

**MINUTES OF THE COLLINGWOOD AREA SCHOOL BOARD OF TRUSTEES MEETING
HELD MONDAY 21 SEPTEMBER 2020 AT 3.30PM**

PRESENT

Hugh Gully (Principal) Vincent Andrew (Chairperson) Joyce Wyllie Brendan Richards Elizabeth McPherson Sarah-Renee Van Kleef (Student Trustee)

APOLOGIES

Mieke van Lammeren (Staff) Renee Riley Irene Pomeroy (Board Secretary)

MANA WHENUA

Anne Harvey

PUBLIC

Diane Street

KARAKIA

Karakia said together and then Hugh Gully explained the words.

- The Board will use the school's Karakia every meeting now with the link to it on the Agenda each month.

INTEREST REGISTER AND DECLARATIONS OF INTERESTS

No Conflicts of Interest

LIBRARY PRESENTATION

Diane Street did a presentation to the Board about what happens in the Library (attached). The Board thanked Diane for her effort in putting all the information together.

STRATEGIC DECISIONS

PRINCIPAL'S CREDIT CARD

- **Motion**
The Board approve the limit on the Principal's Credit Card be increased to \$4,000.00.
Moved Elizabeth McPherson / **Seconded** Brendan Richards **Carried Unanimously**

STUDENT / MID TERM TRUSTEE ELECTIONS

- The successful Student Trustee candidate resigned after being elected so therefore the Board must have a by election.
- Elizabeth McPherson and Renee Riley positions are coming up in November.

- **Motion**

The Board appoint Kate Ricketts as Returning Officer for the Student Trustee by election and mid term elections.

Moved Vincent Andrew / **Seconded** Brendan Richards

Carried Unanimously

MONITORING

PRINCIPAL'S REPORT

As printed

NAG 4 Finance and Property

- **Motion**

The Board moved that Ray White Ltd is engaged to do the school houses property assessments as proposed in their letter (attached).

Moved Vincent Andrew / **Seconded** Joyce Wyllie

Carried Unanimously

The Board adopted the Principal's Report.

Moved Brendan Richards / **Seconded** Joyce Wyllie

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 4.40pm and came Out of Committee at 5.20pm.

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	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
Staffing	Employment 2020 / 2021	Protection of privacy of natural persons/ organisations.	Section 7(2)(a)

FINANCE

- **Motion**

The Board adopt the July and August 2020 Statements of Financial Position (attached).

Moved Vincent Andrew / **Seconded** Brendan Richards

Carried Unanimously

HAZARDS REGISTER

No Entries

HEALTH AND SAFETY

Vincent Andrew informed the Board that the Hazards Register does not need to be tabled at every meeting as Hugh Gully covers any issues in his Principal's Report.

STRATEGIC DECISIONS

POLICY REVIEW

Child Protection Policy is an important document and is still in draft form. The Policy will be circulated to Board members so they can read and make any comments for the Policy to be passed at the October meeting.

MINUTES SECRETARY REPLACEMENT

No decision needs to be made immediately so this gives the Board time to work something out. Could be an external person outside of Collingwood Area School. The Minutes Secretary is a Board role.

STUDENT TRUSTEE

As this is Sarah Van Kleef's last Board meeting Vincent Andrew thanked for her contribution to the Board over the past year.

Sarah Van Kleef thanked the Board for their support and giving her the opportunity to learn and contribute.

ADMINISTRATION

MINUTES OF THE PREVIOUS MEETING

Motion

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

Moved Vincent Andrew / ***Seconded*** Brendan Richards

Carried Unanimously

CORRESPONDENCE

As printed

Motion

That the Inward and Outward Correspondence is accepted.

Moved Joyce Wyllie / ***Seconded*** Elizabeth McPherson

Carried Unanimously

KARAKIA

Anne Harvey closed the meeting with a Waiata.

The meeting closed at 5.35pm

Next Board Meeting – Monday 19 October 2020