



Halswell School
Many hearts make a school

**MINUTES OF MEETING
BOARD OF TRUSTEES
Tuesday 27 July 2021**

PRESENT

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

Apologies: Rob Naysmith
Guests: Carole Clark - ERO
Meeting Opened: 6.01pm

1. ADMINISTRATION

Karakia, Welcome

1.1 Apologies
None

1.2 Previous Meeting Minutes

The Board approve the minutes of the previous meetings held in June 2021.

Moved Rob **Approved** ✓

1.3 ERO

The ERO review process has changed significantly for schools across New Zealand. In the past ERO would send several reviewers and spend a full week on site at school before giving back their findings in the form of a report. Based on feedback from the education sector, this has been modified to an engagement model where the School and ERO work in partnership on internal evaluation goals to guide improvement. The Principal and ERO will meet in the coming weeks to define the main internal evaluation focus. This will generally result in a one-page documented action plan that works in with the school's Strategic Plan.

This evaluation process will be ongoing over a three year period, and at the end of this term another evaluation focus will be selected. A final and full report template has not been determined by ERO but there will be ongoing communication from ERO to the School and the Board.

1.4 Actions From Previous Meeting

[Board Action Sheet](#)

1.5 Correspondence

- NZSTA News
- Food Control Plan
- School Docs

1.6 Standing Admin Items

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

2. Monitoring/Review

2.1 Curriculum Report

Meeting to come in the next fortnight. Next Board meeting will have a report of Mid-year data.

2.2 Principal's Report

Learning Conferences are taking place next week.

Brooke Young has taken over teaching in T32 and will be taking the Learning Conferences in this T group.

There is a school-wide focus on Health & PE this term. Part of this involves a review of the school's draft health curriculum. This is a regular review that is done every two years.

Property work has been completed in the holidays: The new Playpod and tree planting projects have been completed behind the Ōrongamai block. During this process there was damage to the field by contractors, which is now being remediated. The brick work in the BBQ area has been delayed due to a supply issue, but is on track to be finished in August.

Mana Ake SLA – Stuart has re-joined the Mana Ake SLA, however there is uncertainty as to the future funding model for Mana Ake. Options are currently being explored.

The Board approve the Principal Report as presented

Moved Stuart

Seconded Rob

Approved ✓

2.3 Finance Report

Nothing to report

2.4 Communications Report

The Board approve the use of a Market Research partner and spending of up to \$3000 for services to provide the community consultation.

Moved Rob

Seconded Shaun

Approved ✓

A Communications subcommittee is currently working with a market research partner to produce the Oaks/Astroturf Court Community Survey and supporting comms material. A recommended workflow was presented to and accepted by the board. We are working on a proposed release date of the week beginning 9th August. There will be a window of one week for the community to complete this survey. Discussions with the market research partner are ongoing to ensure a fair and unbiased approach is taken to this survey exercise.

2.5 Property

Astroturf assessment report - the Board commissioned a report from Boffa Miskell that outlines the short and long term impacts of the proposed Astroturf court project and this will be included in the community consultation process taking place.

The Board moves that an astroturf assessment report will be shared with the community alongside the Research First consultation survey.

Moved Rob

Seconded Shaun

Approved ✓

2.6 Health & Safety

The Health & Safety subcommittee has confirmed with MPI that we do not require a Food Safety Plan for our weekly sausage sizzle.

The Board approve for the Year 7 & 8 ski trip to go ahead based on the RAMS Forms presented

Moved Stuart

Seconded Rob

Approved ✓

2.7 School Docs

Noted - Policy Reviews for Term 3 2021:

- Concerns and Complaints
- Behaviour Management

3. Other Agenda Items

3.1 Out of Zone Enrolment

The Board move that for the remainder of 2021 the Board will continue to accept only Priority 1 (in zone) and Priority 2 (siblings of current students) students.

The Board will make further decisions regarding enrolments for 2022, and of out of zone enrolments at a later date.

Moved Rob

Seconded Stuart

Approved ✓

Board Meeting Dates 2021:

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

Meeting closed: 8.30pm



CONFIRMED _____ 17 August 2021
CHAIRPERSON

**MATTERS ARISING / ACTION SHEET
FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON TUESDAY 27 JULY 2021**

By Who	Action	Reference	Date
Michelle	Look at PDF/Digital options for board regarding sharing reports alongside meeting minutes. Michelle to look at options. Stuart to ask around.		
Rob	Update the website to reflect the priorities of out of zone enrolments and state that the home zone is currently under review		