

**MINUTES OF THE COLLINGWOOD AREA SCHOOL BOARD OF TRUSTEES MEETING  
HELD MONDAY 24 JUNE 2019 AT 3.30PM**

**PRESENT**

Hugh Gully (Principal) Vincent Andrew (Chairperson) Joyce Wyllie Brendan Richards Elizabeth McPherson Irene Pomeroy (Board Secretary)

**APOLOGIES**

Mieke van Lammeren (Staff Trustee) Luca Olney (Student Trustee)

**PUBLIC**

Diane Street

**KARAKIA**

Elizabeth McPherson opened the meeting with a Karakia

**INTEREST REGISTER AND DECLARATIONS OF INTERESTS**

No Conflicts of Interests Declared

**ELECTION OF OFFICERS**

Irene Pomeroy took the Chair and called for nominations of Officers

**CHAIRPERSON**

***Motion***

Vincent Andrew is Board Chairperson for 2019.

***Moved*** Joyce Wyllie / ***Seconded*** Brendon Richards

***Carried / One Abstention***

**VICE CHAIRPERSON**

***Motion***

Joyce Wyllie is Board Vice Chairperson for 2019.

***Moved*** Elizabeth McPherson / ***Seconded*** Brendon Richards

***Carried: Unanimously***

**STRATEGIC DECISIONS**

***BOARD MEMBER'S RESIGNATION***

- Decision will be made at July meeting how to fill the resignation vacancy as Irene Pomeroy will contact NZSTA as to whether the Board must hold an Election or can fill the vacancy by cooption or selection.
- Board members to think of names of people that could fill the position over the next month.

**MONITORING**

***PRINCIPAL'S REPORT***

As printed

### **General Commentary**

- Hugh Gully thanked the Board for being accommodating and changing the meeting time to 3.30pm.
- Hugh Gully and Alison Menary found the visit to Christchurch to look at rebuilds a valuable exercise. Rolleston College was outstanding as they have covered the three P's – Pedagogy – People – Property.
- Funware Furniture visited the school and had a look around – PR visit.
- Greg Jansen (Rebuild Navigator) met with Hugh Gully today.

### **NAG 1 Curriculum**

- Hugh Gully went through the itinerary for the teaching staff's visit to the Christchurch schools (attached).
- Three students Fresh FM Radio Show starts tomorrow.
- Hugh Gully took students to the Academic Quiz in Nelson so as to get Collingwood Area School out there. Also he wanted to know how logistical it is to participate in events in Nelson.

### **NAG 2 Strategic**

- Hugh Gully showed the Board his proposed plan (attached) to transition from SchoolDocs to our own Policies system.
  - Irene Pomeroy to contact NZSTA for their Policy Framework Templates.
  - Irene Pomeroy to find our pre SchoolDocs Policies for Hugh Gully.
  - It is Hugh Gully's responsibility to keep the Board informed of any updates / reviews of new Legislation for any Policies.
  - **Motion**  
The Board move that we transition from SchoolDocs to our own Policies.  
**Moved** Elizabeth McPherson / **Seconded** Joyce Wyllie **Carried Unanimously**
- Education Brief deadline is 23 September 2019. An extension can be requested if necessary.
- Hugh Gully and Vincent Andrew to meet and setup a template of what the Board needs to review and proposed dates for these reviews. Vincent Andrew will let BOT members when a meeting time has been arranged so they can attend if they wish.

### **NAG 3 Personnel**

- Hugh Gully's appraisal will be a two year cycle. BOT will do the first cycle and an outsider next year. Hugh Gully will do some research on goals and then along with the Board set his goals.
- The Board will revisit the Strategic Plan due to the school rebuild.
- Nicole Hecht and Melissa Dixon have joint responsibility for PE. They will combine to tidy up resources / gear and then separate to do Junior / Senior planning for PE.

### **NAG 4 Finance and Property**

- The new car and van are here.
- Hugh Gully has met with Elizabeth McPherson and Anne Harvey re the Education Brief. Hugh Gully will attend the next mana whenua hui and discuss with them their involvement in the design process.

## **NAG 5 Health and Safety**

- Bus Emergency Management Plan (attached) is a work in process.

### **Other**

- **Motion**

Elizabeth McPherson (with help of Joyce Wyllie) will cater for the ten to twelve Nelson Principals who are holding their 29 August 2019 meeting at Collingwood Area School.

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

**Carried Unanimously**

The Board adopts the Principal's Report.

**Moved** Vincent Andrew / **Seconded** Elizabeth McPherson

**Carried Unanimously**

## **FINANCE**

- **Motion**

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

**Moved** Vincent Andrew / **Seconded** Brendan Richards

**Carried Unanimously**

## **PROPERTY**

- Leigh Strange has been removed as Property Manager on Ray Whites list and Hugh Gully added.

## **HAZARD REGISTER**

The Hazard Register was tabled.

## **HEALTH AND SAFETY**

## **STRATEGIC DISCUSSIONS**

### **COMMUNITY CONSULTATION**

- Hugh Gully re the Education Brief has consulted with staff, students and held two community meetings. He will now meet with mana whenua, Pakawau / Bainham Rural Women and the business people.
- Once all information has been gathered from Education Brief consultation meetings Hugh Gully will work at home for some days to collate the information altogether.

### **SCHOOLDOCS POLICIES REPORT**

- Hugh Gully and Vincent Andrew will meet before the July meeting and work out the transition period from SchoolDocs to our own Policies.

## **ADMINISTRATION**

## **MINUTES OF THE PREVIOUS MEETING**

**Motion**

That the Minutes of the meeting held on 21 May 2019 are a true and accurate record.

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

**Carried Unanimously**

**MATTERS ARISING**

- The three Year 9 students attending Fresh FM will not earn Credits.
- NZ Area Schools Conference is Wednesday 21 August to Friday 23 August 2019.
- Elizabeth McPherson has ordered one hundred School Logo badges.
- There has been no further resolution to the school bus issues.

**CORRESPONDENCE**

As printed

**Motion**

That the Inward and Outward Correspondence is accepted.

**Moved** Joyce Wyllie / **Seconded** Elizabeth McPherson

**Carried Unanimously**

**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 7.55pm.

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:

<b>Minutes / Report of</b>	<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
Minutes	Confidential Minutes	Protection of privacy of natural persons/ organisations.	Section 7(2)(a)

Elizabeth McPherson closed the meeting at 5.30pm with a Karakia.

**Next Board Meeting – Monday 22 July 2019 at 3.30pm**