



# 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 5<sup>th</sup> December 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), Tiana Onley (Student Rep), & Kaye Stark (BOT Secretary)

1.3 **MEMBERS OF THE PUBLIC:** Diane Street, Rosie Riley

1.4 **APOLOGIES:**

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

1.6 **WELCOME:** BR welcomed everyone to the meeting. He especially acknowledged the members of the public that included a current nominee to the BOT.

### 2.0 Strategic Decisions

#### 2.1 Visioning Process

PT shared the outcomes of the visioning meeting with teaching staff held on Fri 25<sup>th</sup> Nov 2022. He reported that the overall feeling was very positive.

After discussion it was agreed to take the following Vision Statement to MKM for consultation & then to the community.

***“Guiding akonga through manaaki & ako to become kaitiaki for the future.”***

HG & AH will coordinate the timeline for sharing with community.

- At 4.30pm BR welcomed Graham Miller to the meeting to introduce the proposed development of medical centre building. The timeframe in relation to the school rebuild was discussed and plans were presented to BOT members. He stressed the need for the expansion of the facility to progress ASAP.

Notes:

- The PHO has committed to the long-term use of the facility.
- The original contract to occupy included a minimal rental which, it is thought, has not been paid.
- GM shared maps of the proposed new building site. There were a few boundary issues that it is timely to address out at the same time as the development.
- HG advised that he needs to contact MOE ASAP and then get back to GM.
- KS to find old lease agreement.

### 3. MONITORING

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

BR moved that the Principal's report be accepted.

***AH/DJ - carried unanimously***

##### 3.1.1 Principal's Report Additional Notes:

- Thanked the BOT for attending final senior assembly.
- Student reporting was discussed. Will be a mid-year (term 2) assessment instead of SOY for years 1 - 10. The school is also starting with a new assessment tool – PACT for both primary and secondary.
- ERO – Update on transition to new review in March 2023. BR will be heavily involved in the process.

- Template for strategic goals for the Charter Review which will be required has to go to the community.
- Learning outcomes review
- Creatives in School application 17K has been approved.
- Initial 2022 Financial Audit visits by Solutions & Services and BDO completed.
- Property – concepts and designs on the 2 new classrooms is about to start.

### 3.2. Financial Statement

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

***BR/EH - carried unanimously***

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

### 3.3 Health & Safety

**3.3.1 Use of Round Up:** EH summarised the requirements for the safe use of chemicals as set out in our school Policy. It is the H&S Officer that checks that the storage and use of chemical follows school guidelines. The BOT decided it was timely to be look at the schools H&S Policy – perhaps at the January meeting.

**3.3.2 Defibrillator:** It was unanimously agreed to purchase a defibrillator for the school. KS to action over Xmas holidays. PT put forward that their would need to be some training of staff to use the equipment.

### 3.4 Filling BOT Parent Rep Vacancy:

KS (Returning Officer) updated the BOT on the current By-Election process. It was planned to count votes on the 27<sup>th</sup> Dec 2022.

**3.5 Uniform:** deferred till next meeting.

**3.6 Pool:** HG updated the BOT on progress with the pool. We are still waiting for Waitapu to finish installing handrails in main pool. It will then need cleaned, filled & chemicals put in. KR is reluctant to presell keys as we would not be able to guarantee the pool wasn't used before it was safe. KR/KS will put a notice in GB Weekly and on Fbk to notify whanau & the public when keys are for sale.

**3.7 Gender Education:** MW spoke to this questioning why this particular information had been forwarded to the BOT. Moving forward KS will put all emails in the correspondence sub folder in the Monthly meeting folder.

## 6. ADMINISTRATION

**6.1 Minutes:** The minutes of the Oct 31<sup>st</sup> 2022, meeting were accepted.

***BR/DJ-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:** no action.

**6.5 Next Meeting:** Jan 30<sup>th</sup>

## 7.0 MEETING CLOSURE:

Meeting closed at 5.20pm with a karakia

*Brada*

*Peters*

*21/2/23*

# TO DO

- **HG/AH:** Progress visioning statement timeline
- **HG** to contact MOE re development and get back to GM.
- **KS** to find old lease agreement and send to circulate to BOT
- **KS:** purchase defibrillator for school.
  
- **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.
- **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.

