

**MINUTES OF THE COLLINGWOOD AREA SCHOOL BOARD OF TRUSTEES MEETING
HELD MONDAY 29 JUNE 2020 AT 3.30PM**

PRESENT

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

APOLOGIES

Elizabeth McPherson

MANA WHENUA

Anne Harvey

KARAKIA

Anne Harvey opened the meeting with a Karakia

INTEREST REGISTER AND DECLARATIONS OF INTERESTS

Mieke van Lammeren - Staffing

STRATEGIC DECISIONS

STUDENT TRUSTEE ELECTIONS

The Board appoint Irene Pomeroy as Returning Officer for the 2020 Student Trustee Election.

Moved Joyce Wyllie / **Seconded** Brendan Richards

Carried Unanimously

MONITORING

PRINCIPAL'S REPORT

As printed

General Commentary

- Hugh Gully expressed thanks to the BOT for their support over the recent death of staff member, Celia Thompson.

NAG 1 Curriculum

- MOE School Leavers Data (Attached) – Level 1 is tracking above, Level 2 – tracking well and Level 3 – low (data is based on three students).
 - How do we entice Year 13 to stay at school and be motivated?
 - Year 13 – more privileges?
 - Ask Year 13 what would keep them in school for the year
- Assessment for Learning will involve Years 1 – 13. Hugh Gully, Alison Menary, Mieke van Lammeren, Garry Lewis and Melissa Dixon will have three intense days of training and then

present what they learnt to the remaining teachers.

- The school is two years overdue for an ERO visit. ERO will make phone contact to Hugh Gully and Vincent Andrew to gather information around responses to Covid 19.

NAG 2 Strategic

- Hugh Gully, Joyce Wyllie and Elizabeth McPherson are halfway through the Child Protection Policy. They will meet again next term.
- Hugh Gully explained the Designated Persons File to the Board (attached).
- Mieke van Lammeren to bring staff feedback on the Staff Leave Policy to the August Board meeting.

NAG 3 Personnel

- The Board approve the letter of offer to Hugh Gully re Co Leadership with Linda Tame (Golden Bay High School) of the Kāhui Ako Ki Mohua.
Moved Joyce Wyllie / **Seconded** Brendan Richards **Carried Unanimously**
- Jonny Anderson has taken the position as Classroom Release Teacher for the remainder of 2020. In Term 3 Hugh Gully will look at how the Classroom Release Teacher position will be managed in 2021.
- Hugh Gully to advertise in Term 4 the Long Term Relieving positions for 2021.

NAG 5 Health and Safety

- Hugh Gully asked the Board for any feedback they may have that the school missed in the recent emergency of an unwell staff member.
- School made a \$250.00 donation to the Westpac Rescue Helicopter.

NAG 5 Other

- Hugh Gully thanked Board members for attending the Pōwhiri this morning for the new Property Manager, Craig Phillips.
- Farewell for Bill Climo (outgoing Property Manager) on Thursday at 3.00pm.
- Year 10 student was stood down today for swearing at a teacher. Stand down is for one day.

The Board adopted the Principal's Report.

Moved Vincent Andrew / **Seconded** Renee Riley

Carried Unanimously

FINANCE

• ***Motion***

The Board adopt the March and May 2020 Statements of Financial Position (attached).

Moved Vincent Andrew / **Seconded** Sarah Van Kleeef

Carried Unanimously

- Banked Staffing is tracking well to date.
- Vincent Andrew, Hugh Gully and Irene Pomeroy to meet and look at the 2020 Budget to see

where we are at, what savings have been made and where we will be at the end of the year.

HEALTH & SAFETY

- Any proposed trips / camps in Terms 3 or 4 Hugh Gully will bring to the August Board meeting.

HAZARDS REGISTER

No Entries

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 4.45pm to 5.00pm

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

ADMINISTRATION

MINUTES OF THE PREVIOUS MEETING

Motion

That the Minutes of the meeting held on 25 May 2020 are a true and accurate record.

Moved Renee Riley / **Seconded** Vincent Andrew

Carried Unanimously

CORRESPONDENCE

As printed

Additional Correspondence

Eric Lander – Hours of Employment

Motion

That the Inward and Outward Correspondence is accepted.

Moved Joyce Wyllie / **Seconded** Brendan Richards

Carried Unanimously

KARAKIA

Anne Harvey closed the meeting with a Karakia.

The meeting closed at 5.05pm

Next Board Meeting – Monday 17 August 2020 at 3.30pm