

**MINUTES OF THE COLLINGWOOD AREA SCHOOL BOARD OF TRUSTEES MEETING
HELD MONDAY 25 NOVEMBER 2019 AT 3.30PM**

PRESENT

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

APOLOGIES

Renee Riley

KARAKIA

Elizabeth McPherson 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

2019 ANNUAL ACCOUNT MOTIONS FOR ACCOUNTANT

- **Motion**
The Board authorises the Board Chairperson and Principal to sign the Statement of Responsibility for the 2019 Annual Accounts on the Board's behalf when confirmation is received that the Audit has been completed.
Moved Vincent Andrew / **Seconded** Joyce Wyllie **Carried Unanimously**

- **Motion**
That the Board approves the inclusion of a budget for the 2019 Statement of Financial Position and a budgeted Cash Flow which are derived from the Board's 2019 Operating and Capital purchases budgets.
Moved Vincent Andrew / **Seconded** Hugh Gully **Carried Unanimously**

MONITORING

PRINCIPAL'S REPORT

As printed

General Commentary

- Hugh Gully is trying to spend time at each Year Level's class camps to get a feel and see what

is going on. He needs a strategic overview of them all.

NAG 2 Strategic

- Junior and Senior staff have added comments into the Charter Review document. The Board were invited to also. Hugh Gully will look at the Charter early Term 1, 2020.

NAG 3 Personnel

- Hugh Gully explained to the Board about Management Units and how they are allocated. Staff are accountable to Hugh Gully and he will build this into their Performance Agreement / Staff Appraisal.
- 2020 the school will have two Head Students, two Deputy Head Students, Student Trustee and one Te Tai Tapu Kaiarahi. These will be announced at the 2019 Senior Prize Giving.

NAG 4 Finance and Property

- Hugh Gully has drawn up a Fundraising Group Guidelines. He will now meet with Renee Riley and give her the go ahead to form a Fundraiser group.
- Irene Pomeroy and Hugh Gully have started preparation for the 2020 Budget.
- Hugh Gully will talk to the Auditor tomorrow re setting up Ledgers for the Government Donations Scheme.
- Hugh Gully has not signed the Contract to reglaze the windows (\$75,000.00) as he felt it is a waste of money with the rebuild happening. Two Glaziers were back from Richmond this week re looking at the job.
- Wednesday 11 December 2019 Hugh Gully, Linda Tame (Golden Bay High School) and Simon Trotter (MOE) will meet and critique the proposals from the Design Teams.
 - Important we have an Architect that we can relate to and engage with re the building design.
 - 2020 – Project Manager appointed and the Contractors final plans.
 - Our next major concern is decamping the school – how, who and where to.

NAG 5 Health and Safety

- The Board thanked Hugh Gully for his organisation in getting our Year 10 students home from Karamea due to the road being closed as a result of a serious accident.
 - Hugh Gully sent the Karamea Area School Principal a meal voucher as a Koha for all her assistance at her end.

The Board adopts the Principal's Report.

Moved Brendan Richards / ***Seconded*** Joyce Wyllie

Carried Unanimously

STUDENT ACHIEVEMENT DATA

Mieke van Lammeren explained the Student Tracking Data (attached).

- Target group of fifty students.

- Junior Syndicate discuss their progress at their monthly Syndicate meetings and ask if there are any students of concern.
- Junior Syndicate collaborate their ideas.
- Target students list need fine tuning as there are a lot of students – who do you let slip through the net though?
- Any major concerns should be being looked at now for 2020.
- Staff at their meeting tomorrow are looking at who can come off the list and who needs to go on.

FINANCE

- **Motion**
The Board adopt the October 2019 Statement of Financial Position (attached).
Moved Joyce Wylie / **Seconded** Sarah-Renee Van Kleef **Carried Unanimously**
- Elizabeth McPherson thanked the Board for their Koha for the recent catering she did on Teacher Development Day. The money will be used to pay teacher's wages at the school in Cambodia that Elizabeth set up.
- BOT Meeting Attendance Fees will be paid out to members in December 2019.

PROPERTY

- Vincent Andrew to contact Tama Solly re boundary trees. Tama Solly has not responded to Hugh Gully's calls.

HAZARD REGISTER

The Hazard Register was tabled.

STRATEGIC DISCUSSIONS

Cellphone Use

- Senior students in class mainly use their cell phones to look up quick answers to questions. Sometimes they are used to capture images off the whiteboard.
 - Suggested that staff talk to classes re the Agreement at the start of the year before it is sent home to be signed.
 - ICT Agreement Year 9 to 13 change it to include Year 8.
 - Consequences for misuse to be put in the Agreement – verbal warning from teacher – next offence phone to Principal who will retain it for parents / caregivers to come and pick up.
 - Need a clear channel for students who to report any misuse of cell phones etc to.
 - Hugh Gully will bring back amendments to the next Board meeting.

Uniform Stock Liabilities

- Suggested that if a Fundraising committee is reinstated funds raised could be used to purchase the sunhats and PE tops from NZ Uniforms.

- Contract with NZ Uniforms expires in 2021. The school would have to pay for any stock unsold at this time if we do not continue our Contract - \$45,000.00 Branded Stock and \$17,000.00 Unbranded Stock.
- Hugh Gully to clarify with NZ Uniforms that they do not do another stock run and build up stock they hold for our school. Hugh Gully has a sheet with the exact stock take on so we would have a comparison of figures if needed.
- Suggestion was made that the school could look at trying to subsidise families 20 – 25% when buying branded uniform.

2020 Tentative Board Meeting Dates

21 January	17 February	16 March	20 April	18 May
15 June	20 July	17 August	21 September	16 November
16 December				

ADMINISTRATION

MINUTES OF THE PREVIOUS MEETING

Motion

That the Minutes of the meeting held on 29 October 2019 are a true and accurate record.

Moved Hugh Gully / **Seconded** Elizabeth McPherson

Carried Unanimously

CORRESPONDENCE

As printed

Motion

That the Inward and Outward Correspondence is accepted.

Moved Mieke van Lammeren / **Seconded** Brendan Richards

Carried Unanimously

KARAKIA

Elizabeth McPherson closed the meeting with a Karakia.

The meeting closed at 5.40pm

Next Board Meeting – Tuesday 21 January 2020 at 9.00am

(Vincent Andrew will send out info prior to this meeting – Charter Review, Budget, etc)