



Collingwood Area School

Connecting to others, our environment, and the future
Te whanaungatanga ki te tangata, te taiao, te anamata hoki

Board Meeting Minutes Monday 15th June commencing 3.30 pm Collingwood Area School Boardroom

1. Members Present, Apologies and Interest Register

- a. [Karakia](#)
- b. Members Present: Brendan Richards (Presiding Member), Sheridan Gray (Vice Chair), Dan Jessep (Parent Rep), Kate Staniford (Principal), Miriam Curnow (Staff Rep), Tim de Jong (student rep)
- c. In Attendance
- d. Apologies: Briar Hayton-Seelye (Parent Rep)
- e. Presiding Member - Brendan stepped down as presiding member and nominated Sheridan - being no other nominations - Sheridan is now Presiding Member
- f. [Interest Register & Declaration of Interests](#)
- g. Agenda

2. Strategic Plan and Student Achievement

- a. [Principal Report](#)
 Accepted: Dan moved, Carol seconded, carried

3. Policy and Assurances

- a. Reminder to review term 2 policies in school docs

4. HR

- a. PM assurance of Principals PGC Mid-year
- b. Brendan ensures Sheridan has training and support and all resources. Early May Kate provided a progress report - Brendan said progressing well and has set some big goals.

5. Curriculum

- a. [Science](#)
 Brendan moved report accepted, Dan seconded, carried

6. Board Process Compliance

- a. [Finance April and May Reports](#)
 April and May reports approved by Brendan, Miriam seconded, carried
- b. [Audit and Audit Response Letter](#)
 Board has approved sending response letter - Brendan co-signed this
- c. July Roll Return Completed and filed with MoE

7. Other Reports

- a. [School Values Report](#)
 Approved by Brendan and Carol seconded, carried

8. Board PLD

- a. Scenarios from training: We discussed Dan's scenario, Carol will bring another



scenario next meeting.

9. Administration

- a. Correspondence – inward/outward - none this month
- b. [Minutes May 2026 Meeting](#)
Miriam approved and Sheridan seconded

10. General Business

- a. Uniform update (Carrol) - office is asking for a community update
- b. ACEC update (Carrol)

11. Meeting Closure

12. Matters to be considered 'Public Excluded

13. Action points:

Carol will bring scenario to next BOT meeting

Kate S has the minutes from the uniform committee meeting in April and will meet with Carol R to prepare a proposal to bring next BOT

