

**MINUTES OF THE COLLINGWOOD AREA SCHOOL BOARD OF TRUSTEES MEETING
HELD MONDAY 23 SEPTEMBER 2019 AT 3.30PM**

PRESENT

Hugh Gully (Principal) Vincent Andrew (Chairperson) Joyce Wyllie Elizabeth McPherson Brendan Richards Mieke van Lammeren (Staff Trustee) Luca Olney (Outgoing Student Trustee) Sarah-Renee Van Kleef (Incoming Student Trustee) Irene Pomeroy (Board Secretary)

PUBLIC

Diane Street Chantelle Riordan

KARAKIA

Mieke van Lammeren opened the meeting with a Karakia

INTEREST REGISTER AND DECLARATIONS OF INTERESTS

No Conflicts of Interest Declared

THANK YOU

Vincent Andrew thanked Luca Olney for his valuable contribution to the Board of Trustees over the last twelve months.

STRATEGIC DECISIONS

EDUCATION BRIEF

- Elizabeth McPherson is still working on getting the Māori story on the history of the Wakamarama Range.
- Hugh Gully will email Board members the link for the Education Brief to read and make any comments by Thursday 26 September 2019.
- The school wants to keep the Technology Block so a statement to be included in the Education Brief.
- Vincent Andrew to come into school Friday 27 September 2019 to sign the Education Brief off.
- Education Brief to ratified at the October Board meeting.

MONITORING

PRINCIPAL'S REPORT

As printed

NAG 1 Curriculum

- Year 11 – 13 Reports are ready for Hugh Gully to write the Principal's Comment.

- Room 8 visited Ngārua Caves along with Room 5.
- SAF (School Achievement Functioner) Assessment / Reporting will be fine-tuned in 2020.
- Monday 14 October 2019 at 3.30pm the Board to have an informal meeting in preparation for the ERO visit.
 - The school has had six Principals in six years and gathering information together for ERO has been a valuable exercise for Hugh Gully seeing what we have in place.
 - With so many changes of personnel a lot of information has not been passed on to Hugh Gully.
 - Historically the top of the South Island has been visited by the Christchurch ERO team but now we are reviewed by the Wellington ERO team.
 - The Board of Trustees is the first group that ERO will meet with on their arrival.
- **Motion**
 The Board approve that Option Two (attached) of the Draft 2020 Timetable is put to the community.
Moved Joyce Wyllie / **Seconded** Elizabeth McPherson **Carried Unanimously**
 - Hugh Gully and Irene Pomeroy will work on how feedback from the community will come into the school eg Survey Monkey.
 - Staff opted for Option Two as it gives more down time for students to socialise at lunchtime.
 - Hugh Gully will contact Golden Bay Coachlines with the proposed Timetable change.
 - Staff will still be at school working when school finishes for the day at 2.40pm.

NAG 3 Personnel

- Two Long Term Relieving positions for 2020 have been filled – English / Social Science teacher – Monica Manning. Monica also brings a background of Drama, History and Māori Performing Arts. Year 5 – 6 teacher – Kim Powell (beginning teacher).

NAG 4 Finance and Property

- **Motion**

The Board approve Bay Fitness' request to use the school pool for her fitness aquatic programme at 10.00am on Saturday mornings.

Moved Joyce Wyllie / **Seconded** Elizabeth McPherson

Carried Unanimously

NAG 5 Health and Safety

- Glazier's quote to replace external windows with safety glass is \$60,000.00.
 - Hugh Gully has written to the Ministry a strongly worded letter about whose responsibility the cost is to replace the windows. There has been no response to date.
 - School Support have phoned and asked the school to get quotes from two other Glaziers as

the first quote is over \$50,000.00.

Other

- Skool Loop have contacted local businesses for sponsorship which enables the school to have the free app. To date four businesses have responded.

The Board adopts the Principal's Report.

Moved Brendan Richards / **Seconded** Elizabeth McPherson

Carried Unanimously

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 4.05pm

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)
Incident	Informing Board	Protection of privacy of natural persons/ organisations.	Section 7(2)(a)

The Board went Out of Committee at 4.10pm

FINANCE

• **Motion**

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

Moved Vincent Andrew / **Seconded** Luca Olney

Carried Unanimously

- The school is eligible for the Ministry of Education School Donation scheme. Irene Pomeroy to download the information from the Ministry website.
- Hugh Gully is waiting on a second quote from School Support for the proposed storage shed.

PROPERTY

- Hugh Gully to contact Tama Solly again re the removal of the trees along the boundary fence line.

- Brendan Richards will check with the Collingwood Rugby Club as to whether they would be interested in removing the trees and selling the firewood as a fundraiser.
- Hugh Gully to bring back a proposal to the October meeting.

HAZARD REGISTER

The Hazard Register was tabled.

STRATEGIC DISCUSSIONS

- One nomination for the By–Election has been received to date.
- Joyce Wyllie to start the 2019 School Magazine Board of Trustees’ page and then will email it around for other Board members to add to it.

ADMINISTRATION

MINUTES OF THE PREVIOUS MEETING

Motion

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

Moved Vincent Andrew / **Seconded** Joyce Wyllie

Carried Unanimously

MATTERS ARISING

1. Hugh Gully will break down the Tracking Data and bring a simplified version for the Board to the October meeting.
2. Joyce Wyllie, Vincent Andrew, Mieke van Lammeren and Elizabeth McPherson to organise something for Katie Lavers leaving.

CORRESPONDENCE

As printed

Additional Correspondence

1. ERO ERO Visit 21 – 24 October 2019

Motion

That the Inward and Outward Correspondence is accepted.

Moved Vincent Andrew / **Seconded** Luca Olney

Carried Unanimously

KARAKIA

Elizabeth McPherson and Mieke van Lammeren closed the meeting with a Karakia.

The meeting closed at 5.15pm

Next Board Meeting – Tuesday 29 October 2019 at 3.30pm