

**MINUTES OF THE COLLINGWOOD AREA SCHOOL BOARD OF TRUSTEES MEETING  
HELD MONDAY 22 JULY 2019 AT 3.30PM**

**PRESENT**

Hugh Gully (Principal) Vincent Andrew (Chairperson) Joyce Wyllie Brendan Richards Mieke van Lammeren (Staff Trustee) Luca Olney (Student Trustee) Irene Pomeroy (Board Secretary)

**APOLOGIES**

Elizabeth McPherson

**PUBLIC**

Diane Street

**KARAKIA**

Mieke van Lammeren opened the meeting with a Karakia

**WELCOME**

Vincent Andrew welcomed Mieke van Lammeren to her first Board meeting as Staff Trustee.

**INTEREST REGISTER AND DECLARATIONS OF INTERESTS**

No Conflicts of Interests Declared

**STRATEGIC DECISIONS**

***BOARD VACANCY***

- Board members to shoulder tap people they think would be interested in being co-opted on to the Board for eighteen months. Someone with knowledge and interest around building would be an advantage.

**MONITORING**

***PRINCIPAL'S REPORT***

As printed

***General Commentary***

- Senior teachers will cover each other classes when teachers are away visiting Christchurch Schools – relievers will be brought into cover the junior school.

***NAG 1 Curriculum***

- Luca Olney spoke of the recent Year 10 – 13 Sabine Tramp. The trip was cold but fun and a great experience. A highlight was on the last night students made huts and slept out in them.
- Hugh Gully went through the Christchurch trip itinerary with the Board (attached). Mieke van Lammeren and Lloyd McPherson will hold debrief sessions with staff once back at school.

## **NAG 2 Strategic**

- Hugh Gully, Elizabeth McPherson and Anne Harvey met with Manawhenua (each of the three iwi from the Bay had representatives in attendance). Manawhenua are going to set up an Educational Group as a subcommittee to work with Collingwood Area School and Golden Bay High School.
- Two months until the Education Brief must be completed.
- As part of community consultation re the Education Brief the meeting with local businesses is on Tuesday 30 July 2019 at 6.30pm in the staffroom.
- Hugh Gully and Linda Tame (Principal, Golden Bay High) met last Friday and went over the Education Brief requirements together.

## **NAG 4 Finance and Property**

- New tenant is in 33 Washington Street.
- Jenna Bowden (Ray White Ltd) is excellent in communicating with Hugh Gully re school houses.
- Hugh Gully is meeting with James Hardy (MOE Property) on Friday to discuss the \$80,000.00 5YP money we need to spend. Ideas put forward:
  - Upgrade Technology Block if not in Rebuild.
  - Two Skyline garages to be used as Outdoor Education Resources Centres.
  - Hugh Gully to talk to James Hardy re the boiler – coal / diesel.

## **NAG 5 Health and Safety**

- **Motion**  
The Board adopt the Emergency Procedure: Rescue Helicopter Landing at Collingwood Area School.  
**Moved** Joyce Wyllie / **Seconded** Vincent Andrew **Carried Unanimously**
- Draft Emergency Management Plan 2020 to be read by Board members and any questions asked before the next Board meeting so the Emergency Management Plan can be adopted at the August meeting.
  - Hard copies of the Emergency Management Plan 2020 will be in all classrooms, Staffroom, Office and the Board will have a hard copy also.
- Hugh Gully and Brendan Richards to meet and work out the logistics of using the school van to pick up our non eligible bus students.
  - Parents be on a weekly roster to drive van night and morning.
  - Parents to check with school each Monday to see if van available – if not it is that parent's responsibility to let the other parents know.
  - Van can be kept at parents' house during the day and overnight if not needed by the school.
  - School uses the van mainly on Friday afternoons and for school trips / camps.
  - Drivers would have to be police vetted.
  - Daily rate per child for parents to pay would have to be decided.
- Hugh Gully will have for the August Board meeting the Emergency Procedures Buses for members to look at and discuss. Hugh Gully will share this in the Board August meeting folder on Google Docs.

## **OTHER**

- Student Data Report will be presented at the August Board meeting. There are three Student Data Reports to the Board during the year – Beginning / Interim / Final.

- Hugh Gully will look at a simplified way to report to the Board each month on students' attendance.

The Board adopts the Principal's Report.

**Moved** Joyce Wyllie / **Seconded** Brendan Richards

**Carried Unanimously**

## **FINANCE**

- **Motion**

The Board adopt the June 2019 Statement of Financial Position (attached).

**Moved** Vincent Andrew / **Seconded** Hugh Gully

**Carried Unanimously**

- Hugh Gully to check whether the school qualifies for the new MOE scheme of schools not charging a School Donation to parents and being paid \$150.00 by the government for each student.'
- Irene Pomeroy to send Board members a copy of the School Donations / Activity letter sent out to all families at the beginning of the year.

## **PROPERTY**

- All proposed work on the school houses and flats has been completed.

## **HAZARD REGISTER**

The Hazard Register was tabled.

## **HEALTH AND SAFETY**

- Joyce Wyllie and Lloyd McPherson did a walk around the school last term. The walkway issue has been fixed.

## **STRATEGIC DISCUSSIONS**

### **PRINCIPAL'S APPRAISAL**

- The Board will do Hugh Gully's Principal's Appraisal this year. Hugh Gully and Vincent Andrew met the last day of Term 2 and came up with a simplified template. Vincent Andrew went through this document with the Board and explained the Appraisal process.
  - If Board members want to add any goals to the document, please email them to Vincent Andrew as the Appraisal document is not yet finalised.
  - Chairperson and maybe one other member work on the Principal's Appraisal alongside Hugh Gully.
  - The full Board get a Report at the completion of the Appraisal process.

### **SCHOOLDOCS POLICIES REPORT**

- Hugh Gully and Vincent Andrew have met and looked at the NZSTA Policy templates and discussed the transition from School Docs to our own Policies. They decided to work on and bring two – three Policies at a time to Board meetings for adoption.

## **ADMINISTRATION**

### **MINUTES OF THE PREVIOUS MEETING**

#### ***Motion***

That the Minutes of the meeting held on 24 June 2019 are a true and accurate record.

***Moved*** Brendan Richards / ***Seconded*** Hugh Gully

***Carried Unanimously***

### **MATTERS ARISING**

Nil

### **CORRESPONDENCE**

As printed

#### ***Motion***

That the Inward and Outward Correspondence is accepted.

***Moved*** Vincent Andrew / ***Seconded*** Luca Olney

***Carried Unanimously***

The meeting closed at 5.00pm

**Next Board Meeting – Monday 19 August 2019 at 3.30pm**