

Collingwood Area School BOT Minutes

Monday 4th December 2023 commencing 3:00pm

Collingwood Area School Staffroom

1.0 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), Briar Hayton (Parent Rep), Peter Taylor (Staff Rep), Carrol Roberts (Parent Rep), Amelia Swan (Student Rep), Anne Harvey (Manawhenua Ki Mohua) & Kaye Stark (BOT Secretary).

1.3 **MEMBERS OF THE PUBLIC:** Diane Street, Edwina Howell

1.4 **APOLOGIES:**

1.5 **CONFLICTS OF INTEREST:**

1.6 HOUSEKEEPING

BR welcomed the new BOT Trustees and went over general meeting procedures, responsibilities and expectations. He thanked the outgoing trustees for the strong leadership and stewardship they had shown through a very important phase of the development of our kura.

EH congratulated the new members & offered to help them navigate the processes and procedures associated with being a trustee.

BR noted that the BOT must always lead the way by living and breathing out kura vision & values around the BOT table. He also reiterated that it was important to show transparency to our whānau over decisions made.

There followed an informal catch-up & introduction from everyone present at the meeting.

2.0 STRATEGIC DECISIONS

2.1 **Senior student retention update** -Update from proposal presented by DJ BOT Mtg 29th May 2023. KPI - How do we know how well we are doing and measure our progress? It was suggested that the BOT needed to complete an initial survey of our community and then resurvey at regular intervals to see if we are improving. It was noted that ERO had some resources to help with making up the actual survey based around our new vision and values. DJ spoke to this. Perhaps 10 to 15 questions as an online survey.

It was suggested to undertake in Term 1 2024 and to have it be strategic rather than management focused. HG requested the option of putting some more management driven questions in there.

DJ to present a draft to the next BOT for community bot, staff and students. DJ will send out the links from ERO, STAR & Wellbeing at school.org to other BOT members.

2.2 **Self & Presiding Member review** - N/A today

2.3 **Building - keeping 2 classrooms.**

HG updated those present on the retention of the student common room feedback from MOE. DJ followed on with his proposal of a coldstore 5 x 14m space as a joint classroom/common room space. All up costs were estimated to be approx 100K. After discussion the BOT agreed that this was a better option so requested DJ to

continue following up the project. It was agreed to try and involve the community as much as possible for the preparation of the site, provision of utilities and landscaping. Motion - That Blocks I & F continue to be demolished and that the BOT continue with investigating the portocom option to provide the additional space for senior students.

BR/DJ - carried unanimously

3.0 MONITORING

3.1 Building updates - As above, also in the Principals report.

3.2 Principal's Report (Report attached)

BR moved that the Principal's report for Dec 4th 2023 be accepted.

PT/DJ - carried unanimously

Principal's Report additional notes:

- Road safety TDC survey- HG & BR agreed to work on this.

3.3 Health & Safety:

3.4 Policies:

3.5 Financial:

3.5.1 *The 2 x motions for completion of the 2023 Annual Accounts were passed*

- 1. The Board authorises the Presiding Member and Principal to sign the Statement of Responsibility for the 2023 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.*
- 2. The Board approves the 2023 budgeted Statement of Financial Position and 2023 budgeted Statement of Cash Flows, which are both derived from the Board's approved 2023 operating and capital budget.*

BR/DJ - carried unanimously

4.0 STRATEGIC DISCUSSIONS

4.1 Exit Interviews - Need to complete for Kim Jamieson and Roisin Warner. BR requested to be involved along with CR and DJ. HG to organise.

4.2 Health Curriculum Community Consultation - Closed today. PT noted there were not many replies. It was decided to resend the email - via the KAMAR portal and leave discussion until the next meeting.

5. MATTERS TO BE CONSIDERED 'PUBLIC EXCLUDED SECTION'

6.0 ADMINISTRATION

6.1. Confirmation of October & November minutes

HG/PT - carried unanimously

6.2 Review action points from previous meeting As below

6.3 Fundraising committee update  Fund Raising Group CAS - No update

6.5 Correspondence – inward/outward. See sub folder

6.5.1 Swimming Lesson Proposal - Jenny Smith - To get more information regarding safety and liabilities. BR still trying to make contact with her

6.7 BOT SPOT - 2023 Yearbook submission - in progress

7.0 General Business

7.0 MEETING CLOSURE: 530

7.1 NEXT GENERAL MEETING -



Brendan Richards – Presiding Member

Brendan Richards

12/2/24

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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- **DJ:** to provide members links from ERO, STAR & Wellbeing at school.org
- **DJ:** to present a draft CAS KPI survey to the next BOT mtg
- **PT/KS:** smaller size miniball/netball hoops
- **AH:** follow up on pilot program for staying on the marae.
- **HG/BR:** Complete submission to TDC speed management plan in Nov.
- **HG:** organise exit interview for KJ & RW
- **BR:** write a letter to GO
- **BR:** finalise motion for use of front office room.
- **HG:** Go back to architects for an update on plan for hard courts area.
- **HG:** 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

