



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

**MINUTES OF MEETING  
BOARD OF TRUSTEES  
Wednesday 27th January, 2022**

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**PRESENT**

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

**Apologies:** Shaun Perrin, [Giarne Harrison](#)

**Guests:** Cathie Zelas (Associate Principal), Tracy Mora (Associate Principal)

**Meeting Opened:** 7.00pm (via Zoom)

**TRAFFIC LIGHT FRAMEWORK - OPERATING IN THE RED SETTING**

It was agreed that the school will take a staged approach to operating under the red setting, with as minimal disruption as possible until Omicron is in our Christchurch community. This framework will be firmed up in the next couple of weeks and as the situation develops, but we will aim to only cancel non essential/'nice to have' events in the first instance.

**Mask wearing and supply**

The Ministry of Education has advised that supplies of appropriately rated masks will be distributed to schools over the coming weeks so there is no immediate need to stock up. Rob has offered access to additional supplies should we require them. It was confirmed that masks will be mandatory for all Years 4 and up students and staff teaching these students, while indoors. Masks can be removed while outdoors. For composite studios, where Year 3 and 4 students are housed, masks will only be mandatory for Year 4 students, with Year 3 students having the option to wear them should they wish.

Mask exemptions for staff and students will be addressed on a case by case basis.

**Non essential visitors on site**

All Visitors must wear masks while on school grounds (including carpark) and we will continue to monitor and reinforce this. All visitors into the school grounds must sign in at the office, and there will be consideration given to what is considered an 'essential visitor', with added effort to minimise non essential visitors onsite. Vaccine passes can not be requested from parents, unless at school to work or volunteer.

For new entrants, planning will be put in place around school visits and parents being onsite including the possibility of running the parent sessions outside. This would be adopted as needed, ie Omicron in the community.

**School drop off and pick up**

As soon as there are active Omicron cases in the community, we will look at opening up additional exit points around the school to avoid congestion around the main gates, and parents will be encouraged to arrange offsite pick up locations for students.

**Outside educators coming onsite**

Kapa Haka, Music itinerant teachers, and Performing arts release teachers activities will be considered in the staged approach to further minimising non essential visitors onsite

**Learning Conferences**

Meet the teacher learning conferences will go ahead, however with Zoom being the preferred method of communication. Where a face to face meeting is specifically requested, this will be considered on a case by case basis.

**Potential mass gatherings and EOTC**

- School Assemblies & mihi whakatau will be suspended until we move out of the red setting
- While Covid is not in the local community, studios will remain in their usual arrangements, however we expect to be moving to a more 'bubbled' approach once Omicron reaches our local community.
- Sausage sizzle & tuck shop will be suspended until we move out of the red setting
- Years 5&6 camp to Living Springs (Week 3 & 5) and Years 7&8 camp to Wainui (week 6) are currently being further investigated as to feasibility
- Swimming sports are currently being further investigated as to feasibility. Competitive swimming at Jelly Park is unlikely to go ahead, so we are looking at whether a revised event could go ahead including competitive and non competitive swimming in Halswell.
- Hire of facilities will be suspended until we move out of the red setting

**Meeting closed:** 8:30pm



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

\_\_\_\_\_ 27/01/2022

**CHAIRPERSON**

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

| <b>By Who</b> | <b>Action</b>   | <b>Reference</b> | <b>Date</b> |
|---------------|---|------------------|-------------|
| Stuart        | Draft an article to go out to community regarding school operating in the Red Traffic Light setting   |                  |             |
| Anita         | Contacting Living Springs to check on their plans for operating under Red and whether the other school who is due to be onsite for the week 5 camp still plan on attending. | 3.1              | 2022        |
| Anita         | To look into swimming sports and whether Halswell can accommodate all students attending, with access to the full facility  |                  |             |
|               |   |                  |             |
|               |   |                  |             |