



**MINUTES OF MEETING  
BOARD OF TRUSTEES  
Tuesday 22 February 2022**

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**PRESENT**

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

**Apologies:** Ged Robinson

**Guests:** Cathie Zelas, Tracey Mora, Heather Burnby

**Meeting Opened:** 6.03pm

**1. ADMINISTRATION**

**Karakia, Welcome**

**1.1 Election of Board Chair and Deputy Board Chair**

Rob Dixon was nominated and elected Board Chair for 2022  
Natasha Buckby was nominated and elected Deputy Board Chair for 2022

The Board approved the delegation for Cathie Zelas and Tracey Mora to act as Co-Principals in the Principal's absence

**1.2 Previous Meeting Minutes**

*The Board approved the minutes of the previous meetings held on 16 November 2021, 26 January 2022 and 9 February 2022.*

**Moved** Rob

**Seconded** Natasha

**Approved** ✓

**1.3 Actions From Previous Meeting**

[Board Action Sheet](#) - all items complete

**1.4 Correspondence**

- Folder

Discussed NZSTA correspondence regarding board actions for the first board meeting of 2022. Discussion also regarding SchoolDocs updates, and ensuring these were highlighted when action was needed, or items were topical for discussion at the time. Heather to become involved with this on Stuart's behalf.

**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

- Enrichment Review 2021
- School Expectations Report 2021
- Ōtāwhito Achievement Target Report
- Ōrongomai 2022 Target Report

*The Board accept the curriculum reports as presented*

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

### 2.2 Principal's Report

Covid response planning has been a big focus so far this term. Fortunately the school has had no cases to date, and parents are being very good regarding school drop offs, keeping social distancing and minimising the need to be on the school premises. Halswell School has now rolled out our Phase 2 Covid-19 response plan and this has been received very well.

The School is still struggling to identify a suitable candidate for the part time Caretaker role to support Phil. This will be readvertised through the parent community and on Seek.

The new admin team is working very well.

*The Board accept the Principal's report as presented*

**Moved** Stuart                      **Seconded** Shaun              **Approved** ✓

### 2.3 Finance Report

*The Board approve the December 2021 Finance Report as presented.*

**Moved** Natasha                      **Seconded** Rob              **Approved** ✓

#### 2.3.iii 2022 Budget

*The Board approve the 2022 Final Budget as presented*

**Moved** Stuart                      **Seconded** Shaun              **Approved** ✓

#### 2.3.iv PTA Targeted Resource List

*The Board approve the 2022 PTA Targeted Resource List as presented*

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

#### 2.3.v Fixed Asset Register

*The Board approve the 2022 Draft Fixed Asset Register as presented*

**Moved** Stuart                      **Seconded** Michelle              **Approved** ✓

### 2.3.vi 2022 Finance Approvals

*The Board approve that for 2022, 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 2022 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 2022. The 2022 figure will include an income amount and an equivalent expenditure budget.*

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

### 2.4 Communications Report

Nothing to report

### 2.5 Property

There has been a significant amount of work completed over the holidays including replacing the fountains, double glazing, painting and new signs.

The nature playground is in progress and discussions are ongoing with the specialists regarding the Oaktree remediation work.

Unfortunately there was some vandalism to the BBQ area on New Year's Day which has been dealt with, with the local Community Constable becoming involved, and community service completed by the individuals involved. This work is currently being remediated.

### 2.6 Health & Safety

EOTC - The H&S Committee had planned to propose that the Wainui Camp be approved to go ahead based on the RAMS provided, however this has now been postponed until later in the year (due to the current Red Framework and local community cases). Tracy Mora is working with Ōtūmatua and Ōtāwhito Team Leaders around a structured RAMS framework and this will mean the RAMS later in the year will likely be reworked.

The H&S Committee updated the board on the need to monitor CO2 levels in classrooms due to mask wearing, and that this can happen remotely via the building's inbuilt smart monitoring system. General mask wearing and wellbeing is being monitored within each studio.

### 2.7 School Docs

Noted - Policy Reviews for Term 1 2022

## 3 Other Agenda Items

### 3.1 Draft Strategic Plan 2022

The Draft Strategic Plan has been put together by the Principal and will be sent to the Ministry once feedback and Board input is incorporated. This has been adjusted with the new logo and slight alterations but no major changes for 2022. The Ōrongomai 2022 Target Report will be sent as part of the annual plan.

Board to review and approve 2022 Strategic Plan in March meeting.

Principal to add into collaboration folder on Board Drive

### 3.2 Resignation

The Board accepted the resignation of Giarne Harrison.

The Board will continue with the current members until the elections in September 2022.

### 5 Next meeting

#### Upcoming Board Meeting Dates 2022:

- 17 May
- 21 June
- 26 July
- 16 August

Meeting closed: 8.00pm



CONFIRMED \_\_\_\_\_

CHAIRPERSON

\_\_\_\_\_ 23 March 2022

**MATTERS ARISING / ACTION SHEET****FROM THE MEETING OF THE  
BOARD OF TRUSTEES  
HELD ON TUESDAY 22 FEBRUARY**

<b>By Who</b>	<b>Action</b>	<b>Reference</b>	<b>Date</b>
Michelle	Update the Board member register	1.5	25/02/2022
Board	Board to review and be ready to discuss/approve 2022 Strategic Plan in March meeting	3.1	22/03/2022
Stuart	Add strategic plan into collaboration folder on Board Drive for Board to review	3.1	23/02/2022
Board	Board to advertise upcoming BoT elections	3.0	22/03/2022
Michelle	Gift/acknowledgement of departing Board member	3.2	25/02/2022
Stuart	Organise a single honorarium payment for departing Board Member	3.2	25/02/2022