



Collingwood Area School

Together we ride the wave of life long success
Ka eke ngātahi tātou i te ngaru o te angitu

Collingwood Area School BOT Minutes

Tuesday 27th September 2022 commencing 3:30 PM

Collingwood Area School Staffroom

1. WELCOME

1.1 **KARAKIA:** Hugh Gully opened the meeting with a karakia

1.2 **PRESENT:** Hugh Gully (Principal), Brendon Richards (Parent Rep – Presiding Member), Meret Weiss (Parent Rep), Dan Jessep (Parent Rep), Peter Taylor (Staff Rep), Tiana Onley/Nicole Custers (Student Rep), Edwina Howell (Parent Rep) via phone (from 3.45pm), Anne Harvey (Manawhenua Ki Mohua) & Kaye Stark (BOT Secretary)

1.3 PUBLIC

1.4 APOLOGIES:

1.5 **INTEREST REGISTER AND DECLARATIONS OF INTERESTS:** None declared.

1.6 **THANK YOU / WELCOME:** HG began by thanking NC on behalf of the past and present BOT's for the two years' of service she has given to the job of Student Rep on the CAS BOT. He presented her with a thank you gift from the BOT. BR followed by thanking NC and then welcoming TO to the BOT.

1.7.1 **ELECTION OF OFFICERS:** BR called for nominations for the Deputy Presiding Member of the BOT. After discussion, the members present, agreed to defer this appointment until the next meeting.

3. MONITORING

3.1 **Principal's Report** (as per attached)
(EH joined the meeting by phone 3.45pm)
BR moved that the principal's report be accepted.

BR/PT - carried unanimously

3.1.1 Principal's Report Additional Notes

Reporting to Whanau (draft): PT will consult with teaching staff to ensure the guidelines, as set out, are agreed to. Any changes will be reviewed at the next meeting and then policy will be formalised.

Improving Outcomes for Maori Students

AH /HG involved with creating this policy with an inclusive draft nearing completion.

Visioning Meeting: next meeting with Robin Slow is planned for 17th October 2022

Staffing – HG updated the BOT on the staffing levels for 2023 based on the MOE draft Staffing Entitlement 2023.

The BOT did not go into PEB to discuss staffing matters as there were no members of the public present. After discussion, the following decisions were made:

- The BOT agreed to employing the NE/Yr1 fixed term teaching position on a term by term basis for 2023.
- A long-term reliever position to cover 1 x staff member on leave for 2023 has been advertised.
- An exit interview was arranged for a leaving staff member.

Principal Appraisal: HG is working with Linda Tame to progress this.

3.2. Financial Statement

The July/Aug 2022 Accounts, as presented by Solutions & Services, were ratified.

BR/PT - carried unanimously

The Board asked that KS send a letter to the Vavasour Foundation to thank them for their continued generosity to the school.

3.3. Health & Safety

School Closure: The BOT was happy with the school's response and management of the recent flooding event and subsequent school closure.

Internet Safety Module: Discussion on whether to proceed with this was deferred until next meeting to allow for consultation with the kahui ako and CAS staff. Costs were discussed.

GB Football: The BOT agreed to GB Football using the school fields for First Kicks/Fun football next season. There was discussion on checking the school's policy for use of school infrastructure for community events needed updating.

3.4 Communication - What does the BOT Want?

The BOT agreed to:

- making the regular monthly meeting the 4th Monday of every month.
- All meetings will be put on the BOT google calendar with invites being sent to all relevant BOT members.
- KS to email everyone when the latest minutes and financial reports are put on the drive.
- All major items for discussion & reports are to be put on the agenda and in the drive by the Thursday prior to the next meeting (allowance for the Principal's Report to be updated if relevant information arrives during the period immediately before the next meeting).
- Communication to be transparent.

3.5 Filling BOT Parent Rep Vacancy

After discussion, BR put a motion to the BOT that -

"The BOT proceed with filling the current BOT vacancy by selection."

BR/PT carried by majority

The selection process and timeline was discussed so that all members were familiar with it.

3.6 Uniform -Kate Ricketts had requested guidance from the BOT as she need to be letting whānau know now our uniform requirements for 2023. The BOT agreed that, given the difficult year, they will extend use of the "old" gold shirts until 2024. This might help use up more of the old stock as well. KS to contact the uniform company to get an update on progress with using the school subsidy to subsidise the "new" shirt.

3.7 Reporting on Well Being: EH asked if there was a way of reporting to the BOT on the overall wellbeing and mental health of our students. HG replied that the school was just in the first stages of undertaking a MOE driven, school wide (Yrs. 4 – 13 & staff), survey on wellbeing. The survey was last completed in 2018 and he is hoping it will provide some valuable information.

3.8 Pool - Charges for 22/23 season It was agreed to keep the pool charges the same as last year i.e. a \$50 bond refunded on return of the key. KS noted that many of last years keys were yet to be returned.

3.9 Understanding Year Levels and Composite Classes in the Primary School. EH asked how they were decided on. HG stated that this was a management issue but that, for the most part, it was done by age.

4. STRATEGIC DECISIONS

- 4.1 **Student Achievement Reporting (interim Report):** HG spoke to the BOT about student achievement reporting. This year the report will be based on just start of year and end of year data. The BOT wished to have an interim report from the school but acknowledged the extra resources that this would entail. HG to put the BOT's request to the SLT. It was also generally agreed that it would be good to include some form of self-review from the students within the reporting format.

6. ADMINISTRATION

- 6.1 **Minutes:** The minutes of the Aug 15th, 2022, meeting were accepted.

EH/HG-carried unanimously

- 6.2 **"To Do" List:** No action.

6.3 Correspondence

- **Resignation** the letter of resignation from the BOT by Renee Denmead was tabled and accepted.
- **Letter from CAS Secondary Staff:** HG felt that the issues had largely been resolved but understood that the subjects covered in the letter should be revisited over the coming year particularly when looking at staffing for 2024. KS to email BOT with a draft response to the letter.

- 6.4 **BOT SPOT** – No Action.

7. MEETING CLOSURE

Meeting closed at 5.50pm with a karakia from AH

Brenda Richards – Presiding Member Collingwood Area School BOT

Attached: - "To Do"List
- Principal's Report