



**Halswell School**  
*Many hearts make a school*

**MINUTES OF MEETING  
BOARD OF TRUSTEES  
Tuesday 15 June 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 & Charlie Davie (Ministry of Education, Dee Chambers (parent)

**Meeting Opened:** 6.04pm

**ADMINISTRATION**

**Karakia, Welcome**

**Apologies**  
None

**Previous Meeting Minutes**

*The Board approve the minutes of the previous meeting held on 18 May 2021.*

**Moved** Michelle                      **Seconded** Glarne                      **Approved** ✓

Michelle Bishop appointed as Board Secretary

**Actions From Previous Meeting**

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

## Correspondence

- Letter from School Docs regarding changes
- Email regarding the Oak Trees

## Late Correspondence (received after agenda finalised)

- Additional emails regarding Turf Project and Oak trees removal - move that Michelle will draft & send responses to the emails in consultation with the property team.

## Standing Admin Items

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

## Ministry of Education - Consultation on Enrolment Zone

Around 60 submissions have been made to the Ministry regarding the proposed zoning changes.

Amendment to the zone will be completed in July and the Board will be formally notified.

Once the Ministry has sent notification of the amended zone, the Board must implement the changes as soon as practicable and then the commencement date will be confirmed (generally, the beginning of the following year - 1 January 2022). This is then communicated to the entire community.

Grandparenting clause:

- When the amended zone is adopted by the Board any child currently enrolled who was 'in zone' but due to the amendment is no longer considered 'in zone' will still be considered an in zone enrolment and their siblings are officially grandparented, provided they do not move from the listed address.
- Any new students that live within the amended zone before the commencement date and enrol during the implementation phase will not have grandparenting rights passed on to their siblings.

The Board and School will work to define how many siblings may be in the affected zone and ensure the current community is aware of the upcoming zoning amendment.

The Board can still determine a number of out of zone places within the school and hold a ballot if they choose.

## Monitoring/Review

### Communications Report

Feedback from staff - based on Teacher Only Day (4 June 2021)

The staff agreed on the following values: Kaitiakitanga, Whanaungatanga, Manaakitanga, Manawanui

Kotahitanga (learning through collaboration) was liked by the staff but some felt that 5 values may be too many and that 'learning through collaboration' was limiting. It will be taken back to the Lead Team that this be changed to just 'collaborating'.

ACTIVE can be incorporated into the values, if this is the case then 5 values will be fine, and if necessary, there can be a decision made about moving Whanaungatanga, as this is something that is taught and embedded, as opposed to a value.

## Principal's Report

Production preparation is well underway - all coming together. Hall is getting put together from next week, ready to start full practices and the final shows.

Rob & Stuart met with ERO to begin the process. The Self Assurance list is currently being worked through.

*The Board approve the Principal Report as presented*

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

## Finance Report

Audit is complete. Stuart and Natasha to give feedback regarding the quality and timeline of the audit.

Hub Doc to be implemented.

EFTPOS machine to be sought for production or new web based way for production ticket purchases

*The Board to approach the OAG to engage a new auditor for the next school audit*

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

*The Board approve the 2021 Annual Report as presented*

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

*The Board approve the May 2021 Financial Report*

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

## Communications Report

Board update to be prepared and go in the newsletter in Week 9 (30 June)

## Property

SIP Project Update:

- Bund quote has been received and will work on managing the possible overspend
- Play Pod coming together as per the schedule
- BBQ Area - colours have been finalised and the area is now being completed
- Astroturf court - still awaiting report and full information from the consultant arborist
- Asbestos testing report and management plan is underway and will be completed
- Planting plan for northern fence line is ready to go

## Health & Safety

ERO have sent through a Self Audit checklist that the Health & Safety sub-committee are working through.

A Food safety plan for the tuck shop and sausage sizzle/BBQ area is being investigated, working on gaining an exemption as we believe the school may qualify for this.

## School Docs

Noted - Policy Reviews for Term 2 2021:

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

*The Board approve and adopt the suggested changes from School Docs, this will take effect from Term 3 2021.*

**Moved** Stuart

**Seconded** Rob

**Approved** ✓

## Other Agenda Items

None

## Board Meeting Dates 2021:

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

**Meeting closed:** 8.05pm



**CONFIRMED** \_\_\_\_\_

27 July 2021

**CHAIRPERSON**

**MATTERS ARISING / ACTION SHEET  
FROM THE MEETING OF THE  
BOARD OF TRUSTEES  
HELD ON TUESDAY 15 JUNE 2021**

By Who	Action	Reference	Date
	Michelle to respond to the emails in correspondence folder in consultation with the property sub committee		
	Follow up with PTA regarding rules and the sharing of student photographs		
	Natasha - Newsletter article - Board update to Week 9 (30 June)  Summary from the term, update from sub-committees, production, school camps, secretary change for BOT, values, astro-turf		