

**MINUTES OF THE COLLINGWOOD AREA SCHOOL BOARD MEETING HELD  
MONDAY 20 SEPTEMBER 2021 AT 3.30PM**

**PRESENT**

Vincent Andrew (Presiding Member) Joyce Wyllie Renee Riley Edwina Howell Nicole Custers (Student Trustee) Alison Menary (Acting Principal) Irene Pomeroy (Board Secretary)

**APOLOGIES**

Hugh Gully (Principal) Brendan Richards Anne Harvey Mieke van Lammeren (Staff Trustee)

**STAFF**

Lloyd McPherson Donna Zeller Diane Street

**KARAKIA**

The Board opened the meeting with a Karakia.

**INTEREST REGISTER AND DECLARATIONS OF INTERESTS**

No Conflicts of Interest Declared.

**PROPERTY**

Lloyd McPherson updated the Board with property matters.

**Pool**

- The refurbishing of the pool will not happen until after this swimming season. Chances are if it was started now due to Covid and supplies in Auckland it would not be ready for this swimming season.
- Lloyd McPherson to find out what the Ministry's timeline is for spending the money allocated.
- Waitapu Engineering have been and measured for handrails and possibly have started on their construction.
- Lloyd McPherson to try and find out if rubberised paint was used to paint the pool – if so sandblasting will not remove it.

**Pole Shed**

- School Support have sent Clay Hoskin Builder a letter of approval to erect the pole shed but to date no Contract. Lloyd McPherson will keep on at School Support for the Contract.
- Land where Pole Shed to be erected has one end substantially higher than the other. Clay Hoskin Builder will build up the lower end. The extra cost for the gravel is not included in the quote.
- With the Principal's approval the old Caretakers shed to be advertised within the community for removal. Health and Safety regulations will apply and a timeframe for it to be gone.
- Conduits will put in each Bay in case they are needed in the future.

**Rebuild**

- A skip will be put out the back of Rooms 5 and 6 for Melissa Dixon and Pip Baker to clean their

rooms out. This has to be completed by 16 November 2021.

- Melissa Dixon and Pip Baker will get release time for this and the Relievers paid out of the decamp fund.
- Vincent Andrew to follow up the availability of a shipping container.
- Vincent Andrew to talk to Coffeys to organise an auction / salvage to remove the buildings. Lloyd McPherson to be kept updated.
- Storage Chemical Block – we have two sheds and Lloyd McPherson has been trying to work out where to store them on site during the rebuild. We may need another container solely for the chemicals.
- Three small sheds out the back of the school are full of old desks and chairs. Craig Phillips will put these out every second Friday afternoon for people to peruse and purchase. It will be advertised on Facebook and in the Flyer. What does not go Craig Phillips will take to the Recycling Centre.
- Lloyd McPherson went through the projected 2022 Timetable (attached) showing use of the Breakout spaces.

### **Library**

- The Music Room will be turned into the Library from the beginning of November 2021.
- Lloyd McPherson and BCITO students will pull apart the Music Room ready for the Library shelves, etc to be moved in.
- Craig Phillips and Lloyd McPherson do not have time to relocate the Library shelves and it is not in the Librarians Job Descriptions.
- Donna Zeller nominated Steve Zeller to work sixteen hours to set up shelving, desks, etc in the Music Room.
- Diane Street would like to be paid extra hours for the next four weeks to pack library books into boxes and name them. She has purchased forty storage boxes. Diane Street estimates that one third of library books will go into storage and two thirds in the Music Room.
- Diane Street feels that the Librarians have had no meetings with anyone to organise the change. Diane Street feels that there are other rooms in the school that would be more suitable for Rooms 5 and 6 to be relocated to and the Library remain where it is.
- Craig Phillips to put drainage in to the entrance to the Music Room as it is a quagmire in the wet.
- Librarians estimate with Diane Street and Steve Zellers extra time the cost will total \$1,400.00.

Renee Riley asked that Irene Pomeroy keep a running total of the decamp funds.

Lloyd McPherson and Donna Zeller left the meeting at 4.30pm

## **STRATEGIC DECISIONS**

### **Motion**

- 2.1** Vincent Andrew to contact Coffeys telling them to manage the building salvage work and to advertise it in the Golden Bay Weekly, Facebook and Flyer.

**Moved** Renee Riley / Joyce Wyllie

**Seconded Carried Unanimously**

## **MONITORING**

### ***PRINCIPAL'S REPORT***

As printed

### **GENERAL COMMENTARY**

With teachers going through Covid last year they were well prepared for what was required of them for students in this latest outbreak:

- Survey going home to parents / caregivers for their comments on the latest outbreak.
- It was asked if a survey could go home for each child as several families had children in junior and senior classes.

Nicole Custers:

- Can a survey go to students so they can have their input?
  - Senior students did not hear from some of their teachers at all during Lockdown.
  - Challenge to keep motivated with all the distractions at home.
  - Mock exams this week – Year 12 students feel unprepared for some subjects.
- Show Day is the Tuesday after Labour Day. If the country is still in Level 2 Show Day will be cancelled and not happen this year.

### **NAG 2 STRATEGIC**

#### **2.1**

- MKM and Robin Slow meeting is at 3.30pm on Thursday 23 September 2021. Alison Menary to check with Anne Harvey the stance on kai being allowed at this meeting due to Covid restrictions.

#### **2.2**

- Shelley Wyllie (ERO) in school 27 – 28 September 2021.

#### **2.3**

- Greg Jansen will be at school Tuesday 23 November 2021 at 3.30pm to discuss Vision and Values with staff. Vincent Andrew to contact Greg Jansen and try and organise a meeting for the Board while he is here.

### **NAG 3 PERSONNEL**

#### **3.1**

- Braden Fa'avae and Lyndon Clark have both resigned from their teaching positions. Hugh Gully has advertised their positions in the Education Gazette.
  - Edwina Howell requested to be on the English Appointments Committee with Renee Riley and Brendan Richards on both committees.
  - Exit interviews to be arranged with Braden Fa'avae and Lyndon Clark. Renee Riley to put previously used Exit Interview questions in the Board Folder.

#### **3.3**

- Gary O'Shea will cover Braden Fa'avae classes while he is on two weeks Paternity Leave. Gary O'Shea will be in school next Monday.

## **NAG 4 PROPERTY**

### **4.2**

- Furniture sale link to be put in the Flyer for parents / caregivers.

### **4.4**

- The Board agreed that Playcentre could remove and have the fruit trees out the back of the school.
- Vincent Andrew emailed Playcentre and invited them to come and look at the finalised Rebuild Plan. Jessicah Win (Playcentre) declined saying they just want to deal with Craig (Ministry of Education) and the WSP.

The Board adopts the Principal's Report.

**Moved** Edwina Howell / **Seconded** Joyce Wyllie

**Carried Unanimously**

## **FINANCAL STATEMENTS**

### **Motion**

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

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

**Carried Unanimously**

## **ADVENTURE PLAYGROUND**

- Irene Pomeroy to look for the present Adventure Playground plans for Renee Riley.
- Luke from Canopy wants to come and do a presentation to the Board on Playgrounds.
- Do the Board want a junior and senior playground or one for all ages?
- Do the Board upgrade the present Adventure Playground to last until after the Rebuild?
- Suggestion was made that the Playground be built where the Shade Area is.
- Sub Committee to be formed to look at a budget, etc – Renee Riley and Edwina Howell.
- Renee Riley wants input from students
- Renee Riley to find out a cost to remove the existing Adventure Playground.

## **UNIFORM**

- Three options for junior T-shirts came back. The Board chose Option three (has the most cotton in) at a cost to parents of \$36.00.
- Renee Riley to get a sample of the T-shirt from NZ Uniforms before the Board commits to it.

### **Motion**

The Board agrees to buy out the remaining stock held NZ Uniforms at a cost of \$1,1.00 and Renee Riley will put a note in the next Flyer advertising the stock at a 50% discount for parents.

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

**Carried Unanimously**

- A new Contract will need to be signed by NZ Uniforms when a final decision is made on the Junior T-shirt.
- Parents / Caregivers will have until the opening of the new school to have their children in the new T-shirt.

## STRATEGIC DISCUSSIONS

1. Information was received that Covid vaccinations for 12 – 16 year olds can take place at schools in 2022. The Board have until then as to whether they take the offer up or not.
2. School Policies for 2021 have started and are work in progress.

### **Motion**

The Board will spend ten minutes at the next three meetings reviewing the SchoolDocs Policies due for renewal:

- Behaviour Management – October.
- Reporting to Parents and Communication – November.
- Finance / Property – December.

**Moved** Renee Riley / **Seconded** Edwina Howell

**Carried Unanimously**

4. Alison Menary to talk to Peter Taylor (Health / PE / Outdoor Ed teacher) re consulting with the community over the Health Curriculum.
5. Edwina Howell to write a blurb for the Flyer re the upcoming Triennial Elections in May 2022 inviting any interested parents / caregivers to come along to one of the six upcoming Board meetings. There will be three vacancies – Vincent Andrew, Joyce Wyllie and Brendan Richards.

## 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 6.20pm and came Out of Committee at 6.25pm.

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	Update on a letter received from a parent.	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 16 August 2021 are a true and accurate record.

**Moved** Edwina Howell / **Seconded** Joyce Wyllie

**Carried Unanimously**

## **MATTERS ARISING**

1. Kowhaiwhai was incorrectly spelt in the August Minutes.
2. Vincent Andrew still to write Property update newsletter to parents re Rebuild, Pool Shed and Pool.
3. Joyce Wyllie still to write a letter to staff.

## **CORRESPONDENCE**

### **Inward**

- No Correspondence received.

## **KARAKIA**

The Board closed the meeting with a Karakia.

The meeting closed at 6.30

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