



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

Monday 31st January 2023 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), Brendan Richards (Parent Rep – Presiding Member), Meret Weiss (Parent Rep), Dan Jessep (Parent Rep), Rosie Riley (Parent Rep), Peter Taylor (Staff Rep), Edwina Howell (Parent Rep), Anne Harvey (Manawhenua Ki Mohua), Tiana Onley (Student Rep), & Kaye Stark (BOT Secretary)

1.3 MEMBERS OF THE PUBLIC:

1.4 **APOLOGIES:**

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

1.6 **ELECTION OF OFFICERS:** KS called for nominations for the 2023 Presiding Member. EH nominated BR and this was seconded by DJ. As there were no further nominations it was agreed that BR would take on the role of CAS BOT Presiding member for 2023.

1.7 **HOUSEKEEPING:** BR went through the CAS BOT Code of Conduct 2023 and asked BOT members to sign it if they were in agreement. All BOT members signed the 2023 Code of Conduct. The BOT agreed to trial the following meeting protocols:

- 1.7.1 Agenda items to be put on the drive by the Thurs before the next meeting.
- 1.7.2 KS to send out an email on the Mon week before the next meeting to remind BOT members about meeting and Agenda items.
- 1.7.3 Late Agenda items can be tabled at the start of the meeting and the BOT will decide whether they have enough information and time to address.
- 1.7.4 BOT looked at the draft 2023 Annual Timetable and sorted dates for the next four months.
- 1.7.5 BOT Members agreed to their personal contact details to be shared with other BOT members.
- 1.7.6 BR introduced a new way of processing our school policies which he believed would allow the BOT to spend more time completing it's core function – looking at Strategic Aims.
- 1.7.7 Members discussed options for liaising with staff and students in a non-threatening format. HG stressed the BOT would need clear reasons why they would want staff/students to address BOT meetings because of the extra time commitment it would generate.
- 1.7.8 The BOT wanted to discuss further ways they could acknowledge student and staff achievements and celebrate the schools successes. It was agreed to aim for at least one thing to celebrate each term.
- 1.7.9 Members of the Public Speaking rights - We follow the concerns and complaints procedure. BOT does not respond. We listen, record and respond later. Let people know their rights and responsibilities before arriving at the meeting and grant 5 or less minutes of speaking time. Ask if they would like a karakia at the beginning and the end of their speaking time.

3. MONITORING

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

BR moved that the principal's report be accepted.

BR/PT - carried unanimously

3.1.1 Principal's Report Additional Notes

Charter / Student Achievement – HG commented that there was a lot of raw data and staff now need to look at the next steps for Student Achievement in 2023. There was discussion on how to encourage students to “raise the bar” with achievement rather than settle for “a pass is enough” attitude. Overall teachers were really enthused with the results but acknowledged that further analysis might show how to set goals in certain cohorts and to extend higher achieving students. PT noted that the “achieve is enough” culture of the school was changing.

Action Point. BOT asked to review and come up with suggestions to add to our charter goals including ideas to measure wellbeing.

- HG elaborated on changes to staffing for T1 2023.
- AH left the meeting at 4.40pm

3.2. Financial Statement

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

BR/PT - carried unanimously

3.2.2 The Board defers the planned 5YPP painting of the inside hall until 2023.

BR/HG - carried unanimously

3.2.3 There was some discussion on the under expenditure in the curriculum areas and ways the school could access more grant monies.

3.3. Health & Safety

- HG is waiting for more information to complete the report on the caretaker accident at the school swimming pool on the 8th Dec 2023.
- The H&S Officer position and Hazard Register are to be reviewed at the next meeting.
- The price for the defibrillator was unanimously agreed to. KS to action.

3.4 Property

- Painting Hall Roof. After discussion it was agreed for HG to contact a local company, Painting Collective – to get a second quote on the painting part of the original quote collated by Naylor Love. This needs to be actioned as speedily as possible.
- **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. It was agreed that BOT members take time to look at the Value Engineering 3D fly through of the school rebuild before the next meeting as we need to progress our “wish list” for the school development.
- **School Houses** There was some discussion on involving Peter Chisholm to complete a maintenance schedule for the school houses. KS to approach him.

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3.5 Policies

- The following SchoolDoc policies were reviewed, and approved:
 - Privacy
 - Official Information Requests
 - BOT Responsibility (part of Governance & Mgmt Policy)
 - Protected Disclosure
 - Conflict of Interest

EH/RR - carried unanimously

To Do: Set up a Conflicts on Interest Register

- PT presented the updated Reporting to parents draft policy and answered questions. The policy has been split into Primary and Secondary areas. The policy was passed unanimously.

HG/PT - carried unanimously

6. **ADMINISTRATION**

6.1 **Minutes:** The minutes of the Dec 5th 2022, meeting were accepted.

MW/DJ-carried unanimously

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

6.3 **Correspondence:** No Action

6.4 **BOT SPOT:** No Action

6.5 **Next Meeting:** 20th Feb 2023 3pm start

7.0 **MEETING CLOSURE**

Meeting closed at 5.31pm

Signed



2/2/23

Brendan Richards

CASBOT Presiding Member

TO DO

- **ALL BOT MEMBERS:** to review and come up with suggestions to add to our charter goals including ideas to measure wellbeing.
- **HG:** to approach the Painting Collective for a quote to paint the hall roof.
- **HG:** report on CP's accident.
- **KS:** purchase defib.
- **KS:** Contact Peter Chisholm re school house maintenance schedule.
- **KS:** Set up a Conflicts on Interest Register
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- **AH /HG:** Improving Outcomes for Maori Students - draft for next meeting
- **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.
- **KS** "Welcome to the BOT" kit available to all new BOT members

