

**MINUTES OF THE COLLINGWOOD AREA SCHOOL BOARD OF TRUSTEES MEETING
HELD MONDAY 16 MARCH 2020 AT 3.30PM**

PRESENT

Hugh Gully (Principal) Vincent Andrew (Chairperson) Joyce Wyllie Renee Riley Sarah-Renee Van Kleef (Student Trustee) Irene Pomeroy (Board Secretary)

APOLOGIES

Elizabeth McPherson Mieke van Lammeren (Staff Trustee)

PUBLIC

Diane Street Anne Harvey

KARAKIA

Hugh Gully opened the meeting with a Karakia

INTEREST REGISTER AND DECLARATIONS OF INTERESTS

No Conflicts of Interest Declared

STRATEGIC DECISIONS

PROPERTY MANAGER

- Hugh Gully has shared the Property Manager's Application Pack with BOT members.
- Six Application Packs have been sent out to date.
- School house will be available for the Property Manager if needed.

MONITORING

PRINCIPAL'S REPORT

As printed

General Commentary

- Eight students are attending the Tasman Secondary Schools Athletics in Nelson tomorrow.

NAG 1 Curriculum

- From 2021 Assessment Data will be presented to the Board in Week Three of Term One.
- Matua Eric is going with the Junior School on their trip to Farewell Spit. Hugh Gully to contact Onetahua Marae and extend an invitation for Mana Whenua to accompany the trip.

NAG 2 Strategic

- 2018 - 2020 Charter has been uploaded to the Ministry of Education.
- Draft Concerns and Complaints Policy to include the Flow Chart. Hugh Gully to check the Flow Chart aligns with the Policy.

- The Board accepts the first draft of the Concerns and Complaints Policy.
Moved Joyce Wyllie / **Seconded** Vincent Andrew **Carried Unanimously**

NAG 3 Personnel

- Hugh Gully and Vincent Andrew have met with Gary O'Shea and set up the Principal's Appraisal. Gary O'Shea is tweaking some things and the Appraisal document will be brought to the May Board meeting.
 - Hugh Gully has set a goal around his own wellbeing in his appraisal.
- Hopefully Coronavirus will be gone by September when Hugh Gully is to attend the NZPF and APA Conference in Melbourne. It is not certain if we would get a refund on airfares, accommodation and Registration if Conference has to be cancelled.

NAG 4 Finance and Property

Property

- SKYPE meeting for the Project Control Group this Thursday at 3.00pm. Hugh Gully will email those people involved.
- Project Control Group – Hugh Gully, Vincent Andrew, Renee Riley, WSP and Simon Blatchford (MOE). They are responsible for overseeing the Rebuild, any key decisions and reporting back to the BOT.
- Master Planning Group – responsible for the context of the Master Plan – what the overall project will look like.
- Drawings for the Rebuild will take approximately one and a half years.

NAG 5 Health and Safety

- Child Protection Policy working group meeting tomorrow – Hugh Gully, Joyce Wyllie and Elizabeth McPherson.
- COVID – 19 – MOE phoned Hugh Gully today and asked questions how prepared we would be for Online Learning if schools were closed eg teacher / families Internet access and access to Devices. MOE are looking at options and will release a bulletin tomorrow or Wednesday.
- Teacher Only Day at Golden Bay School has been called off on Monday 23 March 2020. School will remain closed and staff will come into school and plan online resources for students in preparation for if the MOE close the school.
- CAS School Picnic has been cancelled for the last week of Term.
- Hugh Gully spoke to students today selected for TOSI in Reefton next week to warn them that TOSI may be cancelled.

The Board adopts the Principal's Report.

Moved Joyce Wyllie / **Seconded** Renee Riley **Carried Unanimously**

FINANCE

- **Motion**
The Board adopt the February 2020 Statement of Financial Position (attached).
Moved Vincent Andrew / **Seconded** Joyce Wyllie **Carried Unanimously**

- Proposed new Fundraising group met – three people plus Hugh Gully. The group need to know what project/s the school is planning so they can design a fundraiser around it. The fundraising group is only interested in doing one big fundraiser not numerous little ones eg sausage sizzles, etc.

PROPERTY

- Garry Lewis' Horticulture students are propagating native plants for replanting around the school.
- Teacher is no longer requiring 33 Washington Street to rent so we will leave it vacant for the new Property Manager.

HAZARDS REGISTER

No new entries

ADMINISTRATION

MINUTES OF THE PREVIOUS MEETING

Motion

That the Minutes of the meeting held on 24 February 2020 are a true and accurate record.

Moved Hugh Gully / ***Seconded*** Joyce Wyllie

Carried Unanimously

CORRESPONDENCE

As printed

Motion

That the Inward and Outward Correspondence is accepted.

Moved Sara-Renee Van Kleef / ***Seconded*** Hugh Gully

Carried Unanimously

- Vincent Andrew to write a letter to Bill Climo (Property Manager) acknowledging his resignation.

KARAKIA

Anne Harvey closed the meeting with a Karakia.

The meeting closed at 4.35pm

Next Board Meeting – Monday 19 May 2020 at 3.30pm