

Collingwood Area School BOT Minutes

Monday 13th November 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), Dan Jessep (Parent Rep), Rosie Riley (Parent Rep), Peter Taylor (Staff Rep), Edwina Howell (Parent Rep) & Tiana Onley (Student Rep)
- 1.3 **MEMBERS OF THE PUBLIC:**
- 1.4 **APOLOGIES:** Anne Harvey (Manawhenua Ki Mohua), Kaye Stark (BOT Secretary)
- 1.4 **DECLARATIONS OF INTERESTS:** Swimming pool correspondence (PT)


1.7 HOUSEKEEPING

Everyone's feeling under the pump with this time of year. Lots of sickness around. Trying to get things done asap before the holidays.

2. STRATEGIC DECISIONS

- 2.1 **Senior student retention update** - none today
- 2.2 **Self & Presiding Member review** - N/A today
- 2.3 **Building - keeping 2 classrooms.** - Keeping the common room would be at huge cost to the school to retain, but it would be cheaper to keep the existing art space for common room use. Power/water could be kept connected. HG discussed the aesthetics of the room in terms of the view looking out from the new building. BOT discussed the pros and cons of keeping the classrooms versus the cost of removing the buildings. Time is short to make a decision (around 2 weeks). HG to formally write to Craig.
- 2.4 **ERO update.** Michelle met with SLT, BOT and Hugh. Board assurance statement gone through with Hugh and Brendan and Michelle. BR felt feedback was positive from her visit with students. The direction of the original plan was around student/teacher relationships but HG felt Michelle moved towards a different focus, but maybe not specific enough. More of a learning-centred or learning focus. International student part signed off, school profile was straight forward but draft plan will be BOT focus for next meeting. BR discussed the timeline around "noticing and investigating" which HG said we have already done. HG to meet with Michelle over zoom again to pinpoint the direction in which we need to go forward. Wellbeing survey was undertaken last year. BR asked whether HG can do the survey again in term 1 2024 for staff, students and maybe the community?

3. MONITORING

- 3.1. **Building updates** - As above, also in the Principals report. Building looks good, and all on track to be finished within a couple of weeks.
 - 3.2 **Principal's Report** (Report attached)
BR moved that the Principal's report for Nov 13th 2023 be accepted.
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PT/DJ - carried unanimously

Principal's Report additional notes:

- Conversations about the “puzzle of staffing” for 2024. Hoping for resolutions in the next few weeks.
- Ongoing dramas with the maihi and the waharoa installation and costs incurred.
- 5YP used for hall roof building remediation.

3.3 Health & Safety:

A student walked into the building site. This was logged by Naylor Love staff.

3.4 Policies:

3.4.1 Cell phone use update - This is part of the first 100 days for the national government plan to bring in nationally. Policies to be forwarded to the next meeting.

3.4.2 Reporting to Parents - As above

3.5 Charter Update:

3.6 MU - Office space - BR asked for a small change of all staff including support staff, not just teaching staff. Date to be set for week 6, Monday 11th March 2024.

BR/PT - carried unanimously

4. STRATEGIC DISCUSSIONS

4.1

4.2

5. MATTERS TO BE CONSIDERED ‘PUBLIC EXCLUDED SECTION’

5.1 Secondary Staffing DJ - N/A today

6.0 ADMINISTRATION

6.1. Confirmation of previous minutes *HG/PT - carried unanimously*

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6.2 Review action points from previous meeting As below

6.3 Fundraising committee update  Fund Raising Group CAS - No update

6.4 Mid Term Elections update - No update


6.5 Correspondence – inward/outward. See sub folder

6.5.1 email from Phil Smith - acknowledgement from BR

6.5.2 Swimming Lesson Proposal - Jenny Smith - To get more information regarding safety and liabilities.

6.5.3 Resignation - Meret Weiss - as read

6.5.4 Email request Staff EOY function subsidy - the BOT agreed to pay for the meals of all staff.

6.5.5 Email request -  Miriam Curnow - acknowledgement from HG

6.7 BOT SPOT - 2023 Yearbook submission - in progress

7.0 General Business

7.1 Uniform (HG/RR) HG to do some research and BR to figure out a plan regarding retaining the yellow polos for 2024. RR to reply to JW.

3.5 Financials



- 3.5.1 Financial Statements** - The Financial Statements for Oct 2023 were accepted.
BR - learning resources - concerned about the budget for learning resources.
School properties account is at \$96K.

BR/TO - carried unanimously

7.0 MEETING CLOSURE: 4:39pm with a karakia from Pete Taylor

7.1 NEXT GENERAL MEETING - 4th Dec 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.
- **HG:** HG to formally write to Craig.
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- **PT:** Health Policy - to draft SEE TO DO NOTES from 30th Oct
- **PT/KS:** smaller size miniball/netball hoops
- **AH:** follow up on pilot program for staying on the marae.
- **HG:** price foundations for senior common room.
- **HG:** Complete submission to TDC speed management plan in Nov. **BR to go back to EG**
- **BR:** write a letter to GO
- **BR:** finalise motion for use of front office room.
- **RR:** 2023 Yrbk submission **In progress**
- **DJ:** Key question for KPI survey
- **HG:** Go back to architects for an update on plan for hard courts area.
- **HG:** set up salvage group
- **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

