



Halswell School
Many hearts make a school

**MINUTES OF MEETING
BOARD OF TRUSTEES
Tuesday 16 March 2021**

PRESENT

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

Apologies: None

Guests: Rob Naysmith, Vanessa Goodwin - MOE

Meeting Opened: 6.00pm

ADMINISTRATION

Karakia, Welcome

Apologies None

Zone Discussion

Vanessa Goodwin from the MOE spoke to the Board about the process for MOE conducting the zoning process.

Area A - core area for zoning, Area B & C - more rural areas.

Grandparenting clause for siblings of current students, so there is no issue moving forward - this will cause them to become an in zone enrolment, provided they stay at the same address.

Once the Board confirm moving forward with re-zoning, the consultation process will occur from 8 May to 10 June. This would be put out through all school communications e.g. website, newsletter.

Aim to complete consultation by 8 July and confirm then amend the zone from Term 1 2022. The Ministry will manage all the discussions with other schools.

Board to respond to the Ministry within the next few weeks to begin the process.

Board to feedback their thoughts to Rob particularly about Area G by Friday 19 March, who will then compile and pass on to the Ministry.

Previous Meeting Minutes

The Board approve the minutes of the previous meeting held on 16 February 2021.

Moved Rob Seconded Giarne Approved ✓

Public Excluded Minutes

The Board approve the public excluded minutes of the previous meeting held on 16 February 2021.

Moved Rob Seconded Giarne Approved ✓

Actions From Previous Meeting

By Who	Action	Reference	Date
	Look at Board Plan at the next meeting	Done	
	Morning tea - BOT shout - 15 April	Done	
	Shaun and Giarne to attend Community Meeting regarding the traffic issues	Shaun will attend Friday 19 March at 1.00pm	
	Follow up with property team MOE about potential new learning space location	Done	
	Giarne to send BOT meetings via calendar invite	Done	

Correspondence

Heather to book date in with Halswell Bowling club for Christmas Function

Standing Admin Items

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

Monitoring/Review

Curriculum Report

Student Targets: Huritini, Orongomai, Ōtūmatua

Reading goal - Huritini moving to at least at level

Writing goal - Orongomai, Ōtūmatua moving up a sub-level

The Board approve the curriculum reports as presented
Moved Rob Seconded Stuart Approved ✓

Principal's Report

The Board approve the Principal's Report as presented
Moved Stuart Seconded Rob Approved ✓

Finance Report

Move to annual reporting as of March 2021.

The Board approve the financial report as presented.
Moved Natasha Seconded Giarne Approved ✓

Communications Report

The Board have a confirmed Strategic Planning day on 27 March 2021.

Survey closing end of the week - another push to get final responses.

Board to analyse after the information comes in.

Health & Safety

The Board approve that all Teacher Aides have the right to restrain if and when necessary in line with Ministry guidelines.

Moved Stuart Seconded Shaun Approved ✓

Property

Astroturf - chemical testing has been undertaken, currently awaiting the full report. Asbestos has been found but at a level that does not require any removal.

Discussion was held regarding the removal of four oak trees. Communication regarding the Board's decision making on this matter will be drafted and sent to the school in the next newsletter.

BBQ Area – the Board approves for Stuart to seek permission from the MoE to construct the new BBQ courtyard area. This needs to be done as the project is likely to exceed \$35,000 (approx \$40,000-\$45,000) which is the threshold for Boards needing to gain permission from the Ministry to proceed with a building project.

School Docs

Noted - Policy Reviews for Term 1 2021:

- Home Learning
- Finance and Property Management Policy

Other Agenda Items

None

Board Meeting Dates 2021:

- 18 May
- 15 June
- 27 July
- 17 August
- 21 September
- 19 October
- 16 November
- 7 December

Meeting closed: 8.35pm

CONFIRMED

A handwritten signature in black ink, appearing to be 'J. May', is written over a horizontal line.

CHAIRPERSON

18 May 2021

**MATTERS ARISING / ACTION SHEET
FROM THE MEETING OF THE BOARD OF TRUSTEES
HELD ON TUESDAY 16 MARCH 2021**

By Who	Action	Reference	Date
	Zoning thoughts around Area G to Rob by 19 March.		
	Asbestos management plan to be created		
Michelle B	Communication regarding the Board's decision making re: tree removal and astroturf to be drafted to be in the next newsletter.		