



Halswell School

Many hearts make a school

MINUTES OF MEETING BOARD OF TRUSTEES Tuesday 18 May 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, Emily, Dee, Euan

Meeting Opened: 6.00pm

ADMINISTRATION

Karakia, Welcome

Apologies

None

Oak trees presentation - Dee & Emily

Presentation by Dee & Emily

Property

SIP list being completed.

- Playpod has had issues with resource consenting so this work will be done in the next school holidays.
- Office door job has been completed with some possible tweaks to add
- BBQ courtyard - progressing well and the layout coming together with moveable items
- Astro-turf - feedback by parents (above presentation) and tree report is due in a week's time
- Asbestos management plan for Astroturf still being completed if going ahead
- Painting underway and is still being completed
- Natural materials play areas to be added, can bring people in to do design process with children

Previous Meeting Minutes

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

Moved Rob

Seconded Michelle

Approved ✓

Public Excluded Minutes

The Board approve the public excluded minutes of the previous meeting held on 16 March 2021, and the extraordinary zoom meeting held on 31st March

Moved Rob

Seconded Michelle

Approved ✓

Actions From Previous Meeting

By Who	Action	Reference	Date
Board	Zoning thoughts around Area G to Rob by 19 March.	Done	
Rob Naysmith	Curriculum report edit - Student K - remove the detail so the student is not identifiable.	Done	
Property Committee	Asbestos management plan to be created	Underway	
Giarne	School function - Tuesday 7 December	Done	

Correspondence

- Taxgift
- Zoning Changing for Lincoln High School - no submission to be completed by Halswell School
- Turf project and potential Oak tree removal Presentation

Standing Admin Items

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

Monitoring/Review**Curriculum Report - Term 1 Contextual Report**

Focus on the Social Sciences across the year levels. An entire school focus has been chosen to help build consistency and continuity.

Principal's Report

Term focus is Performing Arts culminating in a production that will occur by the end of term with performances in Week 9 & 10. This occurs every two years.

A New Entrant class has started this term. Mid-year there will be a shifting of some children so the classes can refill. Another New Entrant class will start up in Term 4.

The principal informed the Board that it is now compliance to have a consultation process over any changes needing to be made to the School Rules.

The Board approve the Principal's Report as presented

Moved Stuart

Seconded Rob

Approved ✓

ERO Review - new approach where the Board and School works alongside ERO for the review.

The Principal recommends to the Board that the School undergo the ERO review by the segments process. The Board approved.

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

Finance Report

Still awaiting final audit information.

The Board confirms that the school will waive all parent donations at the end of each school year (31 January) and all voluntary contributions at the end of the financial year (31 March) in the following year it is related to.

Moved Natasha **Seconded** Anita **Approved** ✓

Communications Report

Confirming the new value statements: Each Board member to put a statement together for each value by 21 May and meet on 1 June to confirm.

Once this process is complete at a Board level, it will go to the school leadership team then out to all staff and to the wider community.

Health & Safety

The Health & Safety Committee recommend that the Board approve the school trip to Aoraki, Mt Cook & Tekapo for Year 7&8 students on 24-28 May 2021.

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

Library

The Board accepts and appreciates the Library report as presented. The Board thanks Mr McCallum for all the work he does on increasing the love of literacy through the Library.

School Docs

Noted - Policy Reviews for Term 2 2021:

- Protected Disclosure
- Visitors
- Reporting to Parents on Student Progress and Achievement

Other Agenda Items

Zone Discussion

Letters received from the Ministry regarding the rezoning of Halswell School.

The Board will provide the Ministry with a letter, informing them that they are in favour of proposed boundary changes as per their letter.

Board Meeting Dates 2021:

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

Meeting closed: 8.35pm



CONFIRMED _____
15 June 2021

CHAIRPERSON

**MATTERS ARISING / ACTION SHEET
FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON TUESDAY 18 MAY 2021**

By Who	Action	Reference	Date
Board	Board assurance statement to be checked and sent back to ERO		
Board	Each BOT member to put a statement together for each value by 21 May and meet on 1 June		
Stuart	Inform uniform people about potential logo/branding change		
Rob	The Board will provide the Ministry with a letter, informing them that they are in favour of proposed boundary changes		