



Collingwood Area School BOT Minutes

Tuesday 31st October 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), Edwina Howell (Parent Rep), Anne Harvey (Manawhenua Ki Mohua) & Kaye Stark (BOT Secretary)

1.3 MEMBERS OF THE PUBLIC:

1.4 **APOLOGIES:** Tiana Onley (Student Rep),

1.5 **DECLARATIONS OF INTERESTS:** None declared.

1.6 **WELCOME:** BR commented that, looking forward, he considered CAS had a particularly strong BOT.

Agenda : BR spoke about different options for finalising agenda items. It was agreed that all major agenda items were to be notified by the Thurs afternoon before the meeting. At the start of meeting members would have a small discussion to agree what was to be included in the meeting Agenda. This will be a trial.

The BOT went over the meeting rules regarding speaking rights and the reasons for excluding the public from sections of the meeting were explained. It was agreed to aim for regular monthly meetings to be finished by 5.30pm unless there were extenuating circumstances.

The BOT agreed to continue with informal training from 3 -3.30pm before the start of the main meeting. These sessions are not compulsory and up to each BOT member to decided whether the training is relevant to them. AH will take the next 3pm session introducing Pepeha.

1.7 **ELECTION OF OFFICERS:** BR called for nominations for the Deputy Presiding Member of the BOT. After discussion Edwina Howell agreed fill this position.

BR/HG carried unanimously

3. MONITORING

3.1 **Principal's Report** (as per attached)

BR moved that the principal's report be accepted.

BR/DJ - carried unanimously

3.1.1 Principal's Report Additional Notes

- Visioning Process – How to proceed. The BOT agreed to take on the next steps with the visioning process and come up with a draft to present to the school whanau. They agreed to meet at 3pm Mon 7th November 2022.
- Hugh's leave was approved for half a day on the 8/12 and the full day 9/12/2022.
- Non - attendance was discussed. Some was Covid related during the middle of year but there are other more specific areas that need to be revisited in 2023.
- HG updated the BOT on staffing for the 2023 school year.
- Prizegiving to acknowledge outgoing BOT members.
- BOT members were urged to revisit and familiarise themselves with the rebuild priority list – link provided on Principal's Report.
- Feedback from the BOT re. the Kids Online Safety programme was positive. It will tentatively go ahead in 2023 providing the teachers are in agreement and that school management can provide a time commitment for teachers to get some training in the programme.

3.2. Financial Statement

3.2.1 The Sept 2022 Accounts, as presented by Solutions & Services, were ratified.

BR/EH - carried unanimously

3.2.2 The Board authorises the Board Chairperson and Principal to sign the Statement of Responsibility for the 2022 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

EH/PT - carried unanimously

3.3.3 Uncommitted funds - The Bot discussed the uncommitted funds as presented by Solutions and Services. At this stage, as nothing has been minuted, we have no financial commitment to the rebuild from BOT funds.

3.3. Health & Safety

HG presented a report on the recent incident regarding inappropriately disposed of chemical residue in the science lab. He also presented what the school has done to ensure it will not happen again.

3.4 Filling BOT Parent Rep Vacancy

The BOT ratified:

- the email discussion regarding filling of the vacancy position
- moving to a voting election to fill the vacant mid-term position
- the voting return will be paper NOT electronic
- appointing KS as returning officer for the above election

BR/MW carried unanimously

The election timeline was discussed.

3.5 Uniform – deferred till next meeting.

3.6 NZSTA Workshop– DJ & BR reviewed this.

- Principal's Report – should assume it has been read to allow for more question/clarification time. Allow 30min – 45 min of the total meeting time for this report.
- All BOT members need to sign a Code of Conduct at the start of each year.
- Laminated copies of the National Education & Learning Priorities should be available on the table at BOT meetings.
- Have a "Welcome to the BOT" kit available to all new BOT members.

3.7 Onetahua Marae Hui – AH & MW reviewed the hui.

- MKM will shortly return the Te Tiriti o Waitangi policy with a few minor modifications. MKM raised the question on how CAS was going to honour & implement the policy and whether a joint pilot programme between MKM & CAS was an option at the start of 2023. HG suggested a joint Treaty workshop on a teachers only day early in the new year.
- AH shared a new resource called Ngā Kawatau me ngā Tumanakotoanga o Te Taihuhu written by the 8 top of the south iwi.
- Work is continuing on the Outcomes for Maori students policy with meeting set for the 9th Nov between HG, AH & Lloyd McPherson.

3.10 Pool – HG updated the BOT on progress with upgrading the pools. There was still painting to be completed – work will start this week. Following that the rails will be installed.

4. STRATEGIC DECISIONS

4.1 Student Achievement Reporting (interim Report): Discussion is still ongoing with SLT & teaching staff.

6. ADMINISTRATION

6.1 Minutes: The minutes of the Sept 27th 2022, meeting were accepted.

PT/HG-carried unanimously

6.2 “To Do” List: No action.

6.3 Correspondence: Letter to teaching staff had been sent - copy in correspondence folder.

6.4 BOT SPOT – It was agreed that DJ would provide a small bio & BR would provide an update on BOT matters for next CAS Flyer.

7.0 MEETING CLOSURE

Meeting closed at 5.20pm with a karakia

Brendan Richards – Presiding Member Collingwood Area School BOT

Attached:

- “To Do”List
- October Principal’s Report
- Notes from AH MKM hui

TO DO

- **KS** Notify BOT members Visioning Meeting
- **PT:** Reporting to Whanau (draft) - liaise with teaching staff re. new guidelines.next meeting
- **AH /HG:** Improving Outcomes for Maori Students - draft for next meeting
- **HG:** NZSTA re outgoing BOT members
- **ALL BOT:** to revisit and familiarise themselves with the rebuild priority list – link provided on Principal's Report.
- **KS:** Laminate copies of the National Education & Learning Priorities for BOT meetings.
- **KS:** contact: uniform company re. subsidy for new shirt.
- **HG:** to present the BOT's request for additional student achievement reporting to the SLT
- **KS** "Welcome to the BOT" kit available to all new BOT members
- **DJ:** to provide a small bio for next CAS Flyer
- **BR:** would provide an update on BOT matters for next CAS Flyer.



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Principal's Report

Date	31 October 2022
General Commentary	<p>Great to be back with some sunshine on our backs and resuming what will be a short but busy term.</p> <p>Show Day went well despite the cold conditions and again great to see so many whānau in attendance.</p> <p>Years 1- 10 have commenced assessments to inform end of year learning outcomes and we have commenced work to look at A4L overview for 2023.</p> <p>HG enjoyed productive and collegial Nelson Principals Association Conference at Lake Rotoiti. Keynotes included Sir Ian Taylor sharing an incredible resource regards Pacifica Migration, Jenny Bennet on Cultural identity and William Pike, amputee and promoter of the William Pike Challenge.</p> <p>Also enjoyed some special whānau time !</p>
NAG 1 Curriculum	<ol style="list-style-type: none">1. Term 4 Accord Days<ul style="list-style-type: none">• Week 6: Syndicate based planning 2023• Week 7: Secondary Jumbo Day (meetings of specialist areas at Nelson Secondary Schools and Primary Enquiry Unit planning2. Secondary School Camp confirmed for Week 4 Term 1 2023 at Lake Rotoiti
NAG 2 Strategic	<ol style="list-style-type: none">1. Presentation of Te Tiriti Policy to Manawhenua ki Mohua2. Well attended Vision meeting with Robin Slow. Robin very supportive of the concept of using Te Matau to represent values and vision. Commitment to keep him informed of developments3. The Education Review Office has reengaged and will be on site on 29 and 30 November. This has been a convoluted process with the original Review Partner onsite in 2021 prior to HG going on medical leave. Focus was finalised and surveys completed. Purpose of this meeting is to meet new Review Partner and re engage process4. Charter Review Process. HG preparing template and timeline seeking feedback from Staff and BOT5. Update meeting re Vision and MKM6. Synthesis Vision: HG/GJ/ SG7. Offer from STA "Welcome on Board" training in Golden Bay Tuesday, November 29th, Wednesday the 30th or Thursday, December 1st<ul style="list-style-type: none">• Any interest and what day suits?
NAG 3 Personnel	<ol style="list-style-type: none">1. Day 1 Assembly we remembered our Volleyball Coach who sadly and unexpectedly passed away in the holidays. HG attended tangi2. Principal Application 2 days leave to attend wedding in Queenstown3. Term 2/3 Attendance data

	<p>4. Staffing updates</p> <ul style="list-style-type: none"> • Teacher on long term sick leave and implications • Return of Science Teacher from extended medical leave • Food Technology • English Long Term Reliever <p>5. Head Student Application and process is now complete and will be announced at Prize Giving. Very high caliber of applications</p>
NAG 4 Finance	<p>1. Budget prep 2023 is well underway</p>
NAG 4 Property	<p>1. Building update:</p> <ul style="list-style-type: none"> • Confirmation of funding for Technology Block • PCG and site meeting tomorrow • Foundations on both sites almost complete • Framing to begin soon • Kowhaiwhai development <p>2. Value engineering: This is Priority List that can now be revisited</p>
NAG 5 Health and Safety	<p>1. Feedback sought from last month regarding Kids Online?</p> <p>2. Chemical Science Lab Incident Report</p> <ul style="list-style-type: none"> • Eye washes have now been purchased and are in place • Caretaker has made full recovery
Other	<p>1. Golden Bay Workcentre Trust to run an after school Bushcraft course in our bush. They manage all organisation and have 7 students enrolled.</p> <p>2. 2 students who left CAS in 2021 to attend College in Nelson are returning to CAS in 2023.</p>

Feedback from this hui Anne Harvey:

- Still seems to be communication issues - I didn't know about this hui until getting Hugh's apology - Jenny brought me up to speed and my employer allowed me to skip another meeting so that I could attend.
- Meret and I attended with apologies from Hugh and Dan (who was māuiui)
- There is another version of our updated Te Tiriti o Waitangi policy - Ursula will send through (not sure why or what the changes are)
- Barney reiterated MKM's desire to build a strong relationship with the kura.
- Barney asked how we see ourselves upholding this policy (ie steps that we will take).

- I shared resources gained from Kia wetewetea ko Māui ahau (education symposium) - these are really user friendly resources that have been created by the 8 iwi of Te Taihū. I explained that no one else has yet seen these but that I see them forming the basis of our practice around supporting Te Tiriti and the policy around improving outcomes for Māori students.
- I also gave my opinion that we will need education for teachers and BOT members - not fair and actually not possible to expect people to teach/uphold what they don't (yet) understand.
- The group also acknowledged amongst themselves that they have a role in supporting us to achieve our responsibilities under the policy.
- MKM are keen to pilot a Te Tiriti o Waitangi workshop for CAS staff and board. If successful to re-create for other schools. The intention would be to hold this at the marae bringing in an experienced and knowledgeable person to facilitate (Maybe Aroha Gilling). This would need to be on a teacher only day so everyone could attend. **Hugh can you please communicate with MKM regarding possible dates in early 2023**
- This could be the first of a series of training opportunities provided by MKM.
- Ursula asked how/ when we would report back regarding our progress in implementing the policy.
- Agreed that face to face presentations would be appropriate - maybe first update in 6 months time?
- At governance level we will need to ensure that management is resourced adequately for the necessary training and upskilling.