



## Collingwood Area School BOT Minutes

Monday 26th June 2023 commencing 3:30pm

Collingwood Area School Staffroom

Before the meeting began PT gave a precis on the upcoming changes to NCEA.

### 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), Anne Harvey (Manawhenua Ki Mohua), Dan Jessep (Parent Rep), Rosie Riley (Parent Rep), Peter Taylor (Staff Rep), Edwina Howell (Parent Rep) ONLINE, Tiana Olney (Student Rep) & Kaye Stark (BOT Secretary)
- 1.3 **MEMBERS OF THE PUBLIC:** Diane Street, Rebecca Olney
- 1.4 **APOLOGIES:**
- 1.5 **DECLARATIONS OF INTERESTS:** PT - SLT
- 1.6 **HOUSEKEEPING**  
Correspondence update. Postpone resolution process until a better time for the family involved.

### 2.0 STRATEGIC DECISIONS

- Student retention - as per last month's BOT meeting minutes. BOT requested that members consider the info presented by DJ and TO at May 29th meeting with the goal of forming some ideas and strategies that can be implemented by the school.
- Presiding Member review - To be completed anonymously by members and either passed on to DJ or BR.
- Review of Effective Governance - BOT Self Assessment Checklist.
- All members to take away the review document, complete, and bring to the next meeting for collation. BR went through the checklist to ensure everyone understood what they were commenting on.

### 3. MONITORING

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

BR moved that the principal's report for June 26th be accepted.

*RR/TO - carried unanimously*

#### 3.1.0 Principal's Report Additional Notes

- HG shared notes from his recent trip to 4 south island schools.
- PT/HG & AH shared their thoughts and takes from the recent Onetahua trip.
- The make up of the current Kahui Ako was queried.
- Online meeting with Ngati Rarua to discuss options for the design of the new entranceway to the buildings.
- Senior school cross country - TO put forward the suggestion that CAS combine with GBHS next year to increase the competition and perhaps make students try harder. PT commented that the regional cross country will be in Golden Bay next year.



- HG presented a new “BOT Code of Conduct” . The BOT was in favour of adopting this Code of Conduct.
- SLT - HG presented options for the new structure for SLT at CAS. Need to discuss at a separate meeting in the first week of the term.
- Permanent full time teacher - to be discussed at the same meeting.
- HG agreed to contact Glen Holland tomorrow - to get something in writing regarding the repurposing of the building.
- Demolition company (NorWest) has won the tender for demolition of the whole school building. Landscaping will be tendered as well.

**3.2.0 Financial Statements** - The Financial Statements for May 2023 were accepted.

***HG/DJ - carried unanimously***

**3.4.0 Policies** - EOTC /Behavioural Mgmt / Cellphones

- The following policies as set out on SchoolDocs were passed.  
EOTC
- The following policies as set out on CAS googledocs were passed and are to replace those on SchoolDocs  
EOTC - staff competence  
EOTC - supervision  
EOTC - event approval  
EOTC - event categories

***DJ/MW - carried unanimously***

- The following policies as set out on SchoolDocs were passed.  
Community Conduct Expectations

***DJ/TO - carried unanimously***

- Cellphone Usage  
HG presented his findings from talking to other Principals on his recent trip. The BOT agreed they needed to seek feedback from the community. HG to draft a policy to be assessed by BOT at the next meeting. The draft will then be shared with the school community for comment.

- Behavioural Management  
HG shared a behaviour management plan matrix to go with this policy and our vision statement (when completed). HG noted there is to be more PD required on the restorative justice process throughout the rest of the year.

***DJ/EH - carried unanimously***

- Bullying and the Search, Surrender and Retention of Property, Inclusive Education, Maori Educational Success, Alcohol/Drugs and other harmful substances and School Swimming pool policies are to be reviewed at the next meeting.

## **4. STRATEGIC DISCUSSIONS**

4.1.

**5.0 Public Excluded Business**

**6.1.0 Minutes of the 29th May meeting.**

***Passed unanimously EH/MW***

**6.2.0 Correspondence**



Emily Johnstone's request for LWOP for 2024 as requested in the correspondence for the May 29th 2023 meeting and accepted unanimously by email was minuted.

**BR/PT - carried unanimously**

**7.0 MEETING CLOSURE: 5.33pm with a karakia from AH**

**7.1 NEXT GENERAL MEETING - 24th July 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.
- **ALL BOT MEMBERS:** Student retention.
- **ALL BOT MEMBERS:** Complete Presiding Member review (hard copies available from KS).
- **ALL BOT MEMBERS:** Complete the BOT self review (hard copies available from KS)
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- **HG:** Query that all ECE groups were represented within the Kahui Ako.
- **KS:** Put new BOT code of conduct on the Agenda for next general meeting. Print off copies
- **HG:** Go back to architects for an update on plan for hard courts area.
- **HG:** contact Glen Holland - re the repurposing of school buildings
- **HG:** draft a new cellphone policy
- **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. Get Ray White to
- **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

