

**MINUTES OF THE COLLINGWOOD AREA SCHOOL BOARD OF TRUSTEES MEETING
HELD TUESDAY 20 NOVEMBER 2018 AT 5.45PM**

PRESENT

Bob Norrish (Acting Principal) Vincent Andrew (Chairperson) Joyce Wyllie Celia Thompson (Staff Trustee) Luca Olney (Student Trustee) Brendan Richards Irene Pomeroy (Board Secretary)

APOLOGIES

Leigh Strange

PUBLIC

Diane Street Jenna Bowden, Property Manager (Ray White – 7.00 – 7.30pm)

KARAKIA

Joyce Wyllie opened the meeting with a Karakia

INTEREST REGISTER AND DECLARATIONS OF INTERESTS

No Conflicts of Interest Declared

STRATEGIC DECISIONS

POOL

• ***Motion***

The Board accept the E Resolution that Pool Keys for the 2018 / 2019 season are \$60.00 with \$10.00 being a refundable bond.

Moved Vincent Andrew / ***Seconded*** Joyce Wyllie

Carried Unanimously

- There has been no response to the Pool Supervisor vacancy position for the 2018 / 2019 holiday season.
 - Joyce Wyllie to place an advertisement in the Golden Bay Weekly advertising the position as Job Share.
 - Luca Olney to ask senior students tomorrow if they would be interested in the position.
 - Luca Olney offered to do two days a week if the Board cannot find a Pool Supervisor.

BOT ATTENDANCE FEES

• ***Motion***

From 2019 onwards the Board of Trustee meeting fees will be paid annually to members instead of monthly.

Moved Vincent Andrew / ***Seconded*** Celia Thompson

Carried Unanimously

PRIZEGIVING

- Year 8 – 13 Prizegiving is Friday 30 November 2018 at 10.00am. Vincent Andrew will speak on behalf of the Board of Trustees at Prizegiving.

- Celia Thompson to check with the Junior Syndicate tomorrow to see if the Board of Trustees are to speak at the Junior Prizegiving. If so Celia will contact Leigh Strange, Vice Chairperson.

MONITORING

ACTING PRINCIPAL'S REPORT

As printed

POINTS OF DISCUSSION

- Bob Norrish informed the Board that the EOTC Forms for the Te Puawai (Year 6 / 7) class camp to Nelson 04 – 12 December 2018 have been completed correctly.
- Bob Norrish handed out the BOT a hard copy of the latest Tracking Sheet for students (attached). Bob will write a Report for the February 2019 Board meeting on tracking progress throughout 2018.
 - There is still a large number of priority students but these students have still made a lot of academic progress development throughout the year.
- 2019 we can staff an extra Year 1 - 7 classroom and still be in our minimum Banked Staffing.
 - Term 3, 2019 onwards we will need to factor in the budget for an extra New Entrant teacher.
 - We have had six students in looking to attend our school in 2019.
- Lloyd McPherson will pick up the Specialist Classroom teacher role while Katie Lavers is on Leave Without Pay in 2019.
- Chloe Harris has been appointed In School CoL teacher for 2019.
- Leftover 2018 STAR funding will be considered being used to purchase Technology equipment for STAR courses.
- Thirty excess powerful computers from Waimea College to be picked up on 14 December 2018 at no cost to our school.
- 2019 Management Holders will be similar to 2018.
- Insulation in school house to commence 18 December 2018.
- Julia McMurtry (School Support) still to send through the revised Five Year Plan.
- Pip Baker also attended the Onetahua Marae class visit.
- Bob Norrish has spoken to Golden Bay Coachlines and they are still refusing to take the two students from Bainham on the school bus.
 - The MOE will pay for someone to travel morning and night on the bus with the two students.
 - Parents are happy for someone to use their van to bring the children to and from school each day.
- Brendan Richards is meeting with Mike Bickley and Lorraine Crawford tomorrow with his employer hat on and on behalf of the twenty-one ineligible students for the bus.
 - Irene Pomeroy to send Brendan Richards how many ineligible students we have for buses in 2019.
- Bob Norrish to contact Niall Duncan MOE Transport Manager and arrange a meeting with him.
- EAP (Employer's Assistance Programme) is set up ready for staff to use. The Board will get a summary only as the service is confidential to staff.

Motion

The Board adopts the Principal's Report.

Moved Vincent Andrew / ***Seconded*** Celia Thompson

Carried Unanimously

FINANCE

- Statement of Comprehensive Revenue and Expense and Statement of Financial Position (attached) are what the Board will receive each month in future.
- Bob Norrish, Vincent Andrew and Irene Pomeroy each month look at a detailed Finance Report to ensure we are tracking.
- Net Working Capital has increased slightly in 2018 – we will know the exact figure in January 2019. The Net Working Capital is the marker for how well the school is doing financially.
- Board member asked could the Year to Date figure be included in the Statement of Comprehensive Revenue and Expense and Statement of Financial Position each month.
- Vincent Andrew explained to the meeting that schools could not write off Depreciation as a Tax Deduction. We must budget for it annually.

PROPERTY

Jenna Bowden, Property Manager (Ray White) spoke to the Board of Trustees and gave them an update on school houses

- The school has good tenants in their properties – rent paid on time, maintenance and property checks go really well.
- Flooring insulation to start on the houses 16 December 2018.
- Previous tenant who has rent arrears is now not taking Jenna's phone calls. The options for the Board are
 - Jenna keeps trying to make contact and get the arrears
 - The board drop the debt
 - Lodge the debt to the Tenancy Tribunal

FLAT 1 – 52A GIBBS ROAD

- Floor is uneven and Jenna suspects it has the same issues as Flat 2 but not as serious at this stage.
- Floor and carpet is rotting.

FLAT 2 – 52B GIBBS ROAD

- A new ranch slider is urgently needed as the door does not close at the top. Rain has come in and rotted the carpet. Clements have quoted \$6,187.82 so Jenna will now obtain a quote from Nulook Solutions.
- Aorere Construction have quoted \$16,275.27 plus GST to repair the rotten floor in the kitchen and bathroom, removal of bath, plumbing, lay vinyl, upgrade kitchen unit. Present vinyl could contain asbestos.
- Grant Delaney has quoted \$8,047.36 to do remedial work to the bathroom floor (includes plumbers and vinyl laid) and can start the work after Christmas.
- Jenna to ask Grant Delaney for an updated quote to include new shower and toilet, new carpet and new

kitchen.

- Jenna will book Grant Delaney and let him know exactly what work we want him to carry out at a later date.
- New curtains, heat pump replaced and electrical work have been completed on the flat.
- Remedial work to be completed at least so the Board can get a tenant in there quick and an income started again for the flat.

33 WASHINGTON STREET

- Painting of the exterior of the house is a priority.
- Jenna to ask Grant Delaney to have a look around the house to see so if there are any unseen repairs that we should be budgeting for.

04 BEACH ROAD

- The roof urgently needs attention. Aorere Construction have given quotes to rescrew (\$12,700.00 GST Exclusive) or reroof (\$21,523.46 GST Exclusive). They would not be able to start the work until May 2019. Jenna will now get a quote from Golden Bay Roofing and timeframe.
- Celia Thompson to send Jenna the name of a roofing contractor that is working in the sub division at the moment.

06 BEACH ROAD

- Painting of the internal window sills the priority.

Vincent Andrew and Irene Pomeroy will look at the repairs needed when setting the 2019 budget. The repair costs needed for the houses will take up most of the 2019 income.

The Board asked Jenna if another rent appraisal review could be carried out on the houses as one is long overdue.

Vincent Andrew thanked Jenna Bowden for all the hard work she has put into managing the school houses properties and how much the Board appreciate it.

HAZARD REGISTER

- The Hazard Register was tabled.
 - Last entry in the Hazard Register was August 2018.
 - Celia Thompson to remind staff that any hazards they observe in and around the school they must log in the Hazard Register.

STRATEGIC DISCUSSIONS

SCHOOL ACTIVITY DONATION

- In previous years the School Activity Donation has been \$40.00 per student from Year 8 – 13.
- Finance Committee will look at individual classes and the amount staff have allocated to courses.
- Course cost will be aligned to Year levels so parents / caregivers are clear what the Activity Donation covers in each subject
- School Donation is used for extras the school is not funded for eg equipment.

SCHOOL UNIFORM SAMPLES

Kate Ricketts emailed the Board and requested that we sell the large stock of school uniform samples the school is holding as they are taking up a lot of space in the only room we have therapists, counsellors, etc to use.

- Second hand uniforms are now available for sale.
- Keep a small sample of uniforms and return the remainder to NZ Uniforms.
- Kate Ricketts to check with NZ Uniforms whether the samples actually belong to the school or them.

END OF YEAR STAFF DINNER

The Board have previously put funds towards the staff end of year dinner. Irene Pomeroy to check if there are funds left available to do so again this year.

- Board to add their names on staffroom bench if they wish to attend the staff dinner on Friday 07 or Wednesday 12 December 2018. Venue to be finalised.
- Takaka Primary School have invited staff to the Mussel Inn on Wednesday 05 December 2018 at 5.00pm for drinks and nibbles. The invitation was extended to the Board of Trustees – please let Irene Pomeroy know by Friday 23 November if you wish to attend as Takaka Primary School need to know numbers for catering.

MANAWHENUA FEEDBACK RE COOPERATION / SELECTION

Vincent Andrew has spoken to John Ward-Holmes re the two vacancies on the Board.

- One vacancy will be filled by co-option and the other selection.
- Two candidates have expressed interest in the positions.
- One vacancy cannot be formalised for another fourteen days.
- Co-opted and selected candidates will start their term on the Board in February 2019.
- One of the two candidates will be on the Principal's Appointments Committee.

BOARDSURE

Board members were given a copy of the draft BoardSURE (pilot programme run by NZSTA looking at Board of Trustees) Report received today from NZSTA (attached).

- NZSTA contacted school to see if we wanted to be part of their pilot programme at no cost to us.
- NZSTA looked at what the Board has in place and how we can improve.
- Any changes to draft Report need to be sent to Bob Norrish or Vincent Andrew by Friday 23 November 2018.
- Refined Report to come.
- A copy of the refined Report is sent to NZSTA Nelson office who then can provide help where we need it.
- We need to have Health and Safety on the Board Meeting Agenda each month.
- NZSTA are working with ERO around BoardSURE to make sure everything aligns up.

SCHOOLDOCS POLICIES

As printed

- Improving Educational Outcomes for Māori Students and Harassment Policies to be tabled at a staff meeting.

- Staff are doing Cultural Competency as Professional Development in 2019.
- There is to be a major revamp of EOTC next year as the Government has made changes.
- Haoura Wellbeing is coming out next year as a draft document - schools have a Term to send in feedback.
- Breach of Alcohol and Drugs Policy is changing to go down a restorative road instead of punitive.
- Media Policy is being revised and revamped.
- Lloyd McPherson to be asked to look at Firearms Policy that is coming in.
- Drones and how they can and cannot be used is an optional Policy coming in.

ADMINISTRATION

MINUTES OF THE PREVIOUS MEETING

Motion

That the Minutes of the meeting held on 23 October 2018 are a true and accurate record.

Moved Brendan Richards / **Seconded** Joyce Wyllie

Carried: Unanimously

CORRESPONDENCE

As printed

1. Managing National Assessment Report is now available on the NZQA Website.
2. MOE Resourcing Audit and Review of Attendance Management discounted two students on our Roll whose last day of attendance was prior to 01 March roll count date. Funding for these students will be taken out of our January 2019 Operations Grant Instalment.

NEXT BOARD MONTHLY MEETING

19 February 2019

STRATEGIC PLANNING MEETING

22 January 2019 – time to be decided

MATTERS TO BE CONSIDERED 'PUBLIC EXCLUDED SECTION'

The Board exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 8.30pm

The general subject of the matters to be considered while the public are excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of the resolution are as follows:

Minutes/ Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
Risk Register	Confidential Report	Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is	Section 7(2)(b)(ii) Section 7(2)(g)

		the subject of the information; and also to maintain legal professional privilege.	
Board Vacancy	Board Succession	Protection of privacy of natural persons/ organisations.	Section 7(2)(a)
Minutes	Confidential Minutes	Protection of privacy of natural persons/ organisations.	Section 7(2)(a)
Principal Recruitment	Employment	Protection of privacy of natural persons/ organisations.	Section 7(2)(a)
CoL Principal Recruitment	Employment	Protection of privacy of natural persons/ organisations.	Section 7(2)(a)

The meeting closed at 9.21pm