

**MINUTES OF THE COLLINGWOOD AREA SCHOOL BOARD OF TRUSTEES MEETING
HELD TUESDAY 19 MARCH 2019 AT 5.45PM**

PRESENT

Bob Norrish (Acting Principal) Vincent Andrew (Chairperson) Joyce Wyllie Celia Thompson (Staff Trustee)
Brendan Richards Luca Olney (Student Trustee) – 6.00pm onwards Irene Pomeroy (Board Secretary)

APOLOGIES

Leigh Strange Elizabeth McPherson

PUBLIC

Diane Street

KARAKIA

Joyce Wyllie opened the meeting with a Karakia

INTEREST REGISTER AND DECLARATIONS OF INTERESTS

No Conflicts of Interests Declared

STRATEGIC DECISIONS

2020 SCHOOL YEAR TERM DATES CALENDAR

● **Motion**

The Board approve the 2020 Term Dates.

Moved Vincent Andrew / **Seconded** Joyce Wyllie

Carried Unanimously

2019 SCHOOL TRUSTEE TRIENNIAL ELECTIONS

● **Motion**

The Board appoint Irene Pomeroy as Returning Officer for the 2019 Triennial Elections held 07 June 2019.

Moved Vincent Andrew / **Seconded** Celia Thompson

Carried Unanimously

- Joyce Wyllie, Vincent Andrew, Brendan Richards and Celia Thompson are at the end of their three year term.

SUBJECT CONTRIBUTIONS AND DONATIONS

● **Motion**

The Board adopt the Subject Contributions and Donations for 2019 (attached)

Moved Vincent Andrew / **Seconded** Celia Thompson

Carried Unanimously

MINISTRY ENGAGEMENT OF 10YPP CONSULTANTS – 2020 / 2021 FIVE YEAR AGREEMENT (5YA)

● **Motion**

The Board opts to go with the Ministry Engagement of 10YPP Consultants – 2020 / 2021 Five Year Agreement (5YA)

Moved Vincent Andrew / **Seconded** Bob Norrish

Carried Unanimously

MONITORING

ACTING PRINCIPAL'S REPORT

As printed

POINTS OF DISCUSSION

- The school is in a good position with their Staffing Entitlement.
- 01 March 2019 Returns will be confirmed next week. Another New Entrant teacher will be appointed for Terms 3 and 4 – the challenge will be to find them a classroom.
- Year 10 attendance is still of concern.
- The school needs to look at our Lockdown Procedures. An issue that arose from the Christchurch situation last Friday with the schools in lockdown was toilet facilities for students.
- Paid Union Meeting for Wednesday 27 March 2019 has been cancelled because of Friday's events in Christchurch. There will be no early finish for students now, it will be a normal school day.
- Teachers started today the Inquiry Process. Appraisal Process will be left until the new Principal Hugh Gully starts.
- **Motion**
The Board approve the signing of the Lease for two new photocopiers with Canon NZ Ltd
Moved Bob Norrish / **Seconded** Brendan Richards **Carried Unanimously**
- The torn carpet in the Deputy Principal's Office is a Health and Safety hazard. Quote to replace carpet is approximately \$1,000.00.
- John Ward-Holmes is happy for a Marae Representative to attend the Rebuild Initiation meeting on Thursday 21 March 2019. The Timeline has been moved out from July to allow the Brief to be completed properly.
- Bob Norrish and Brendan Richards will meet and explore the economic possibility of the school managing our own bus runs.

The Board adopts the Principal's Report.

Moved Vincent Andrew / **Seconded** Joyce Wyllie

Carried Unanimously

FINANCE

- **Motion**
The Board adopt the February 2019 Statement of Financial Position (attached).
Moved Joyce Wyllie / **Seconded** Vincent Andrew **Carried Unanimously**

PROPERTY

Leigh Strange and Vincent Andrew met with Jenna Bowden (Ray White Ltd) and looked at the flat option repairs. Vincent Andrew and Jenna Bowden then met with John Lavers (Aorere Construction Ltd) and discussed the repairs.

- Work on the two flats will be completed in two stages.
- Rotten floors will be replaced in the bathroom / kitchen and then lino laid.
- Bath and Shower over bath will be replaced with a shower unit.

- Laundry tub in bathroom will be removed and replaced with a drain for the washing machine, new toilet and vanity. The walls will be replaced and painted.
- New carpet will be laid.
- Aorere Construction Ltd will replace the ranch sliders in the lounge.
- Aorere Construction Ltd raised the concern that the exterior cladding contains asbestos. If there is less than 10 square metres it will not be a problem to replace ranch sliders.
- Aorere Construction Ltd started work on the flats last week. Timeline for work to be completed is the end of May (maybe earlier if there is a lot of wet weather).
- \$16,000.00 is to be spent on each flat.
- Bob Norrish will vacate the Principal's house on Friday 19 April 2019.

HAZARD REGISTER

The Hazard Register was not tabled.

- Irene Pomeroy to check with Bill Climo for the whereabouts of the Hazard Register.

HEALTH AND SAFETY

- RAMS Forms for TOSI Tournament are all organised.

STRATEGIC DISCUSSIONS

SCHOOL UNIFORM T-SHIRTS

- Elizabeth McPherson has been sent the School Logo so she can get a costing for Monograms.
- Bob Norrish was advised once a school uniform has been changed not to look at it again for two years.
- The Board need to get uniform back on track. In their Flyer Spot the Board will state clearly what the uniform is and no variations to this is allowed.

SCHOODOCS POLICIES REPORT

As printed

- Consultation for the Legislation and Administration Policy is with the Board and Staff only not parents.
- Legislation and Administration Policy says that there is an Open Evening for Prospective Parents wanting to enrol their child/ren in the school. This has never happened but the Board will leave it in the Policy in the meantime until it has been discussed with the incoming Principal, Hugh Gully.
- Celia Thompson to contact SchoolDocs and have the Pool Key charge changed from \$90.00 to \$60.00 in the School Swimming Pool Policy.
- Celia Thompson also to inform SchoolDocs to remove that a First Aid Kit is available at all times in the School Swimming Pool Policy.
- Irene Pomeroy to check how many Pool Keys sold this season and the total income from the Honesty Box.

- **Motion**

The Board adopt the Legislation and Administration, Alcohol, Drugs and Other Harmful Substances and School Swimming Pool Policies.

Moved Joyce Wyllie / **Seconded** Bob Norrish

Carried Unanimously

ADMINISTRATION

MINUTES OF THE PREVIOUS MEETING

Motion

That the Minutes of the meeting held on 19 February 2019 are a true and accurate record.

Moved Vincent Andrew / **Seconded** Joyce Wyllie

Carried Unanimously

MATTERS ARISING

- Legislation and Administration Policy was not put in the Flyer.

CORRESPONDENCE

As printed

ADDITIONAL CORRESPONDENCE

1. NZSTA 2019 Annual Conference
2. NZSTA NZSTA News – March 2019 Issue 270
3. Mike Greer Homes Info that work has started on St John First Response garage

ACKNOWLEDGEMENTS

Bob Norrish

- Thank you to the Board for supporting him during his time at Collingwood Area School.
- The Board are a thoroughly good Board to work with and are to be commended for their fine work.
- Special thanks to Joyce Wyllie for setting up the Principal's house for him and her generosity.

Vincent Andrew

- Thank you to Bob Norrish for being flexible and filling the gap as Acting Principal for two Terms.
- The Board appreciate all the work Bob Norrish has done during his time here.
- The school has been in a safe pair of hands.
- The Board is happy to act as Referee for any other Acting Principal positions that Bob Norrish might apply for.

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 7.10pm

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) |
| Staff Member Update | Employment | Protection of privacy of natural persons/ organisations. | Section 7(2)(a) |

The meeting closed at 7.50pm