

Collingwood Area School BOT Minutes

Monday 9th October 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 & Elizabeth Graves from 3.30pm

- 1.4 **APOLOGIES:**

1.5

- 1.6 **DECLARATIONS OF INTERESTS:** RR around agenda correspondence and HG's report.

1.7 HOUSEKEEPING

RR's idea of manaakitanga at the start of the meeting was unanimously agreed to. It was acknowledged that by taking the time for everyone to speak prior to the formal part of the meeting members would be more aware of others' current circumstances. EH also noted that by doing this was shown to give individuals more confidence to speak during the actual meeting.

BR acknowledged that last term was a difficult one. As there was so much on the Agenda for this meeting he proposed to have another meeting within the next two weeks to catch up on policies. Aim to get the important things done and leave what can.

MW tendered her resignation from the BOT. BR thanked MW for her input to the BOT. He expressed his regret at her leaving but noted that personal and family circumstances should always take priority.

2. STRATEGIC DECISIONS

2.1 STUDENT RETENTION

3. MONITORING

3.1 Principal's Report (as per attached report)

BR moved that the principal's report for Oct 9th 2023 be accepted.

DJ/TO - carried unanimously

3.1.1 Principal's Report Additional Notes

- Student numbers (Yr 1 - 8) for 2024 were looked at.
- Attendance was addressed. Noted that NCEA students affects our overall attendance percentage.
- Strategic Plan is for the next 2 years and thereafter it will be reviewed every three years. There is a need for community consultation. HG noted that the Vision and Values consultation can count toward this.
- DP position confirmed as Mel Dixon.

- Tamasyn has resigned. HG to present her email. PT asked if the advert for the English position to be placed in the secondary section of the Gazette rather than an Area.
- Other positions that need confirming for 2024:
 - Science
 - Food Tech
 - Years 2&3
 - Years 4&5
 - Mieke / Kim
- HG to cost common room - foundations etc.
- Fire alarm. False alarm 9. 10.2023

7.0 General Business

7.1 Vehicle Speed Signage

Elizabeth Graves Spoke to her email (see correspondence 5 Oct 2023) re. TDC's Safe Speeds Around Schools program which is being developed in response to NZTA's Road to Zero strategy. She put 2 x questions to the BOT to consider:

- What is the school doing now to ensure it meets the new rules for the June 2024? Are they consulting with the TDC to ensure it happens and the school is involved in this process?

She noted that Excellent St was currently 100km/hr and a shared heavily used road. She wanted support for changing the speed limit from 100 to 50km/hr.

- Can we get some reassurance that someone from the school will be submitting for the district wide speed management plan on the School's behalf to support the speed reduction in November or when it goes live?

HG assured EG that he had already been in communication with TDC re. reducing vehicle speed around the school. He also assured her we will submit to the management plan.

7.2 Junior Hoops

On another matter EG asked for an update on finding a budget for netball/miniball junior hoops. PT/KS to address.

EG left the meeting at 4.15pm

3.3 Health & Safety

3.4 Policies

BR looked at the work plan for T4. Policies not completed last term were Inclusive Education & Alcohol & Drugs. PT's consultation with staff voice suggested that staff thought there need to be consequences but that they should be educative rather than punitive. HG & PT to work on a draft. HG to speak with MD re. Inclusive Learning and Learning support x 3 policies

Other Policies to be completed this term are:

- 3x Parent Involvement
- Health - PT to draft
- Cellphone. BOT needs to present a draft and email to the community
- School swimming pool
- Sun protection.

We also need to look at 3rd party activities using school facilities and finalise our Vision and Values statements (the grey boxes).



3.5 Financials

3.5.1 2022 Financial Statements

After discussion the BOT accepted the 2022 Financial Statements

TO/RR - carried unanimously

3.5.2 Financial Statements - The Financial Statements for August and September 2023 were accepted.

HG/DJ - carried unanimously

6.0 Administration

6.1 Minutes The 1 August 2023 Minutes were accepted.

BR/DS - carried unanimously

6.4 MidTerm Elections

22nd November Election Day

KS & TO to sort Timeframe for Student election.

6.6 Electronic Security - BOT discussed the need for security when sending messages to other BOT members . PT noted we should all use a common "group" email. KS to set up.

6.7 2023 Yearbook Submission. RR to share a doc with all BOT members.

5.0 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
Correspondence	personnel issues	

The BOT went into Committee at 4.45pm



The BOT came out of committee at 6.10pm

7.0 MEETING CLOSURE: 6.15pm with a karakia from

7.1 NEXT GENERAL MEETING - 19th Oct 2023 3.00pm 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)
- **ALL BOT MEMBERS:** to review vision values next week to finalise.
- **PT/HG:** Alcohol & Drugs Policy - produce a draft
- **HG:** HG to speak with MD re. Inclusive Learning and . Learning support x 3 policies
- **PT:** Health Policy - to draft
- **BR:** Cellphone Policy options to share with school whānau.
- **PT/KS:** smaller size miniball/netball hoops
- **AH:** follow up on pilot program for staying on the marae.
- **KS & TO:** to sort Timeframe for Student election
- **HG:** price foundations for senior common room.
- **HG:** Complete submission to TDC speed management plan in Nov.
- **HG:** advertise LM tech job
- **HG:** meet with EJ to investigate employment options for 2024
- **BR:** write a letter to GO
- **BR:** finalise motion for use of front office room.
- **KS:** set up group email
- **RR:** 2023 Yrbk submission
- **DJ:** Key question for KPI survey
- **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*

