HALFWAY BUSH BOARD of TRUSTEES MEETING

Monday 24th February 2025
6pm

Present: Brian, Jodi, Janelle, Tessa Stephen C, Stephen M

Apologies: Eta running late

Absent:

Welcome everyone to our first board meeting for 2025. Got a bit to get through this evening so let's get started

Apologies from Eta she is running a little late however will be here shortly.

Principal's Report

Roll 34

Admissions: 4 new students

New enrolment: mid March

Departures: 3 students

Roll Predictiction: 4o students by December 13th

Items for General Business

Presiding member 2025 - will defer this until Eta arrives

Mr Filipo

Currently on leave associated with ongoing knee issues. He has a MRI mid March and an appointment in Christchurch Stride Orthopedics at the end of March.

ACC has been accepted until mid March when this will be reviewed however with his issues it is a possibility Mr Filipo will be off for quite a while. First week is sick leave, after that, 80% ACC and 20% MOE sick leave. MOE sick leave (Mr Filipo's current entitlement 135 days).

Mrs Greer Taylor will cover room 3 until the end of week 7. We are hoping to have Mrs Taylor as much as possible to have consistency in room 3 while Mr Filipo is out of action. If not Mrs Taylor, hoping to have Mrs Joyce another regular reliever at HWB School.

Brian will complete the additional relief teacher funding online form so the school is reimbursed to cover Mrs Taylor. This appears as a cash amount in the bank where Mrs Taylor will be paid via our bulk grant funding.

Motion:"Halfway Bush School B.O.T will appoint Mrs Shaw in the role of Acting principal until March 25th or thereafter. Mrs Shaw will fulfill both the ongoing duties, remuneration for higher duties will begin on Tuesday 25th February".

Moved: Brian

Second: Stephen C

All in favour: Yes

Brian to send a letter out to parents with an update of what is happening regarding himself and Janelle as acting principal.

Motion: Auditor request
"The Board authorises the presiding member and Principal to sign the statement of Responsibility for the 2024 Annual Accounts on the Board's behalf when confirmation received that the audit has been completed"
Moved: Brian

Second: Tessa

All in favour: Yes

Audit requests
1.Board representation - consideration of fraud statement completed by presiding member
2. School Annual Accrual report certification - completed by Presiding member and Principal

Tessa has been busy dealing with audit requests and we have an audit meeting with Deloittes start of March.

Welcome Eta - we will return to the presiding member 2025

Resignation of presiding member Stephen Charles - accepted by the board

Appointment/Vote of presiding member

Stephen Charles for 2025 - **nominated by:** Tessa
Second: Jodi
All in favour: Yes

Cyclical Maintenance

The Board has reviewed the updated cyclical maintenance plan and considers that this plan represents an up to date and reliable estimate of the Boards obligations at 31/12/2024 to the MOE for cyclical maintenance. The plan records total costs of $84,959 and an annual cost of $8,474 and the Board has approved this to be used in the 2024 financial statements. The Board has agreed to defer the external painting of the Main Block to 2026 (approx. 5% was painted in January 2024). The Board has agreed to defer the external painting of the Community Hall to 2026.

Moved: Brian

Second: Tessa

All in favour: Yes

Budget 2025

Do you all have a copy of the draft budget? This can also be found in the BOT 2025 folder.

When setting the draft budget we never know the MOE teacher aid funding as this depends on the child/ren and the support we can request and receive. So this amount is a bit if guess work.

Staffing this year is 2.9 this includes the structured literacy specialist teacher which is Mrs Shaw.

ORS funding is pending. Mrs Shaw also the SENCO specialist requests this funding. Jodi's hours have been increased to support another child.

High health funding/hours will be dropping term 3 and 4 due to the child growing/maturing and learning to support herself.

The Kohanga - is it time to increase their rent? This will be the first adjustment in rent since our agreement began. We can ensure the increase is reasonable. What do we as a board agree on? Roughly a 20% increase.

Board agrees - effective Monday 28th April 2025 (start of term 2), the new term cost will be $1,200.00 (including gst).

Janelle will write a letter to the Kohanga to inform them of this increase.

“The Halfway Bush School Board of trustees accept and adopt the Financial operating Budget for 2025 (reviewed and discussed)”.

Moved: Stephen C

Second: Jodi

All in favour: Yes

Community Grants

We should find out at the end of March if we will receive the Community Care Grant for the update and maintenance of the school fort.

Hall Income

We have been borrowing a sound mixer from Strawberry Sound however they have requested this back. Do we as a board agree to use the hall income to buy a new mixer for the school hall sound system - yes

We should look at putting the mixer away when the hall is hired out.

We also need to look into some hall maintenance in the mens toilets as the urinal is no longer working. It's not an easy or cheap fix, 2-5k! Will sheelve this for now and look back into it later in the year.

Principal's Appraisal

It is not a legal requirement for principals who have had 10 years in the job to have an appraisal. How does the board feel about this? What are the benefits for the board for Mr Filipo to have an appraisal? Let us know what the principal should and is doing. Is he reaching his targets etc. Do we look at it as a board as a when and if needed, year by year? Yes.

Mr Filipo will actively look into supervision for support once a term as he feels this is better support for him after 10 years service.

Library

Please see the plans. The Kenndey family has been amazing. Lizzy has planned, set up and Jo is going to be making all the shelving etc at no charge. When this is completed we should have an opening for the new school library. A thank you gift given to the Kenndy family. See if we can get a local author to come to the opening.

Pupil affairs
Pupil male 7 years old (stand down)
Agencies involved - OT, NZ police (family harm), HWB school, M.O.E Anglican family care. Should return Tuesday 25th February

HWB Out and About
Beach Education - Warrington beach

Rafting trip - Taipei mouth with St Peter Chanel School

BBQ and overnight stay Thursday 6th March

Goal setting interviews Tuesday 18th March 3-7pm

HWB Enrolment Drive update
Ongoing

Property
Property 10YPP + 5YA Corridor project - Completed
Roofing project to commence this week.
DCC - Water Care - Notification to fix the water leak on Ashmore street (total cost $2,600)

P.T.A - Fundraising 2025
Disco Term 1 Friday 28th March 1980s theme
Cheese rolls T 2 (order forms out before the end of term 1)

Finance Reporting
Draft Budget to adopted budget

Counselors in Schools
Tuesday's 9:00 - 12:00

Professional Development 2025
Mrs Bliss Years 0-3 Ministry of Education Funded — Christchurch Workshop with Liz Kane Literacy.
Mrs Shaw - Growth Culture leadership online course 2025

Mr Filipo - Rural and Teaching Principal conference 28,29,30 May - Christchurch (pending) 2025 Rural Teaching Principals Conference is being held at Chateau on the Park, 189 Deans Avenue, Riccarton, Ōtautahi (Christchurch) from 28-30 May 2025.

SENCO - Mrs Shaw
Janelle to met with Craig Moir - Learning support in HWB school 2025
Erin ORRS application underway (signature required)
Jodi is supporting young man in Room 1 (severe behaviour funding application made)

Items to move:

Payments:

January payments: $12,809

February payments**:** $51,952

Moved: Stephen C
Second: Jodi
All in favour: Yes

Principal's report:

Moved: Stephen C
Second: Jodi
All in favour: Yes

Meeting Ended: 7.40pm

Tessa will message out the next meeting date, will be the end of March