

# MINUTES OF THE COLLINGWOOD AREA SCHOOL BOARD OF TRUSTEES MEETING HELD MONDAY 19 AUGUST 2019 AT 3.30PM

## PRESENT

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

## APOLOGIES

Brendan Richards

## KARAKIA

Hugh Gully opened the meeting with a Karakia

## INTEREST REGISTER AND DECLARATIONS OF INTERESTS

No Conflicts of Interest Declared

## STRATEGIC DECISIONS

### **BOARD MEMBER'S RESIGNATION**

- Vincent Andrew spoke to NZSTA who advised him the Board is best to run a by election as no name has come forward for co-option. The successful candidate could then stay on for another term if re-elected.

- **Motion**

The Board hold a by election to fill the vacancy left due to a resignation.

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

**Carried Unanimously**

### **STUDENT TRUSTEE ELECTION**

- **Motion**

The Board appoint Irene Pomeroy as Returning Officer for the upcoming Student Trustee Election and By Election.

**Moved** Vincent Andrew / **Seconded** Joyce Wyllie

**Carried Unanimously**

- Two Student Rep nominations have been received to date.

### **SCHOOL ARCHIVES**

- **Motion**

The Board give approval for Irene Pomeroy to destroy / send records to NZ Archives / file records when sorting through Records stored in the school.

**Moved** Vincent Andrew / **Seconded** Joyce Wyllie

**Carried Unanimously**

### **TE KURUWAKA AND TE PUAWAI CAMPS**

- **Motion**

The Board approve Te Kuruwaka (Lake Rotoiti) and Te Puawai (Bridge Valley) Camps on the Principal's recommendation.

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

**Carried Unanimously**

- Hugh Gully requested to have delegated authority to sign camps off rather than bring them to the Board. Hugh Gully will bring the process to the next Board meeting he used in his old school.

### **UNIFORM EMBLEM EXAMPLES**

- Elizabeth McPherson presented an example of the school emblem logo in black and white she had commercially printed.
  - Elizabeth McPherson to get an example with a yellow background and black logo.
  - Logos will cost between \$3.00 - \$4.00.
- **Motion**  
Elizabeth McPherson to send an invoice to school so she can be reimbursed for the black and white Logos.  
**Moved** Vincent Andrew / **Seconded** Hugh Gully **Carried Unanimously**
- Examples of the school emblem logo machine embroidered on to the T-shirt and Sweatshirt by Kaya Blown was tabled.
  - Letter to be sent to Kaya Blown thanking her for her examples but the Board is already in the process of investigating cheaper alternatives.
- Above options were cheaper than purchasing from NZ Uniforms.
- Board will look at remodelling the uniform but would not take complete effect until 2021.
- Same black T-shirt for Year 1 – 13.

### **CYCLICAL PAINTING**

- **Motion**  
The Board will defer the cyclical painting maintenance for 2019 / 2020 due to the rebuild of the school in two – three years' time.  
**Moved** Hugh Gully / **Seconded** Vincent Andrew **Carried Unanimously**
  - Cyclical painting money still to be put aside each year.

### **MONITORING**

#### **PRINCIPAL'S REPORT**

As printed

#### **General Commentary**

- The two groups of teachers met without Hugh Gully when they arrived back from the Christchurch school visits and will present their feedback to him at tomorrow's staff meeting. Hugh Gully extended an invitation to the Board to attend at 3.00pm if they desired.
  - Hugh Gully is keeping a Log on how many hours he spends on the Education Brief. To date he has been able to do all the work at school as he has been able to work undisturbed.
  - Education Brief is still work in progress – the Board welcome to read the draft and feedback any comments to Hugh Gully.
  - Hugh Gully and Linda Tame (Principal – Golden Bay High School) are meeting tomorrow morning to critique each other's Education Brief.
  - Greg Jansen will be at school next week – his comment is that the Education Brief is going well.

- Hugh Gully will meet the September deadline for the Education Brief.
- It was impossible to find a solution at the meeting with ineligible bus students' parents. Parents could not commit to a week of driving the van and also the van was not available for their use as often as first thought.

### ***NAG 1 Curriculum***

- Students fourteen years and older are eligible to participate in the Duke of Edinburgh Awards programme. Eric Lander is seeking an endorsement to be able to run the programme.
- Hugh Gully to talk to senior students re the proposed Timetable change for 2020 (attached). He has already spoken to Staff re the two proposals.
  - Teachers would stay on site at the end of the school day and use the time for collaboration and planning.
  - Hour long periods align with NZEI and PPTA (Teacher Unions) for their non-contact time.
  - Hugh Gully will put the two proposals out to the community and report back to the Board's September meeting.
- Attendance Graph Chart shows students absent 30% of time. Hugh Gully will investigate the poor attendance of Year 5 and 6.
- Hugh Gully is investigating holding Cross Country, Athletics and Swimming Sports for Year 1 – 13 as a whole school events not two separate syndicate events.

### ***NAG 2 Strategic***

- Hugh Gully will link the Policy Framework for September's Board meeting.

### ***NAG 3 Personnel***

- Vincent Andrew and Joyce Wyllie to write a letter to Katie Lavers acknowledging her resignation.
- Two Long Term Relieving positions to be advertised for 2020 – English / Social Science teacher and Year 5 – 6 teacher.
  - Hugh Gully to put the advertisements in The Education Gazette tomorrow.
  - Appointments Committee – Hugh Gully, Senior Leadership Team member, Joyce Wyllie and Elizabeth McPherson. Other Board members welcome to join in if they wish.
  - Interviews will take place 19 / 20 September 2019.
- Hugh Gully is working on the teachers' Appraisal Processes making sure they line up.

### **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 4.50pm

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)
Staffing Update	Employment 2020	Protection of privacy of natural persons/ organisations.	Section 7(2)(a)

The Board went Out of Committee at 5.00pm

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

- Irene Pomeroy to write and thank the Vavasour Trust for their generous donation of \$5,000.00 to the school.
- Hugh Gully will bring to the September Board meeting a proposal for International Students Fees in 2020.
- School Support is looking into prices for an EOTC Storage Shed – Equipment and Vehicles shed. Hugh Gully will bring a price back to the September Board meeting. The cost for the shed will come from our 5YP Plan.
  - Suggestion that an extra bay be put onto the proposed EOTC Storage Shed – Equipment and Vehicles and be the Property Manager’s Shed.

#### ***NAG 5 Health and Safety***

- The 2 way radios for the Patarau bus run were not successful – too many dead spots where coverage could not be received.
- ***Motion***  
The Board approve the Draft Management Plan.  
***Moved*** Vincent Andrew / ***Seconded*** Elizabeth McPherson ***Carried Unanimously***

#### **OTHER**

- Hugh Gully has spoken to the two families today who will be affected by the Patarau bus run ending at the start of 2020.
  - Hugh Gully will be writing to the Ministry expressing his disappointment and has asked the family to send letters also.
- Fifteen Nelson and Golden Bay Principals will be at school for a meeting on Thursday 29 August 2019. They will arrive at school at 11.30am for a meeting and lunch at 12.30pm. Elizabeth McPherson and Joyce Wyllie to organise lunch.

The Board adopts the Principal’s Report.

***Moved*** Joyce Wyllie / ***Seconded*** Luca Olney

***Carried Unanimously***

## **FINANCE**

- **Motion**

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

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

**Carried Unanimously**

## **PROPERTY**

- All school houses / flats are fully tenanted.

## **HAZARD REGISTER**

The Hazard Register was tabled.

## **STRATEGIC DISCUSSIONS**

### **COMMUNITY CONSULTATION**

- Health Curriculum consultation with the community is due this year. On alternate years the Board will consult with the community on any other issues.

## **ADMINISTRATION**

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

**Motion**

That the Minutes of the meeting held on 22 July 2019 are a true and accurate record.

**Moved** Vincent Andrew / **Seconded** Joyce Wyllie

**Carried Unanimously**

## **MATTERS ARISING**

1. Tracking Data will be discussed at the September Board meeting.

## **CORRESPONDENCE**

As printed

### **Additional Correspondence**

1. Kaya Blown                      School Emblem Logo Proposal
2. Katie Lavers                    Resignation

**Motion**

That the Inward and Outward Correspondence is accepted.

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

**Carried Unanimously**

## **KARAKIA**

Elizabeth McPherson closed the meeting with a Karakia.

The meeting closed at 5.40pm

**Next Board Meeting – Monday 23 September 2019 at 3.30pm**