

**MINUTES OF THE COLLINGWOOD AREA SCHOOL BOARD OF TRUSTEES MEETING
HELD TUESDAY 19 FEBRUARY 2019 AT 5.45PM**

PRESENT

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

APOLOGIES

Leigh Strange Luca Olney (Student Trustee) Elizabeth McPherson

PUBLIC

Diane Street Lea Pouley Liv Scott

KARAKIA

Joyce Wyllie opened the meeting with a Karakia

INTEREST REGISTER AND DECLARATIONS OF INTERESTS

Celia Thompson – Teacher Release

OPEN FORUM

Liv Scott spoke to the Board re the proposed \$9,000,000.00 rebuild.

- Bob Norrish has explained the process of the Educational Brief to Liv at a meeting with him.
- Liv wants the Board to start the consultation process ASAP (students, parents / caregivers and wider community) so we all know what direction we are going.
- Liv wants the Board to stay true to our school values – we need to stand together as a community voice to the MOE.
- We live in a beautiful and unique environment so we need a sustainable rebuild of the school and be conscious of our values as we weave through all aspects of the building process.
- As Enviroschool's Coordinator, Learning Assistant, Director of Living Wood Fair and mother Liv stated she is passionate about the rebuild and wants to be part of the process.
- Liv read out a letter she has written to the Board (attached).
- Living Wood Fair will waive the entry fee for Board members to attend their exhibition 13 – 14 April 2019 so members can go and talk to the experts in attendance about sustainable buildings.
- Liv to email Irene Pomeroy links which she will then forward to Board members.

STRATEGIC DECISIONS

CHARTER

- Bob Norrish recommended that no changes be made to the Charter as a new Principal is starting in Term 2, 2019.
- Bob Norrish has been working on the Draft Annual Plan this week. He has honed in on some objectives and will leave others out as there are too many Objectives to be achievable.

- Bob Norrish is working on the Analysis of Variance and when completed he will email Board members the Charter, Annual Plan and Analysis of Variance for their approval.

2018 ANNUAL ACCOUNTS

- **Motion**

The Board authorises the Board Chairperson and Principal to sign the Statement of Responsibility for the 2018 Annual Accounts on the Board's behalf when confirmation is received that the Audit has been completed.

Moved Vincent Andrew / **Seconded** Joyce Wyllie

Carried Unanimously

- **Motion**

That the Board approves the inclusion of a budget for the 2018 Statement of Financial Position and a budgeted Cash Flow which are derived from the Board's 2018 Operating and Capital purchases budgets.

Moved Vincent Andrew / **Seconded** Celia Thompson

Carried Unanimously

- **Motion**

The Board approve that the exterior painting due in 2018 is deferred as we are awaiting a new Ten Year Property Plan and MOE Rebuild.

Moved Vincent Andrew / **Seconded** Brendan Richards

Carried Unanimously

SCHEDULE OF DELEGATION

- Irene Pomeroy to update the Principal's Schedule of Delegation.

MONITORING

ACTING PRINCIPAL'S REPORT

As printed

POINTS OF DISCUSSION

- Four staff members are over allocated their teaching loads by two periods per week. One staff member has elected to be paid the two periods per week and the other three staff members have elected to take time in lieu.
- New Entrant class has started the year with fifteen students. This is the recommended ration for a New Entrant class and we still have approximately sixteen more New Entrants expected to start during the year. Our underused Banked Staffing allocation will accrue so we can start another New Entrant class later in the year.
- Year 10 attendance is at 44% which is of concern. Some students have been away a lot. Irene Pomeroy to do a printout of all attendance codes for March meeting.
- Board of Trustees to write to Tessa Sparrow (Year 13 student in 2018) congratulating her on her Art Folio being selected as one of sixty across the country to be part of a travelling exhibition of NCEA art this year.
- Board of Trustees to write to Chaz at Waimea College thanking him for the generous donation of twenty three computers to the school.
- There were eight applications for the English position. Nicole Hecht has been appointed to the Fixed Term position for 2019.
- GATE role applications have closed. Bob Norrish will make an appointment this week.
- Solutions and Services have completed our 2018 Annual Accounts today.

- CoL Principals want to coordinate all the Bay schools following an agreed timeline to start the 2020 school year. The proposal is for all schools to be closed on the Friday after Waitangi Day. Irene Pomeroy to have the 2020 Term Dates for the March Board meeting.

Motion

The Board approve in principle the coordinated start of the 2020 school year.

Moved Vincent Andrew / **Seconded** Bob Norrish

Carried Unanimously

- Powhiri for new principal Hugh Gully will take place on Friday 22 March 2019 at 1.00pm. Hopefully the Powhiri for Hugh Gully at Onetahua Mare will take place in the morning.
- TOSI Tournament Fee is \$70.00. The T-shirt is now an optional extra for students at a cost of \$45.00.
- We have nine students' ineligible because of distance to travel to school on the bus. Bob Norrish, Brendan Richards and Alison Menary met recently with Lorraine Crawford from Golden Bay Coachlines. Golden Bay Coachlines cannot break the MOE rules re ineligible students on buses. A discussion was held on a Charter bus running for these nine students at a cost of \$1.10 - \$1.20 per student per day. The downfall of this is that these students would not get home until 4.00 – 4.30pm as they would have to wait for a school bus run to finish before travelling home.
- Bob Norrish gave Board members four handouts re the Education Brief for the rebuild of the school. Bob Norrish spoke to the points in his Principal's Report.
 - Bob Norrish stressed that the Education Brief is not about the buildings but what we want education to look like in twenty years' time in our school.
 - The architect will design the classrooms / buildings to suit our vision.
 - The school's task is to write a visionary statement for our students.
 - The Principal will write the Education Brief – Bob Norrish will start it and Hugh Gully will pick it up and write the bulk of the Education brief when he starts in Term 2.
 - There will be a small core team involved with the Education Brief – possibly the Principal, Senior Leadership Team, Board Member, Support Staff member, IT Rep and a Mana Whenua Rep.
 - Bob Norrish will talk to the Senior Leadership Team tomorrow.
- Irene Pomeroy to order more copies of the book 'Our Schooling Futures: Stronger Together'.
- Parents are wanting to buy the cheaper junior T-shirt available from Kmart, Postie, etc rather than the NZ Uniforms version. Irene Pomeroy to contact Elizabeth McPherson as she was looking into the option of buying cheaper T-shirts and parents sewing on a school mammogram logo.
- Bob Norrish gave Board members a 2018 NCEA Results Summary handout (attached). Senior school staff were disappointed with the Level 2 results – they felt if students had worked harder they could have achieved more.

Motion

The Board adopts the Principal's Report.

Moved Joyce Wyllie / **Seconded** Brendan Richards

Carried Unanimously

FINANCE

- **Motion**

The Board adopt the December 2018 and January 2019 Statement of Financial Position (attached).

Moved Vincent Andrew / **Seconded** Joyce Wyllie

Carried Unanimously

- **Motion**

The Board approve the Draft 2019 Budget (attached).

Moved Vincent Andrew / **Seconded** Brendan Richards

Carried Unanimously

PROPERTY

The Board went for a walk and looked at 52B Gibbs Road Flat.

- We have budgeted for an Income of \$47,658.00 rent from school houses in 2019. There is approximately \$10,000.00 carried over from 2018.
- The Board need a Long Term Plan for the school houses and flats.
- Proposal to upgrade school flats and reroof 4 Beach Road comes to \$73,140.00 (attached).
- Board discussed whether to defer some work, staggering the repairs throughout the year, borrowing money from the Ops Grant or taking out a bank loan.
- 52B Gibbs Road is inhabitable at the moment – Board discussed whether to sell Flats as they are, do up and sell or do up and retain for rental.
- Flats and 33 Washington Street are on one title. If the flats are sold Iwi have first right of refusal plus the proceeds from the sale have to go into the school's Five Year Agreement Plan.
- **Motion**
The Board moved the 2019 Draft Budget is appended to include expenditure on the school houses and flats to \$73,000.00. This is to be taken from Long Term Painting and repaid back as school housing rental income becomes available.
Moved Vincent Andrew / **Seconded** Brendan Richards **Carried Unanimously**
- Vincent Andrew to work with Jenna Bowden re the repairs which Jenna will prioritise as tradespeople are available.
- Absolute Energy Ltd will be doing the underfloor insulation at 4 Beach Road on Monday 25 February 2019 at 8.00am.
- A staff member and an International Fee Paying family both would like the Principal's house when it is vacated in April.
 - Jenna Bowden (Ray White Ltd) manages all tenants not the Board.
 - Board can give Jenna Bowden their requirements for school houses if the need arises.
 - Teachers have first priority over school houses.
 - Celia Thompson to put Jenna Bowden in contact with Chloe Lenko.

HAZARD REGISTER

- The Hazard Register was tabled.
 - Last entry in the Hazard Register was August 2018.

HEALTH AND SAFETY

Joyce Wyllie reported to the Board

- Lot of the issues will come up in the rebuild.
- Minor issues have been addressed.
- Slippery walk ways are an ongoing concern in the wet and frost. Bill Climo is looking at these.

STRATEGIC DISCUSSIONS

PRINCIPAL'S PERFORMANCE AGREEMENT

- Principal's Performance Agreement to be set up for when Hugh Gully starts in Term 2.
- Board members to log on to the NZSTA website and read the section on Principal's Performance Agreements.
- Vincent Andrew will start the framework of the Principal's Performance Agreement.

SCHOOLDOCS POLICIES

- Celia Thompson to put School Swimming Pool, Alcohol, Drugs and Other Harmful Substances and Legislation and Administration Policies in the Flyer for community consultation.
- School Docs are putting out trial templates for us to look at re EOTC forms – there will be three levels.

ADMINISTRATION

MINUTES OF THE PREVIOUS MEETING

Motion

That the Minutes of the meeting held on 20 November 2018 are a true and accurate record.

Moved Joyce Wyllie / ***Seconded*** Celia Thompson

Carried Unanimously

MATTERS ARISING

- Bob Norrish and Irene Pomeroy to look at the Activity Donation for Year 1 – 13.
- Health and Safety must be on the Agenda each month.
- Employee Assistance Programme is included in the 2019 Draft Budget.
- Absolute Energy Ltd have completed the insulation in the school flats.

CORRESPONDENCE

As printed

OUTWARD

1. Mana Whenua Cooption

2019 BOARD MONTHLY MEETING DATES

19 March 2019

21 May 2019

18 June 2019

16 July 2019

20 August 2019

17 September 2019

15 October 2019

19 November 2019

NZSTA TRAINING

Sue Roughton from NZSTA contacted Bob Norrish to enquire if the Board would be interested in attending an open day for anyone interested in becoming a Board member.

Bob Norrish to contact Sue Roughton and say the Board are agreeable and would like it to involve all the Golden Bay Schools.

REFLECTION

Joyce Wyllie

- Lot achieved for the first meeting of the year.
- Tuesday meetings clash with Te Ataarangi in Takaka.

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
Minutes	Confidential Minutes	Protection of privacy of natural persons/ organisations.	Section 7(2)(a)
Staff Member Update	Employment	Protection of privacy of natural persons/ organisations.	Section 7(2)(a)

The meeting closed at 9.15pm