

# Collingwood Area School BOT Minutes

Monday 28th Aug 2023 commencing 3:00pm

Collingwood Area School Staffroom

## 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 Onley (Student Rep) & Kaye Stark (BOT Secretary)

1.3 **MEMBERS OF THE PUBLIC:** Diane Street

1.4 **APOLOGIES:**

1.5

1.6 **DECLARATIONS OF INTERESTS:**

## 1.7 **HOUSEKEEPING**

BR outlined the format for this month's meeting which will begin with a presentation from Diane Street. At the end of the meeting the BOT will go into committee to discuss a letter from Kaye Stark.

## 1.8 **BUILDING RETENTION**

DS summarised her letter to the BOT and showed how things that had originally been promised appeared to be no longer tenable. She listed her pros and cons of retaining existing classrooms (prefabs) that lend to being used for senior spaces i.e. for Gateway, Careers and Yr 9 - 11 social spaces.

She noted the school currently appeared to have a certain disconnect from the community and volunteers that would aid the refurb and maintenance of BOT owned facilities which seems a waste. She fully was aware of the need, should we keep the buildings, to work out how they would interconnect with the new building.

She requested to know if there was a will from the BOT to buy and refurb the buildings.

The BOT commended her on the detail and facts provided in her presentation.

HG thought we were too far down the track and that the new teaching space was like for like. PT thought there was no harm in trying. EH thought that it should be possible to keep Block K and that we make the decisions rather than MOE. RR asked the question "Do we want to explore the possibility of keeping them - what is the cost?"

BR suggested we need to push back to the MOE as he felt we are losing to many key items in the rebuilding process.

Next steps - The BOT agreed to approach MOE to find out what is involved in keeping the buildings. They recognized buildings will need to be fit for purpose and up to standard. This is to be included in an urgent letter from the BOT to MOE re. The overall school rebuild project.





## **2. STRATEGIC DECISIONS**

### **2.1 STUDENT RETENTION**

HG stated that every SLT meeting is dedicated to student retention. PT noted that there was no particular set plan but it is part of the process. Teachers have spent time reviewing the 2024 course booklet including the delivery of Star and Te Kura within the school. The new NCEA system is designed to avoid “credit farming”. The school is aiming to provide structured assessment in Yr 11 preparation for Yr 12 Foods and Hospitality assessment will be a strength of next year. Careers day, Tertiary Education

## **3. MONITORING**

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

BR moved that the principal's report for Aug 28th 2023 be accepted.

*DJ/TO - carried unanimously*

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

- DOE - Heads up from students on our school's close connection with Whenua iti.

Key points from that arose from discussion:

- OTJ - Would be better to use data from T2&T4 of the school year as it would compare data collected from the same students.
- Maybe it is not about comparison, look at it as a snapshot of where the school is at.
- Vision - full detail shared with BOT. HG has met with graphic designer for scoping meeting going ahead along with prices. A final copy needs to be translated and put together - BOT needs to meet as a committee next week to finalise.
- Scale A Job - Parent Rep required for the appointment committee. MW & BR agreed to be available.
- Need to get in touch with MOE with the updated value engineering report and request for manawhenua's support with obtaining a covered walkway. Perha.
- The BOT was absolutely supportive to send MOE letter re. our disappointment at “take aways” from the original plan of work.

### **3.3 Health & Safety**

There was unanimous support of the TDC's proportion to reduce speed limit down to 40km/hr on Orion Street. Parent support of this

### **3.4 Policies**

The following policies were reviewed:

- Alcohol & Drugs - needs to go to staff PT to do.
- Cellphones - BOT agreed to take the options, as presented by HG and go to the whānau for consideration. Agreed to leave as an email rather than use survey monkey. BR to complete.
- Learning Support, Inclusive education & Gifted and Talented Policy- need staff input.
- Learning Support Coordination - Change SENCO rather than Learning Support - passed with one amendment BR/ RR

### **3.5 Financials**

#### **3.5.1 2022 Financial Statements**



The BOT requested further time to review the Annual Accounts before approval - deferred to Sept Meeting.

3.5.2 June July reports - DJ/MW

#### **4.0 General Business**

3.6.1 Junior hoops - DJ requested some smaller size basketball/netball hoops to help students prepare for miniball - PT is already on to it.

3.6.2 Treaty of Waitangi Workshops online. MW said they are really good, well recommended and she would like us to do them.  
Pilot program for staying on the marae - AH to follow up.

#### **5.0 Administration**

5.1. Minutes: PT asked for the banner to be updated.  
Following that change the July minutes were accepted.

***DJ/PT - carried unanimously***

5.2 RR - Thinks we should aim for fundraising one large event each year HG & RR to get together and arrange an initial meeting.

5.3 BOT Mid-Term Election

Moved to appoint KS as returning officer for the upcoming mid term election.

***BR/DJ - carried unanimously***

15th November universal Election Day

KS & TO to sort Timeframe for Student election

## **6 Matter To Be Considered in the "Public Excluded Section"**

See separate minutes.

Public Excluded Business – The BOT moved into committee at 5pm

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
Cleaning Contract	personnel issues	
Letter of request from KS re. Office space	Personnel issues	

The BOT came out of committee -5.10pm

**7.0 MEETING CLOSURE: 5.10pm with a karakia from**





7.1 NEXT GENERAL MEETING - 25th September 2023 3.30pm start

*Brendan Richards*

*9/10/23*

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)
- **ALL BOT MEMBERS:** to review vision values next week to finalise.
- **PT:** Alcohol & Drugs Policy - needs to go to staff PT to do.
- **BR:** Cellphone Policy options to share with school whānau.
- **PT:** smaller size miniball/netball hoops
- **AH:** follow up on pilot program for staying on the marae.
- **KS & TO:** to sort Timeframe for Student election
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- **KS:** Draft letter to MOE re retention of freestanding classrooms.
- **HG:** Go back to architects for an update on plan for hard courts area.
- **HG:** set up salvage group
- **KS:** check election timetable.
- **KS:** Put 2022 Annual Report on Website
- **HG/RR:** fundraising committee update - initial meeting
- **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

