



Halswell School

Many hearts make a school

MINUTES OF MEETING BOARD OF TRUSTEES Tuesday 17 August 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 (AP), Penny Wilson, Heather Baron, Dee Chambers

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 July 2021.

Moved Giarne **Seconded** Rob

Approved ✓

1.3 Actions From Previous Meeting

[Board Action Sheet](#)

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

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

1.4 Correspondence

The School Road Redevelopment Proposal Consultation

Incoming correspondence from the community regarding the proposed School Road redevelopment project was confirmed as reviewed by the board

Dee Chambers spoke to correspondence sent to the BoT representing a parent concern group. Three main points were raised

- They felt a fuller consultation with the school community when the board were proposing removing just 4 trees may have avoided some of the communication issues between the parent group and the board
- The process felt reactive to the parent group
- The parent group felt that initially information was hard to find, but this had improved
- The parent group felt that there was a win-win situation if they could be involved in looking at alternative options for the MoE SIPS funding

Feedback was provided to Dee Chambers by the board regarding the parent groups use of Facebook for communicating their concerns, the schools process and the steps that were followed to ensure a fully transparent and quality process. The board confirmed their unwillingness to participate in social media commentary. Had only 4 trees been affected by the redevelopment project the Board were comfortable deciding on the project, however when it became apparent that at least 10 trees would be affected, it was then that the decision was made to take the consultation to the community. The Board pointed to similar projects that had already been completed around the school that did not necessitate community consultation but there was agreement that it was appropriate on this occasion.

Outgoing correspondence – The Western Mail requested a Media Release statement regarding the School Road Redevelopment consultation process. This was provided

Other Correspondence

The Press Journalists request for comment from the Board Chair regarding a petition put together by local community members for a new Secondary School in Halswell was discussed. Discussion and confirmation that the BoT were not able to comment

NZSTA – Canterbury Regional Executive Conference

1.5 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

The Board approve the 2021 Mid Year School Expectation Report and the Term 2 Curriculum report as presented

Moved Rob

Approved ✓

2.2 Principal's Report

Taken as read

The Board approve the Principal Report as presented

Moved Stuart

Seconded Anita

Approved ✓

2.3 Finance Report

Mid year review of the budget was completed. This has been looked at line by line. All changes have been highlighted in the report and it was confirmed that the deficit budget has been reduced.

Some notable changes include:

Income

- Covid International increase.
- Slight decrease in TAPEC increase. Operational income steady.
- ESOL Funding 107 students has increased the amount anticipated.
- PTA Donations an increase of \$30,000 for the BBQ area

Expenses

- Cleaning contract increase. Additional covid cleaning activities had been very well received by staff and this has been rolled into the regular school cleaning schedule
- IT Equipment – Replacement mobile phones for the AP's
- Ground maintenance costs decreased due to a change in the team and associated hours.
- Sport field budget – increased due to cost of clover spraying

Hubdoc – This has been set up but moving the system into everyday use is still in progress. Further training of staff may be required. An admin team member is attending a conference shortly where use of Hubdoc will be covered. Hopefully this will help in increasing uptake of the solution.

The Board approve the revised Budget

Moved Stuart

Seconded Rob

Approved ✓

2.4 Property

- The BBQ Area development is progressing well. This has taken longer than expected but should be completed within Term 3
- The School Road Redevelopment consultation has now closed. The property subcommittee is now looking at alternative projects which had already been identified as key projects under the MoE SIPS investment programme. This included double glazing the Kahu block in Ōrongamai, replacing all of the drinking fountains which continue to require maintenance, working on enhancing and further protecting the oak tree area based on their current health status, and additional planting in this area to allow trees to mature as the oak trees move through old age.
- Years 3/4 children have been working with a designer from OuterSpace on a natural play area at the back of Ōrongamai.

Move to accept property sub-committee minutes

Moved Rob

Seconded Michelle

Approved ✓

2.6 Health & Safety

- Illness – There has been an increase in illness which is to be expected at this time of year
- The newly appointed ground staff member is going very well and freeing up Phil to work on key projects

- Shaun and Stuart met with Carole Clark (ERO) to work through a School Health and Safety review. This went well and the Board feel confident that this area is well covered, having already worked through a self-audit process. Sign off is now pending

Move to accept Health and Safety sub-committee minutes

Moved Giarne

Seconded Michelle

Approved ✓

2.7 School Docs

Noted - Policy Reviews for Term 3 2021:

- Concerns and Complaints
- Behaviour Management

3. Other Agenda Items

3.1 Astroturf Survey Results

The results of the School Road Redevelopment Project were discussed. There were 61% in favour of the project, however this did not meet the 75% threshold required to progress. Additional information was provided to Dee Chambers on behalf of the parent group regarding the specific percentage breakdowns and key themes that had come through the survey feedback.

Penny Wilson gave an example of a consultation process that had been used by another school that she believed may have been appropriate in this instance.

Ged Robinson indicated a desire to work with Dee Chambers and other parents on a proposal for alternative investment projects that will be presented to the Property Subcommittee group in September.

3.2 Proposed changes to the Enrolment Zone

The Board discussed the decision that was required by the Ministry of Education regarding out of zone placements for 2022. Rob Dixon moved that no out of zone placements for 2022 will be offered and no ballot will be held. All were in favour.

Move: No out of zone placements for 2022 will be offered - No Ballot will be held

Moved Rob

Approved ✓

3.3 PTA/Board Christmas Function

Halswell Bowling Club has been booked for 7th December for the PTA/Staff/Board of Trustees Christmas Function. A save the date invitation will be sent out while the details are being ironed out. Fed by Ged will be providing pizza catering for the event.

Board Meeting Dates 2021:

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

Meeting closed: 7.15pm

A handwritten signature in black ink, appearing to be 'J. P. King', written over a set of horizontal lines.

CONFIRMED _____ 21 September 2021

CHAIRPERSON