



**Monday 4th May commencing 3:15 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), Briar Hayton-Seelye (Parent Rep), Kate Staniford (Principal), Miriam Curnow (Staff Rep), Tim de Jong (student rep)
- c. In Attendance
- d. Apologies: Carrol Roberts (Parent Rep), Diane Street
- e. [Interest Register & Declaration of Interests](#)
- f. Agenda

## **2. Strategic Plan and Student Achievement**

- a. [Principal Report](#): Kate addressed questions from the Board in relation to the report.  
Miriam moved, Tim seconded, carried

## **3. Policy and Assurances**

- a. [Approve Term 1 2026 Policy](#) - Alcohol, Drugs, and Other Harmful Substances Policy, Sun Protection, Digital Technology and Online Safety, Cellphones and Other Personal Digital Devices Safety and Welfare for Students on Work Experience  
Dan moved approval, Miriam seconded, Carried.
- b. Appointment Policy Review: Kate spoke to a minor amendment in policy that has flexibility to change again in future.
- c. Assurances as per Principal Report
- d. [Approve Governance Policies and Delegations](#)

Moved that the appointment policy review and governance policies and delegations be accepted.

Moved by Briar, seconded by Dan. Carried

- e. [Term 2 2026 Health and Safety Report](#) taken as read

## **4. Inclusion and Wellbeing**

- a. [Wellbeing@School Staff Report](#)  
Moved the report to be accepted by Dan, seconded by Briar. Carried



*Briar Richards*  
15/6/2026

## 5. HR

- a. HR Audit Assurance Report:  
Briar moved report be accepted, Sheridan seconded, carried

## 6. Curriculum

- a. Phase 1 Curriculum Report to Board (Year 0-3):  
Dan moved report be accepted, Briar seconded, carried

## 7. Board Process Compliance

- a. Finance:
- b. Audit
- c. Annual Report due 31st May

Moved that 2026 Budget, and March Financials are accepted.  
Moved by Brendan, Seconded by Dan. Carried

- d. Health Consultation Outcome: Consultation completed.  
Miriam moved, Brendan seconded. Carried.

## 8. Other Reports

- a. Pastoral:
- b. Every Day Matters Term 1 2026  
Pastoral and every day matters Term 1 2026 moved by Dan, seconded by Miriam and carried

## 9. Board PLD

- a. Scenarios from training: The whole board discussed confidentiality

## 10. Administration

- a. Correspondence – inward/outward
  - i. Approval Request for External Funding Applications – National Sports Tournament  
Miriam moved approved and Dan seconded and carried
  - ii. Via email- Netball TDC travel fund  
Motion to ratify resolution by email.  
Moved by Brendan, Seconded Miriam. Carried
- b. Minutes 2026 March 30 Meeting: The minutes are true and accurate.  
Dan moved, Briar seconded. Carried

## 11. General Business

- a. Uniform update(Briar): Work in progress, proposal will be presented to board in due course

## 12. Meeting Closure 5.20pm

## 13. Matters to be considered 'Public Excluded' 5.21pm



*Brendan Kitchin*  
15/6/2025



a. Letter from staff member:

Brooks Pihay  
15/6/2026

