

**MINUTES OF THE COLLINGWOOD AREA SCHOOL BOARD MEETING HELD  
MONDAY 16 AUGUST 2021 AT 3.30PM**

**PRESENT**

Vincent Andrew (Presiding Member) Joyce Wyllie Brendan Richards Renee Riley Edwina Howell  
Anne Harvey Nicole Custers (Student Trustee) Alison Menary (Acting Principal)

**APOLOGIES**

Hugh Gully (Principal) Irene Pomeroy (Board Secretary) Mieke van Lammeren (Staff Trustee)

**STAFF**

Jonny Hanlon Lloyd McPherson

**PUBLIC**

Jenna Bowden (Ray White Ltd)

**KARAKIA**

Lloyd McPherson opened the meeting with a Karakia followed by a Waiata.

**INTEREST REGISTER AND DECLARATIONS OF INTERESTS**

No Conflicts of Interest Declared.

**JENNA BOWDEN – RAY WHITE LTD**

- Paige Climo is a new member of the Ray White Property team.
- **6 Beach Road**
  - Rotten under kitchen sink and smells badly.
  - Jenna has requested John Lavers (Aorere Construction) many times to inspect the property and provide a quote but this has not happened yet.
  - Carpet needs replacing.
  - Hot water system and wetback all need to be replaced. Golden Bay Plumbing have put in a quote and the Board accepted this estimate.
  - Present tenant may have access to second hand kitchen and carpet. The Board will get quotes for a new kitchen and second hand ones may not be certified. Jenna Bowden to contact Flooring Xtra to measure the house for carpet.
  - Jenna Bowden will talk to Clay Hoskin Builder about the repairs and a quote.
- **33 Washington Street**
  - Painting.
- **4 Beach Road and 52 Gibbs Road**
  - Have small things that need to be fixed.

- Decks at Gibbs Road are rotting out. They are next on the list to be sorted.
- Fantastic tenants in all the properties and no issues to raise.
- Peter Chisholm is the Building Inspector. He has been in touch with Alison Menary.
- The Board has 'Healthy Homes' expenses to upgrade all the school houses. The cost is \$7,000.00 per house. All the houses are now done and fully compliant except for draught excluders.
- Jenna Bowden has been trying for a year to get John Lavers (Aorere Construction) and Nick Riley (Electrician) to no avail – crunch time has now come.

The Board thanked Jenna Bowden for her great work. Jenna left the meeting at 3.45pm

## **STRATEGIC DECISIONS**

### **Motion**

**2.1** Irene Pomeroy be appointed as Returning Officer for the upcoming Student Trustee elections  
**Moved** Vincent Andrew / **Seconded** Brendan Richards **Carried Unanimously**

- Vincent Andrew to talk to Irene Pomeroy re someone working alongside Irene Pomeroy to learn the processes, legislation, timelines, etc for elections. Alison Menary to talk to one of the Learning Assistants.
- Jonny Hanlon accepted nomination for Staff Trustee after nominations were closed. Irene Pomeroy to check if this is a valid process and bring the results to the next Board meeting. Staff Trustee vacancy is for the remainder of the term until next May when elections happen again.

## **MONITORING**

### **PRINCIPAL'S REPORT**

As printed

### **GENERAL COMMENTARY**

- Nicole Custers reported on Matariki. Concern was expressed that many seniors did not show up as they didn't think it was interesting enough. Nicole was the only Senior Leader who did attend. Next year a wider range of activities will be introduced to try and attract senior students interest and engagement. MKM gave positive feedback on the day. Renee Riley commented that she missed the community aspect of the evening gathering. Senior students also thought that was a highlight they missed.

## **NAG 2 STRATEGIC**

### **2.2**

- ERO focussing on relationships within the school.
- Every student is being included in age appropriate way, plus teacher questions.
- Responses to be evaluated by Shelley Wyllie (ERO) and she will interview groups of students.
- The question was raised when parents / families will be consulted? Reply was that this is a three-year cycle so ERO will work on the next step. Important to include families in ERO.

- Alison Menary to pass on to Shelley Wyllie this request to include parents / families in focussing on relationships in Collingwood Area School.
- This is a new process for ERO and they are working on how this process will develop.
- Brendan Richards has been involved in ERO meetings with Shelley Wyllie and feels positive about improvements in process and how thorough the consultation is.

### 2.3

- Visions and Values have been deferred until Hugh Gully returns from Sick Leave.
- Improving Educational Outcomes for Maori students also is deferred.

### OTHER

- Renee Riley reported that Hugh Gully was following up on Uniform changes. The Uniform committee want an option that was cotton or cotton blend. Options sent were all polyester and all polos. Quality of the junior yellow T-shirts are not what the Uniform committee want so they are looking at the junior PE top without too much black on it. Renee Riley to follow up with NZ Uniforms to find out where the discussion is at and pick up this issue. Juniors students are going to be allowed to wear Merino jerseys as well as senior students.

Alison Menary thanked the Board for their support during this transition.

The Board adopts the Principal's Report.

**Moved** Joyce Wyllie / **Seconded** Vincent Andrew

**Carried Unanimously**

### FINANCE

- Vincent Andrew reported that the school is tracking ahead when looking at Income versus Expenditure but that will change.
- Uncommitted Funds to July \$474,000.00.
- There is no more Five Year Plan funds now until 2025. The Ministry will let school know in 2024 how much that will be.
- What is the process around priorities for spending this money? Property is number one.
- Vincent Andrew to draw up a document to add property expenses estimates. Jenna Bowden will let Vincent Andrew know what figures to put in this.
- Discussion was held on teacher classroom budgets and how the yearly amount is set. A decision was deferred on increasing classroom budgets until Hugh Gully returns as Principal.
- Alison Menary would like more Learning Assistant time allocated in the budget. At budget setting time a discussion to be held re this. The Board need to support teachers to support improved achievement of our students.

### FINANCIAL STATEMENTS

#### **Motion**

The Board adopt the June and July 2021 Statements of Financial Position (attached).

**Moved** Vincent Andrew / **Seconded** Joyce Wyllie

**Carried Unanimously**

## **PROPERTY**

- The Collingwood rugby Club will work with Craig Phillips (Property Manager) within the next two weeks and dismantle the fort. The tower and slide will be gone.
- New playground will cost between \$100,000.00 - \$150,000.00. The Board need to decide what the want:
  - Who will design it?
  - How much will it cost?
  - Need to let the community know.
- Renee Riley to contact playground designers and request them to show the Board examples of projects they have built and how much they cost.
- Alison Menary to provide Renee Riley with figures of how many students we have in what age groups and look at two separate age group designs which include senior students' activities.

## **REBUILD / POOL / POLE SHED / ASBESTOS REPORT / COMMON ROOM / FURNITURE / SCIENCE LAB**

Lloyd McPherson thanked everyone for their efforts on the building project.

### **Pole Shed**

- Josh (School Support) is waiting for the Ministry to approve funding. Clay Hoskin (Builder) is concerned about price hikes as materials prices are going up and he is waiting – frustrating situation.
- Is it possible for school to pay for building materials and we can purchase shed? There is a risk that the Ministry of Education may not approve the Pole Shed. Approximately \$40,000.00 for materials.
- Lloyd McPherson to talk to Josh (School Support) when Josh is here for pool upgrade inspection.

### **Pool**

- Pool upgrade – sand blast, railing and repainting.
- Renee Riley asked that Vincent Andrew communicate via the next Flyer to the community that this work is happening.

### **Asbestos Report**

- Highest risk is 10.
- Floor in Boiler Room qualifies. Lloyd McPherson to talk to Craig Phillips (Property Manager) about how to work in Boiler Room with low risk eg no sweeping.

### **Common Room**

- Not a problem initially but may need reconsidering for future use.
- This information will now go to Coffey (removal services) through Naylor Love.
- The Board can begin to sell classrooms – local community to have first option of buying the buildings.
- How does the Board release this information to the Public? Renee Riley recommended a whole Board newsletter rather than just a Board slot in the Flyer.

- No surprises in Asbestos Report.

### **Furniture**

- Furnware – Ian has given a report on furniture. Board members to read reports in their Inboxes.
- Teaching walls \$6,900.00 compared to \$10,000.00 quoted by Ministry of Education. We need nine teaching walls.
- We get funded for the purchase of furniture.
- Ian (Furnware) will come back to follow up on his proposal.
- Lloyd McPherson will now pass this on to Staff for their feedback.

### **Science Lab**

- Concern has been expressed about the size of the Science Lab. There are Health and Safety issues with lack of space. Samantha Gaddes (Science teacher) has spoken to Emma (Architect) as students cannot fit in the middle of the room. Maximum of sixteen students only will fit in the Science Lab.
- Architect said to go to break out space but there will already be a class timetabled to that space.
- Lloyd McPherson will check the blue document shared register with the Architect to express concerns.
- Lloyd McPherson to talk to Garry Lewis who is responsible for the Timetable to go through a week's Timetable so the Board understand the spaces required to teach a robust curriculum.
- The Board do not want to drop senior subjects that we now offer because the school does not have the space to teach them.

### **CULTURAL NARRATIVE**

- Mauri stone to be done before any earth is removed. The Board may have to bring this date to the one they suggested earlier.
- Anne Harvey to consult with MKM around what date is best. All the community will be invited.
- Information has been sent to Robin Slow and MKM regarding possible embellishments.
- Some breakdown in process of communication, now Anne Harvey is conduit she will need briefing after each rebuild meeting.
- Robin Slow will develop a Kouhaiwhai pattern for Collingwood Area School.
- Playcentre already have a Kouhaiwhai which will be incorporated into the school one.
- Robin Slow has just worked with Kindergarten to create a Kouhaiwhai with stories.
- MKM will give us names for spaces soon, and Robin Slow will cooperate with community and artists about possible artworks.
- Education meeting at Onetahua Marae on 23 August 2021 to look at all aspects and what is appropriate to share.

The Board expressed appreciation to Lloyd McPherson for his work and bringing the Board up to speed. Lloyd McPherson left the meeting at 4.35pm.

## STRATEGIC DISCUSSIONS

1. 24 – 7 Youth Worker - Alison Menary proposed that any progress be made when Hugh Gully returns to school. Joyce Wyllie to give this feedback to 24 – 7 organisers.
2. Vincent Andrew to contact Greg Jansen for him to talk to the Board on community consultation re the Vision and Values. Greg is in the Golden Bay on 15 September 2021.
3. Vincent Andrew to write to all parents / families in the next few weeks re:
  - Pool Upgrade.
  - Staging report in Office foyer for parents / families to look at.
  - Who do parents / families direct questions to now?
4. Community gathering in October re the rebuild. There will be more regular updates as a Project Manager in Golden Bay. A quick note to go in the Flyer informing parents / families that a Board newsletter will be coming to them with information. Vincent will email the newsletter around the Board for them to view and comment on before sending it out to parents / families.
5. Nicole Custers to speak at Assembly about her role on the Board. Student Trustee elections are in September and Year 9 up are eligible to stand and vote.
6. Jonny Hanlon gave an update on Junior School events:
  - ‘Inspire’ is coming up in Nelson and involves thirty to forty students. It is a great experience led by scientists, university professors, etc.
  - Lip Sync is coming up and junior school buy in is great.
  - Years 5 and 6 head to Totaranui next month for their class camp.
  - Year 6 and 7 are heading to the mountains skiing.
  - Term 3 calendar has a lot of extra events so there will be interruptions to normal school life.
  - End of Term 3 focus is on assessment.

Jonny Hanlon left the meeting at 6.25pm

## 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 6.30pm and came Out of Committee at 7.16pm

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:

<b>Minutes / Report</b>	<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
Staffing	Letter received from parents	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 21 June 2021 are a true and accurate record.

**Moved** Vincent Andrew / **Seconded** Renee Riley

***Carried Unanimously***

### **MATTERS ARISING**

1. Some Board members still need to sign the Code of Conduct.

### **CORRESPONDENCE**

#### **Inward**

NZSTA – Trainings – Joyce Wyllie sent an email re dates of trainings so the Board can meet at school and watch them together.

- Joyce Wyllie to write a letter to staff (Alison Menary will email it to each individual staff member) thanking them for the extra workload they are carrying.
- The Board will provide morning tea later in the year to show staff their appreciation.

The meeting closed at 7.30

**Next Board Meeting – Monday 20 September 2021 at 3.30pm**