



Halswell School

Many hearts make a school

**MINUTES OF MEETING
BOARD OF TRUSTEES
Tuesday 16 February 2021**

PRESENT

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

Meeting Opened: 6.01pm

ADMINISTRATION

1.1 Karakia, Welcome

1.2 Apologies None

1.3 Election of Chair

Rob Dixon was nominated and elected Board Chair for 2021.

Moved Giarne **Seconded** Shaun **Approved** ✓

Election of Deputy Chair

Natasha Buckby was nominated and elected Deputy Chair for 2021.

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

1.4 Previous Meeting Minutes

The Board approve the minutes of the previous meeting held on 8 December 2020.

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

1.5 Actions From Previous Meeting

Arrange meeting with MOE regarding zoning discussions	Read strategic plan - ready to approve and send in Feb meeting 2021
COMS team to meet in 2021	Stuart to get dates and times out for COMS team to commit to regarding consultation.

1.6 Correspondence

1.7 Standing Admin Items

- Board [register](#)

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

Monitoring/Review

2.1 Principal's Report

Great, settled start to the year.

The Board approve that for 2021, all teachers including relievers will be charged to Teachers Salaries and any overuse which cannot be managed within the banked staffing entitlement will be managed by charging our cheapest salary, either regular staff or relievers, to the Bulk Grant for sufficient time to clear or reduce the overuse by pay period 26. Where there is no suitable salary we will use the current MOE recovery rate for this purpose.

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

The Board approves the inclusion of a budget for Ministry paid teacher salaries in the 2021 Statement of Comprehensive Income. The budget shall be equal to the actual teacher salary costs for the (year) and will include an income amount and an equivalent expenditure budget.

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

The Board approves the inclusion of a budget for the use of land and buildings equal to the Ministry of Education estimate of notional lease cost for 2021. The 2021 figure will include an income amount and an equivalent expenditure budget.

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

The Board approve the Principal's Report as presented

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

2.1 Curriculum Report

School expectations review from 2020. Things are in line with where expectations were.

Targetted learning groups established for 2021.

The Board approve the curriculum reports as presented

Moved Rob **Seconded** **Approved** ✓

2.3 Communications Report

Community Consultation set for Tuesday 23 February.

The Board have a confirmed Strategic Planning day on 27 March 2021.

2.4 Finance Report

The Board approve the final budget for 2021 with the adjustment to some figures from the draft budget that was presented in December 2020.

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

The Board approve the PTA targetted resource list for 2021

Moved Stuart **Seconded** Giarne **Approved** ✓

2.5 Health & Safety

Sub-committee held a meeting on Monday 15 February.

Right turning traffic is still cause for concern, the school are monitoring this and will meet with Maugers in the coming weeks. A board representative will attend alongside the leadership team.

2.6 Property

Sub-committee held a meeting on Monday 15 February.

Work was completed over the summer holiday. Projects are coming along nicely. Ready Lawn meeting on Monday 22 February regarding the astroturf. Millineum coming to look at the lighting options for the astroturf.

Final cost with lights still to come, and the lights may not need to be completed at the same time as the astroturf instalment but can be decided on now.

Work on the Astroturf to be completed during Term 2 as unable to be completed during the holidays. This not of concern as the area can be blocked off safely.

If asbestos is found on the potential area where the astroturf will go, the project can go ahead and be built above ground level. Still awaiting results from testing.

2.7 Halswell Charter 2021

The Board approve the Halswell School Charter and Annual Plan for 2021

The Board approve the strategic plan with minor edits as presented.

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

2.8 School Docs

Noted - Policy Reviews for Term 1 2021:

- Home Learning
- Finance and Property Management Policy

Other Agenda Items

3.1 Zone Discussion

The Board discussed the current Halswell School zone and expressed concerns about continued population growth in our zone that is likely to impact on the school roll moving forward..

The Board to engage with the ministry regarding the current school zone and enlist the ministry to start the process of retracting the zone. Any adjustments made to the school zone would come into place from 2022.

The Board approved proceeding with the astroturf as planned as this area is not suitable future learning space.

Moved Rob

Seconded Natasha

Approved ✓

3.2 Board Meeting Dates 2021:

- 16 March
- 18 May
- 15 June
- 27 July
- 17 August
- 21 September
- 19 October
- 16 November
- 7 December

Meeting closed: 8.35pm



CONFIRMED _____

16 March 2021

CHAIRPERSON

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

By Who	Action	Reference	Date
	Look at Board Plan at the next meeting		
	Morning tea - BOT shout - 15 April		
	Shaun and Giarne to attend Community Meeting regarding the traffic issues		
	Follow up with property team MOE about potential new learning space location		
	Giarne to send bot meeting dates via calendar invite		