



# Halswell School

*Many hearts make a school*

## MINUTES OF MEETING BOARD OF TRUSTEES Tuesday 19 October 2021

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### PRESENT

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

### Apologies:

**Guests:** Rob Naysmith, PTA

**Meeting Opened:** 6.00pm

### ADMINISTRATION

#### Karakia, Welcome

#### Apologies

None

#### Previous Meeting Minutes

*The Board approve the minutes of the previous meetings held on 21 September 2021.*

**Moved** Giarne

**Seconded** Shaun

**Approved** ✓

#### Actions From Previous Meeting

#### [Board Action Sheet](#)

#### Correspondence

- Folder

#### Standing Admin Items

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

## Monitoring/Review

### Principal's Report

Term 4 is a short and busy term with a school focus on science. There are lots of events occurring including athletics, prizegiving and learning celebrations, but with adaptations for Covid restrictions where possible.

Scale A Teacher roles closed last week, with 120 applicants overall and 7 being interviewed. The Principal will be working to complete the process by end of the week including offers.

The Associate Principal role closes on Friday, with shortlisting happening next week.

ERO review update - first part completed by end of 2021.

Next meeting set for 22 November

Improving wellbeing and engagement of all students is the focus question for next three years.

*The Board approve the Principal Report as presented*

**Moved** Rob                      **Seconded** Michelle      **Approved** ✓

### Finance Report

We are heading towards a surplus as opposed to a deficit for 2021

Additional staffing has been applied for with the MOE as the school have met their grading roll number.

*The Board approve the September Finance Report as presented.*

**Moved** Stuart                      **Seconded** Natasha      **Approved** ✓

### Communications Report

Proposed school logo change - just a bulb to be added to the koru pattern.

Transition time with uniforms expected - new logo ready to be printed but the shipment will arrive in March 2022.

Value icon drafts will be completed this week.

*The Board approve the new Halswell School logo subject to minor edits. This logo will come into effect from the 2022 school year.*

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

### Property

Revised SIP scope has been sent in. 3 items are being held off for the next bundle.

- Protective work around trees is beginning.
- Orongomai playground has been held up, design ready in two week's time, after approval will be completed in Christmas break.
- VoIP transfer done.
- BBQ blinds arriving next week.
- Drinking fountains - need plumbers quotes to complete.
- Water pump installation date - 20 December 2021

- Double glazing installation date - 24 January 2022

## Health & Safety

PTA Quiz has been cancelled due to Covid restrictions.

Staff Vaccine Mandate - Information still coming.

Parents on site - wear masks, sign in, avoid coming in unless necessary, wait for clarity from Ministry before communicating further to the community.

*The Board approve that the following events will go ahead with Alert Level 2 guidelines in place*

**Moved** Rob

**Seconded** Shaun

**Approved** ✓

PTA will do Subway lunches to replace the sausage sizzle this term and will investigate other options under Alert Level 2.

Working bee (31 October) - all adults to wear masks, sign in, split into groups.

Staff morning tea shout - postponed to Thursday 28 October. Platters can be delivered to each learning centre under Level 2.

End of year events:

Staff function would be able to go ahead, it is at the bowls club and the school will follow their guidelines.

Prizegiving (14 December) - could become a Year 8 event or option to live stream.

## School Docs

Noted - Policy Reviews for Term 4 2021:

- Harassment
- Māori Educational Success

## Other Agenda Items

### Personnel

*The Board approve the Associate Principal Appointments panel will include; Principal, current Associate Principal, Board Chair, Staff member/teacher and Michelle Bishop (Board representative)*

**Moved** Giarne

**Seconded** Natasha

**Approved** ✓

### Board Meeting Dates 2021:

- 16 November
- 7 December

**Meeting closed:** 7.50pm



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

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16 November 2021

**CHAIRPERSON**

**MATTERS ARISING / ACTION SHEET**  
**FROM THE MEETING OF THE**  
**BOARD OF TRUSTEES**  
**HELD ON TUESDAY 19 OCTOBER 2021**

<b>By Who</b>	<b>Action</b>	<b>Reference</b>	<b>Date</b>
Rob	Morning tea for staff - Thursday 28 October		