

**MINUTES OF THE COLLINGWOOD AREA SCHOOL BOARD OF TRUSTEES MEETING  
HELD TUESDAY 21 MAY 2019 AT 5.50PM**

**PRESENT**

Hugh Gully (Principal) Vincent Andrew (Chairperson) Joyce Wyllie Celia Thompson (Staff Trustee)  
Brendan Richards Luca Olney (Student Trustee) Elizabeth McPherson Irene Pomeroy (Board Secretary)

**PUBLIC**

Diane Street

**KARAKIA**

Joyce Wyllie opened the meeting with a Karakia

**INTEREST REGISTER AND DECLARATIONS OF INTERESTS**

No Conflicts of Interests Declared

**WELCOME**

Vincent Andrew welcomed Hugh Gully to his first meeting of the Board of Trustees.

**STRATEGIC DECISIONS**

***MONTHLY BOARD MEETINGS***

Future Board Meeting times and days have been changed to the third Monday of the month commencing at 3.30pm. Future meeting dates:

Monday 24 June 2019

Monday 15 July 2019

Monday 19 August 2019

Monday 16 September

Monday 21 October 2019

Monday 18 November 2019

***2019 BUDGET***

***Motion***

The Board adopt the 2019 Budget.

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

***Carried Unanimously***

***BOARD MEMBER'S RESIGNATION***

Leigh Strange has resigned from the Board of Trustees. The Board agreed to hold an election to fill the vacancy (eighteen months remaining) once the Triennial Elections are over.

**MONITORING**

***PRINCIPAL'S REPORT***

As printed

***General Commentary***

- The Principal's Report each month is an ongoing document that the Board can access at all times.

- At the two staff whanaungatanga meetings this term the teaching have sat in a circle and taken turns at introducing themselves with their mihi.
- The one to one “Hui with Hughie” has been a valuable exercise both the principal and teaching staff members. These meetings have given Hugh Gully a good understanding of the past in - all staff are looking forward to moving on. Support Staff will follow the process once teaching staff has been completed.
- The meeting with Kakariki Kids has been postponed.
- Staffroom has been decluttered and tidied up – this will happen to all rooms around the school.
- Hugh Gully has been looking into the school being able to get mountain bike credits for students.

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

- The Board totally support Fresh FM's proposal to run programmes out of Collingwood Area School and involve our students. Students will be able to obtain Credits.
- Hugh Gully will be attending the NZ Area Schools Conference at Wellington in July. Vincent Andrew will also consider attending.
- Hugh Gully has been having weekly ZOOM / SKYPE sessions with Greg Jansen the Re Build Consultant.

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

- How effective are School Docs – are they a living breathing policies that we can refer to quick and easily, in particular Health and Safety?
  - The Board could drag out Health and Safety, EOTC and Vulnerable Children policies from School Docs and publish in their own portal.
  - It would take a three year cycle to get all School Docs into our own portal. The Board would have to take a running note as to what policy is where.
  - NZSTA have policies the Board can access.
  - Policies in School Docs are not easy for parents / caregivers to find.
  - Board must keep up with legislation changes in policies.
  - Hugh Gully to write a proposal for the June Board meeting as to how the system can work.
  - Hugh Gully expressed concern that our policies are all online and in the event of a major event there are no hard copies.
- Irene Pomeroy to set up Board members with a Google Docs logon.
  - Hugh Gully would like the Board to consider all meeting info be on Google Docs and paper copies not be sent out.
  - The board will trial Google Docs for their June meeting (paper copies will be sent also for this meeting only).

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

- The present 0.5 FTTE incumbent Tia Fraser has been appointed to 1 FTTE teacher in the additional New Entrant Room from the end of May to 11 December 2019.
- Floating Fixed Term Management Unit (as a result of our 1 March 2019 Roll Return) will hopefully be shared between two applicants. The Management Unit has been allocated to uplift and focus on the PE profile within the school for Year 1 – 13. The role is to sort out resources and develop

education programme with the assistance of Hugh Gully.

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

- **Motion**

The Board ratify that a Credit Card be obtained for Hugh Gully and the school's Credit Card facility be increased from \$5,000.00 to \$6,000.00.

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

**Carried Unanimously**

- The Principal's phone will need replacing in the next few months as it is old.
- Hugh Gully to report back to the June Board meeting when he has done some new research on figures to replace the school van. A suggestion was made to look at using some Gateway / STAR money for the purchase.
- Hugh Gully will meet with Year 13 students next week to ask the same Re Build questions that were presented to the community.
- There is a \$4,000.00 shortfall for the Year 1 – 2 sandpit. The Board were asked for any creative ideas – Rural Women and RSC Funding.

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

- Hugh Gully to generate and present a draft policy to the June Board meeting on Emergency Management eg bus crash, flooding, etc.
- Earthquake Drill last week students were unsettled coming out. Joyce Wyllie received a written report re the drill – Hugh Gully needs to receive these also.
- Hugh Gully has pulled out from the formal approach re school bus eligibility for students in the meantime as a parent is pursuing the matter through other quarters.
- Takaka Board of Trustees member has asked if our school would write to Damien O'Connor re the bus eligibility issue.
- Hugh Gully and Brendan Richards have discussed the direct resourcing of school buses. Tenders come out again in 2020.

#### **Other**

- The Board approved the proposal to change the email address domain to "collingwood.school.nz" – Hugh Gully to organise.
- Hugh Gully to be the Golden Bay representative on the Nelson Principals Association. This is the first time Golden Bay has had a rep on the Nelson Principals Association.
- Hugh Gully asked the Board on how hard he is to push re students wearing the stipulated school uniform.
  - Students are inconsistent with uniform – wearing different clothes that are not part of uniform.
  - Elizabeth McPherson to organise an order for fifty School Logs that can be stitched onto yellow T-shirts.
  - Hugh Gully wants to tidy uniform up reasonably quickly so will talk to staff re enforcing uniform. A reward system for correct uniform will be looked at for a time to get students back on track.
- Hugh Gully was asked how he has found the respect of students at Collingwood Area School.
  - Hugh Gully is a big believer of school culture.
  - Students at Collingwood Area School are pretty respectful.

- Students are calling him Mr Gully or Mr G at the moment.
- Hugh Gully has told students that if he speaks to them he expects them to speak back.
- Achievement data was not presented at this meeting as teachers are still collating data.

The Board adopts the Principal's Report.

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

**Carried Unanimously**

## **FINANCE**

- **Motion**

The Board adopt the March and April 2019 Statement of Financial Position (attached).

**Moved** Vincent Andrew / **Seconded** Celia Thompson

**Carried Unanimously**

## **PROPERTY**

- The roof on 4 Beach Road has been completed but the spouting is irreparable.
- **Motion**  
The Board adopt the quote from Golden Bay Roofing of \$2,200.00 to replace the spouting on 4 Beach Road.  
**Moved** Vincent Andrew / **Seconded** Brendan Richards **Carried Unanimously**
- One school flat has been completed and work is due to start on the next one.
- The bark for the Adventure Playground has been ordered.

## **HAZARD REGISTER**

The Hazard Register was tabled.

## **HEALTH AND SAFETY**

## **STRATEGIC DISCUSSIONS**

### **COMMUNITY CONSULTATION**

- Hugh Gully will consult with Bainham Rural Women, Year 13 students and the wider Collingwood Community eg employers, etc and manawhenua. Once these meetings have been held he will start and collate all the ideas.
- Greg Jansen (Re Built Consultant) is holding a separate session with staff on Wednesday 05 June 2019.
- If the Board have any creative thoughts or solutions for classes during the transition period please let Hugh Gully know.

### **SCHOODOCS POLICIES REPORT**

As printed

- Emergency Planning and Procedures and Curriculum and Student Achievement are the two Policies due for review this Term. They only need to be reviewed by the Board and staff. Any feedback to be given to Celia Thompson.
- Celia Thompson thanked the Board for their support and expressed that it was good to be part of

a team. Celia felt the Board were a great team and had a lot of celebrations together. This was Celia's last meeting as Staff Trustee.

## 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** Joyce Wyllie / **Seconded** Celia Thompson

***Carried Unanimously***

### CORRESPONDENCE

As printed

### ADDITIONAL CORRESPONDENCE

1. NZEI Support Staff Paid Union Meetings
2. Melissa Dixon Nationals in Rotorua – Colin Baas Trust

#### ***Motion***

That the Board approve \$4,000.00 from the Colin Baas Trust be put towards costs for nine students to attend the Area schools National Tournament in Rotorua.

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

***Carried Unanimously***

- Elizabeth McPherson offered a piece of her jewellery for students to raffle to help raise funds. Elizabeth suggested that artists in Golden Bay all be approached to donate an item to auction as another fundraiser for the team.

### 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:

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)

Elizabeth McPherson closed the meeting at 8.00pm with a Karakia.

**Next Board Meeting – Monday 24 June 2019 at 3.30pm**