

**MINUTES OF THE COLLINGWOOD AREA SCHOOL BOARD MEETING HELD
MONDAY 21 JUNE 2021 AT 3.30PM**

PRESENT

Vincent Andrew (Presiding Member) Joyce Wyllie Hugh Gully (Principal) Renee Riley Edwina Howell
Anne Harvey Nicole Custers (Student Trustee)

APOLOGIES

Irene Pomeroy (Board Secretary) Brendan Richards Mieke van Lammeren (Staff Trustee)

STAFF

Alison Menary (Deputy Principal)

PUBLIC

Diane Street

KARAKIA

The Board opened the meeting with a Karakia.

WELCOME

Vincent Andrew welcomed Nicole Custers to her first Board meeting.

INTEREST REGISTER AND DECLARATIONS OF INTERESTS

No Conflicts of Interest Declared.

Edwina Howell questioned what role Alison Menary was representing at the meeting – Deputy Principal not a Board member.

STRATEGIC DECISIONS

Motion

2.1 Brendan Richards to be on the Primary and PE Teacher appointments along with Edwina Howell on Primary appointment and Renee Riley on the PE appointment.

Moved Vincent Andrew / **Seconded** Edwina Howell

Carried Unanimously

2.2 Mieke van Lammeren due to health issues will not be available to see the rest of her term out as Staff Trustee.

Motion

Irene Pomeroy to be appointed as Returning Officer to run a by election for Staff Trustee

Moved Vincent Andrew / **Seconded** Renee Riley

Carried Unanimously

Clarification was sought on as who staff are – Teachers and Support Staff.

MONITORING

PRINCIPAL'S REPORT

As printed

GENERAL COMMENTARY

1. It has been a tricky month with staff illnesses. A big thank you to Alison Menary for making such a big effort with Relievers to make it work. Relievers are a not only a problem to find in the Bay but also over the hill.
2. Caleb Scott did a great video report on Cross Country which is on the Collingwood Area School Facebook page.
3. Hugh Gully is looking forward to going North to visit Mercury Bay, Whangamata and Onewhero Area Schools. He will be focusing on:
 - How middle schools operate
 - PB4L (Positive Behaviour for Learning)
 - Any new builds and furniture
 - Just meeting people and seeing how others work

GENERAL COMMENTARY

- 1.1 Nicole Custers reported on the Year 12 trip to Nelson to see the Careers Roadshow. Coming up is 'Speed Dating' at Golden Bay High School.
- 1.2 Nicole Custers reported on the Year 9 -13 Lake Rotoiti trip
 - Getting to know teachers was a highlight and spending time with other students (especially Year 9)
 - Good communication and Year levels being mixed up
 - Next year maybe go to Nelson (Fell House) and stay as a group rather than splitting up and going different places.
 - Keep an open mind on the years ahead and try to make it a three-year cycle
 - Some students did not attend so next year talk about the trip earlier as to how to make it work for everyone.
- 1.3 The Board will soon receive a report from Shelley Wylie (ERO) on "What do relationships for learning look like with Maori, additional needs boys/ girls."
ERO is now collaborative and looking forward not back. Hugh Gully is unsure how long this review will go.
- 2.1 Annual Report has been uploaded to the Ministry. Vincent Andrew explained what an Annual Plan is.
- 2.2 Hugh Gully presented the background for the Treaty of Waitangi Policy and stressed that this is a Draft Policy not an Action Plan. A discussion was held on the Draft Policy and it was felt that there needed to be an interpretation of Maori words so it is more inclusive for families.

Motion

The Board moved that Anne Harvey now takes the Draft Treaty of Waitangi Policy to Manwhenua

Ki Mohua to be checked.

Moved Vincent Andrew / **Seconded** Edwina Howell

Carried Unanimously

2.3 We have not got confirmed times with Greg Jansen who will be facilitating the community Vision meetings in the future. Hugh Gully wants to keep the momentum going – meeting date 05 July 2021 at 3.00pm and all Board members are welcome.

3.1 A Leave Application for 2022 was received from a staff member. The Board is involved with Leave applications if they are longer than ten days.

Motion

The Board approved the application for Leave subject to suitable staffing.

Moved Vincent Andrew / **Seconded** Renee Riley

Carried Unanimously

3.3 A teacher is on Medical Leave until 24 September 2021. A short term contract has been appointed, accommodation sorted and whanau informed.

Hugh Gully is supporting a teacher on upcoming Paternity Leave. Hugh Gully is seeking a replacement teacher.

Senior Leadership Team is getting smaller so Melissa Dixon will join the team. Lloyd McPherson to join the building team and undertake senior school NCEA.

Hugh Gully explained Banked Staffing to the Board.

Finance

4.1 “Bikes on Charitable Trust” will design the BMX bike track. Hugh Gully has supported the local bike shop (Quiet Revolution) to purchase good quality mountain bikes which will also suit secondary OE needs. The budget for the bike track is still in draft form.

4.2 Renee Riley recapped about the change to uniform tops. Hugh Gully to follow up with NZ Uniforms about answers to our questions regarding the availability of cotton options.

4.3 An application has been made to the Trillian Trust for money to cover the cost of accommodation for students going to TOSI Nationals this year.

Property

4.1 WSP required a Playground Equipment Assessment. Hugh Gully was delegated to remove the tower as the Board is legally liable if a child has an accident. Renee Riley is planning a fundraiser that can be put towards a replacement tower. A discussion was held on how to create something for students next year.

Health and Safety

5.1 Hugh Gully has updated how hazards are managed and identified.

5.2 Electrical systems audit reveals no issues.

The Board adopts the Principal’s Report.

Moved Joyce Wyllie / **Seconded** Renee Riley

Carried Unanimously

FINANCAL STATEMENTS

3.2 Motion

The Board adopt the May 2021 Statements of Financial Position (attached).

Moved Vincent Andrew / **Seconded** Joyce Wyllie

Carried Unanimously

- Vincent Andrew explained the school's financial position to the Board. He explained that it seems a lot of money in the Net Working Capital so the question was asked is there enough money, that has not been budgeted for, that is available for a playground?
- Vincent Andrew, Hugh Gully and Irene Pomeroy will present a revision of our current budget as to what money may be available for spending.

STRATEGIC DISCUSSIONS

1. The Board recommended that 100% attendance be recognised at the end of the year. Discussion point for Hugh Gully to consider, aim to decrease 'Unjustified Absences". Attendance is tied to Achievement.
2. All Board members to print off the Code of Conduct, sign it and return to Irene Pomeroy.
3. Edwina Howell to write election blurb for August Flyer. Renee Riley is working on a new member's pack and will consult with Nicole Custers as what she would like to see in it.
4. Renee Riley to follow up with the Design Team tomorrow about the playground.
5. Meeting with the Design Team at 9.30am.

ADMINISTRATION

MINUTES OF THE PREVIOUS MEETING

Motion

That the Minutes of the meeting held on 24 May 2021 are a true and accurate record.

Moved Vincent Andrew / **Seconded** Renee Riley

Carried Unanimously

CORRESPONDENCE

Inward

NZSTA News – May Issue 308

Anne Harvey closed the meeting with a Karakia

The meeting closed at 5.15pm

Next Board Meeting – Monday 16 August 2021 at 3.30pm