approved

1.8 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**

The Board accept the Principal's Report as presented

Moved Stuart **Seconded** Rob **Approved** ✓

2.2 Curriculum Report

The meeting moved to In Committee to discuss unconfirmed school structure for 2021.

2.3 Communications Report

Board will contribute an overview piece for the Week 9 Newsletter.

2.4 Finance Report

The Board approve the 2021 draft budget as presented

Moved Stuart **Seconded** Rob **Approved** ✓

The Board approve the 2021 fixed asset draft budget with the amendment for iPad purchases.

Moved Stuart **Seconded** Giarne **Approved** ✓

2.5 Health & Safety

Health and Safety audit has been completed for 2021.

2.6 Property

SIP Projects continue to be completed; heat pump cages will be completed during the Christmas holidays.

The Board accepted the Versatile Garages quote. These will be put in the caretakers area.

The Board approve carrying the risk of spending 28k for the movement of garages. This figure will be covered by the SIP money in time.

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

Ready Lawn engaged for installation of Astro Turf. They will be coming in to finalise everything and give detail on the scope of works. Work to be done in April 2021.

BBQ area is currently being drawn up and is a PTA project now.

2.7 School Docs

Noted - Policy Reviews for Term 4 2020:

- Privacy
- Salary Units/ Management Allowances
- Classroom Release Time/Timetable

Other Agenda Items

3.1 End of Year Events

Board/staff/PTA combined social event

Conflict of Interest declared by Ged Robinson and Rob Dixon.

The Board approve to contribute \$800 to this social event.

Staff luncheon

Approved and staff are grateful for the Board's contribution.

Parent helpers afternoon tea

Board to be involved and contribute towards this.

Meeting closed: 7.45pm



CONFIRMED _____

8 December 2020

CHAIRPERSON

**MATTERS ARISING / ACTION SHEET
FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON TUESDAY 17 NOVEMBER 2020**

By Who	Action	Reference	Date
Rob	Zone discussions - December meeting discussion		
Natasha	Anything in particular to be added to final newsletter piece from BOT be sent to Natasha before week 9.		
Stuart	Add additional 10 iPads for Otawhito in Fixed Asset budget for 2021.		
Giarne	Giarne to help at the Social Event		
Ged	Ged to do Pizzas for Social Event		
Rob	Rob to source alcohol based on 2 standard drinks per person for Social Event.		