



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 28th March 2023 commencing 3:08pm
Collingwood Area School Staffroom

Prior to the start of the official meeting HG revisited the BOT's priority list for use of the school's uncommitted funds.

The 2022 pull backs have still not been confirmed although BR thought that, until we hear differently, we should assume they have been. It was noted that covered walkways will be provided from hall to admin area. We are still waiting for some clarification from Craig which HG is hoping will come within the next 2 weeks.

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) & Kaye Stark (BOT Secretary)
- 1.3 **MEMBERS OF THE PUBLIC:** Diane Street & Brajan Roberts
- 1.4 **APOLOGIES:** Anne Harvey (Manawhenua Ki Mohua), Tiana Onley (Student Rep)
- 1.5 **DECLARATIONS OF INTERESTS:** None declared.
- 2.0 **HOUSEKEEPING.**

BR welcomed Brajan Roberts to the meeting and she was granted speaking rights to the BOT.. A copy of her letter is in the Correspondence folder. Key points:

- The sudden closure of the ECE facility located at Tukurua has put local families under financial & emotional stress.
- The two ECE facilities located in Takaka already have large "waitlists".
- Members of the local community (112 members in a Fbk group of which Brajan is a spokesperson) is pushing to have a purpose built ECE facility built in the Collingwood area.
- To this effect, the group would like the BOT's agreement to provide the free long term lease of school grounds to establish a Kindergarten in the area.
- They would also like the BOT to consider donating obsolete buildings from the current school to aid the speedy establishment of the facility..

3. MONITORING

- 3.1 **Principal's Report** (as per attached)
BR moved that the principal's report for March be accepted.

BR/RR - carried unanimously

3.1.0 **Principal's Report Additional Notes**

3.1.1 **DP position**

Public Excluded Business – The BOT moved into committee at 3.59pm

Under *Section 48, Local Government Official Information and Meetings Act 1987*

the public is excluded from the following parts of the proceedings of this meeting.

The reason for passing this resolution in relation to this matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Staffing	personnel issues (employment issues including staff appointments, industrial issues, restructuring, and appraisals)	

The BOT come out of committee 4.18pm

3.1.2 Camps - Feedback from the school whānau is that camps at the start of year is a good thing.

3.1.3 Maori Student Achievement Need to set up a timeline for implementation of the maori student achievement policy - address this at the April meeting.

3.1.4 Health In response to some concerns PT will deliver additional health lessons during some whānau time.

3.1.5 Strike Notifications - PPTA & NZEI (16th March) & PPTA (29th March).

3.4 Policies

The BOT approved the Educational Outcomes for Maori Students policy as is.

BR/RR unanimous

The BOT approved the Getting to and From School Safely as is.

BR/PT unanimous

The BOT agreed to replacing the SchoolDocs Emergency planning policy with our plans EOTC and reviewing in Term 2.

H&S Induction Policy - defer to next mtg.

H&S Mgmt Policy - defer to next mtg.

Worker engagement Participation & Representation - defer to next mtg

4.30pm - Meret returned to the meeting

PT updated the BOT on a request from staff to review school breaks for morning tea and lunch. This is being looked at by the SLT and will feed into the Playground Supervision Policy along with formalising the peer mediator program.

4.54pm - Diane left the meeting.

3.4.1 Wellbeing in school survey 2022 Results, Summary & Interpretations. This is still raw data but HG gave an overview and comparison between the 2022 & 2018 results.

Where to from here - HG to share with school staff, write some goals and then update our 2023 Charter with wellbeing results.

3.4.2 Visioning process - Is ready to go to the community. Need to set out our timeline. The BOT discussed ways of presenting it to the community. Agreed to a meeting on the 3rd April to draft a covering letter to go to the school whānau and wider community.

3.2 Financial

3.2.1 – Monthly Financial Reports - for Jan Feb 2023 were passed.

BR/PT unanimous

3.2.2 - 2023 Budget approved

BR/DJ unanimous

3.2.3 - 2022 Annual Accounts approved

BR/HG unanimous

- 3.2.4 Uniform Subsidy** - The BOT approved subsidising the “new” junior T shirt by \$7/shirt using NZ Uniforms sponsorship monies for the 2023. The BOT also agreed to reimbursing parents who had already purchased the “new” junior T shirt by \$7 per shirt. KS to action.
- 3.2.5 LA Request** - The BOT approved SENCO leader Mel Dixon’s request for the BOT to fund a fixed term LA position through to the end of 2023. It would be for 22.5hs /week.

BR/EH unanimous

6.0 ADMINISTRATION

- 6.1 Minutes** – After the correction of several spelling errors the minutes of the Feb 20 2023 BOT Meeting were accepted.

RR/MW - carried unanimously

6.3 Correspondence:

- 6.4 BOT SPOT** – For next CAS Flyer. Update on Uniform subsidy.

- 6.5 Tag Testing Electrical - While** Craig is on light duties it would be useful to complete the tag testing of the schools’ electrical equipment - KS to check where tester is.

- 6.6 Advance notice of meetings for community-** It was requested that KS put BOT meeting dates on the school calendar and in the Flyer

7.0 MEETING CLOSURE

Meeting closed at 5.40pm with a karakia

- 7.1 NEXT MEETING - 1st May 2023 3pm start**

Brendan Richards – 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. April meeting
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- **AH:** check with MKM re status of Visioning consultation done
- **HG:** check whether staff happy to continue in T1 management roles for T2
- **HG:** Go back to architects for an update on plan for hard courts area..
- **KS:** Contact Peter Chisholm re school house maintenance schedule.
- **HG:** to seek clarity and support from MOE and the Kindy Assoc. of any possible options for ECE development in the Collingwood Area.
- **KS:** Uniform update for flyer
- **ALL BOT:** to revisit and familiarise themselves with the rebuild priority list – link provided on Principal’s Report.
- **KS** “Welcome to the BOT” kit available to all new BOT members