



## Collingwood Area School BOT Minutes

Tuesday 29th May 2023 commencing 3:30pm

Collingwood Area School Staffroom

Before the meeting began EH shared Restorative Justice practises videos from the MOE PB4L website. HG updated members of the BOT as to where and how the school was using the practices. Greg Jansen has been engaged to update restorative practices PD with staff.

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

### 2.0 STRATEGIC DECISIONS -

- 2.1 **Senior Student Retention - (see DJ notes below)** Need to showcase the success of the school. It was tentatively agreed to schedule a review each quarter and reflect on what we can do better. TO spoke to her conversations with students re school strengths being - one on one teacher / student learning, relationships with other students and staff are a lot closer, opportunities are greater as less competition, having sports running at the school and more flexible/ informal learning styles. TOSI events were also considered a bonus. The biggest weaknesses seemed to be that less subjects were available.  
Discussion continues with suggestions of more interaction with GBHS including senior sports and classes. It was also hoped we could embrace more maori teaching within the classroom. Students would like to know more about what community activities are available to teenagers, eg youth habitat.  
It was agreed that we do need to accept that a lower population does mean that less things are available.  
BOT agreed to review next meeting.

### 3. MONITORING

- 3.1 **Principal's Report** (as per attached)  
BR moved that the principal's report for May 29th be accepted.  
*DJ/EH - carried unanimously*
- 3.1.0 **Principal's Report Additional Notes**
  - HG wanted to point out to the BOT that union members were working hard to keep our school work within the rules.



- Blessing of the new Admin set for 30th May 2023. Aiming to have the refurbished tech block open for teaching on 8th June - it will not be blessed at this stage. Planning for the 2 x roll growth classrooms is still progressing but final approval is still not through.
- Attendance Officer - the truancy service \$\$ will be allocated to each school for their own work The Memorandum of Understanding and Accountability is still being worked on.
- MKM are running the 2nd of June teacher only day which included a trip down Farewell Spit with Cwd Safari Tours.
- There was much discussion on the proposal presented by PT for a slight modification to the school timetable to allow for a 20min morning tea. The proposal was for school to start 5mins earlier. Feedback was more about the bus timetable - which was considered to be arriving too early. HG will contact bus company to see if they are able to change the bus schedule. The BOT agreed to the change with HG to work on communication with parents.

carried unanimously BR/DJ

- Senior reports due to go out on Wed 1st June.
- ERO underway - we are further than we thought. An onsite meeting is due in June.
- Building Recycling - HG is keen to set up a group to process the salvage list. This is for the private sale of goods rather than those planned for any facilities to go to some community organisation. HG to go ahead and form the group. EH thought it would be useful to go to our community to get committee members.
- Football - HG commented on how great it was to see Saturday school age sport being played in Collingwood.
- H&S committee - has been formed. Lloyd McPherson is the school H&S officer.
- All teaching staff will be completing the Physical Restraint Policy module before the end of term.
- ECE facility update. The MOE POD agreement is firmly between MOE and Aorere PlayCentre.

The existing prefabs are considered unsuitable for repurposing for an ECE facility. A meeting with PlayCentre (BR & DJ) is planned for Mon 28th May 2023. EH spoke that the BOT presiding member & principal are the only ones that can engage the MOE property staff to assess the building's suitability (Admin & old Library room) for a dedicated kindergarten facility. She requested we get the whole school assessed for suitability for ECE. HG will request the assessment.

- In Linda Tames absence HG is very busy with Kahui Ako matters.
- Our school kowhaiwhai is up and running.
- Cellphones - TO will report to the next meeting after consultation with students.

**3.2.0 Financial Statements** - The Financial Statements for March and April 2023 were accepted.

*RR/TO - carried unanimously*



#### 4. STRATEGIC DISCUSSIONS

##### 4.1. Succession Planning BOT update

EH spoke to the importance of this and queried when next election is? KS to find out.

PT left the meeting at 5pm

RR left the meeting at 5.15pm

##### 4.2 Correspondence Visioning - The Bot looked at the 4 responses from the community that they had received. In her notes to the BOT AH expressed concern that the english translation version will be harder to write than the te reo. BOT agreed that the next step is for AH to produce another draft to circulate to the BOT and then meet one on one with MKM.

##### 4.2 Fundraising - HG shared his work - see link on Agenda

##### 6.1.0 Minutes of the 1st May meeting.

*Passed unanimously EH/MW*

#### 5.0 Public Excluded Business

The BOT went into committee at 5.33pm to discuss senior leadership matters.

*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 came out of committee at 5.40pm

#### 7.0 MEETING CLOSURE: 5. 45

Meeting closed at 5.50pm with a karakia

#### 7.1 NEXT MEETING - 26th June 2023 3pm start



## **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
- **HG:** Go back to architects for an update on plan for hard courts area.
- **HG:** contact bus company re. Change of schedule
- **HG:** set up salvage group
- **HG:** request MOE to provide an assessment of the school buildings for repurposing
- **KS:** check election timetable.
- **KS:** Contact Peter Chisholm re school house maintenance schedule.
- **HG/RR:** fundraising committee update
- **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

*Notes from DJ*

*Retaining Secondary School Students at CAS*

*It's probably on the minds of every parent whose child attends CAS; and that is; will my child stay here for their secondary education? One parent said to me on joining the Board, that one of the key measures for the success of the board should be how well we retained the students in secondary school. Of course there are many reasons for why students go to bigger schools, and we can't provide all of what these schools offer. But what we can do is make the most of what we do offer and look for opportunities to enhance the learning by providing unique learning experiences. From a board perspective, I think we need to be keeping an eye on senior student retention and being proactive about how and what we do to retain them. The board forum is the perfect place to do this, as we have representatives from most aspects of the school community, in particular, the student rep, who can contribute valuable insights into the needs and wants of secondary school students and how we might better serve them.*

*In terms of how we might do this, perhaps we schedule it into the BOT meeting agenda for every quarter and reflect on how well we are doing and what we could do better.*

*I thought a good starting point might be a simple SWOT analysis of the current situation but perhaps most of these are pretty obvious. It seems to me that it's the opportunities that should be the focus. Start with the low hanging fruit and progress to bigger more long term goals.*

*What are peoples thoughts about this? Is there any appetite for this?*

