

Collingwood Area School Board Meeting
Monday 18th March 2024 commencing 3:30 PM
Collingwood Area School Staffroom

Start Time: 3.05pm

1. MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER 1.1

Karakia - by whaea Anne Harvey

1.2 **Present:** Brendan Richards (presiding member), Dan Jessep (parent rep), Anne Harvey (MKM rep), Briar Hayton - Seelye (parent rep), Carrol Roberts (parent rep), Peter Taylor (teacher rep), Hugh Gully (principal), Amelia Swan (student rep), Diane Street (member of the public) & Kaye Stark (BOT - admin) Sylvie Prieur (member of public)

1.3 **Apologies:**

1.4 **Agenda:** BR called for any extra Agenda items and noted 2 items that had been added to the Agenda today.

- chromebooks
- Heatpump

1.5. **Interest Register & Declaration of Interests:**

2.0 STRATEGIC DECISIONS

2.1 ~~Senior student retention update~~

2.2 ~~Self & Presiding Member review~~

2.3 **Strategic Plan 2023 - 2025** BR & DP really wanting to see some more tangible reporting on where we are at.

Draft is now on the school webpage. Waiting for ERO (Michelle) to return with the finalised plan. The 4 objectives are thought to remain the same.

Next step is drafting the Annual Plan and reporting on it. BR wants the BOT to really put an effort into this one. HG will spend next week working on the template provided from MOE.

2.4 **Health Review (PT)** - BOT has received and reviewed feedback from our whānau.

The BOT agreed to adopt the Health Statement as presented to the community in Oct 2023.

Moved BR/DP passed unanimously

Documents needs to go on the website and updated on our school docs. Need to let the community know that they are always able to come in and discuss with staff.

Next review will be completed in June 2025.

Curriculum consultation - to be provided as a supporting document.

3. MONITORING

3.1. Building updates - see notes in HG report.

3.2 Principal's Report
The Principal's report was accepted.

Moved DP/CR passed unanimously

Extra notes:

AS updated the BOT on the recent camp at Te Towaka.

Athletics - There was discussion on timing of this event so close to the swimming sports.

There was also concern expressed that it appeared that many of the primary students did not appear to know how to do some of the disciplines.

Curriculum Review - local Kahui ako working closely on this.

NCEA results - BOT reviewed.

HG advised the BOT that the school is currently over staffed. It is hoped that this will be addressed with proposed 2024 new entrant students and staffing changes during the second half of the year.

HG is currently working with long term relieving teachers intentions into 2025 and is hoping to be able to present a clearer picture on staffing by the end of term.

HG shared that staffing is currently predicted to be \$29K deficit.

Property

Courtyard - no update to share with BOT.

HG shared BR's letter to Craig Morrison (MOE) expressing our frustration at the lack of work and incomplete work, The BOT agreed to send the letter with a few amendments.

Need a timeframe for reply and for Peter Noble to be held to account.

Confirmation of the remedial work & cyclical maintenance for the Hall roof. Need to hold off until we get out 5YP from which is due 2025. Defer the painting until 2025.

Health Centre

Extend the footprint of the health centre as per the drawing presented by HG. 2 proposals were presented. The BOT was tentatively happy for either of the proposed extensions but were keen on more info. It was suggested for GM to meet with the BOT at some point.

3.3. Health & Safety

2024 Emergency mgmt booklet up to date. HG noted that staff had attended a briefing on the updates.

3.4 Policies:

BR went through the proposed review schedule for 2024.

A question came up about how we can encourage staff and the community to more effectively be part of the process.

The following Policies were reviewed and accepted

Student attendance - accept

Enrolment - accept

Health Education - accept

School Records etc - accept

Uniform - HG specify what are senior students (Years 7 - 13). Agreed to 12 & 13 non uniform on Fridays. - accept

Safety Checking BOT - accept

BOT Responsibility - accept with the yellow highlight areas deleted.

Community conduct Expectations - accept

Moved BH/DP passed unanimously

3.6 Financial

3.6.1 Dec 2023 report was accept

Moved BR/DP passed unanimously

3.6.2 Unallocated funds. The BOT was very concerned that the unallocated funds figure had decreased significantly since July 2023. The BOT requested an update from KS/LH ASAP.

3.6.3 House cyclical Maintenance - BR shared information from his & KS's meeting with Mykela from First National. KS was keen to give our current rental property company the opportunity to present a maintenance schedule as well.

3.6.4 The BOT agreed to defer painting of Hall roof until 2025.

Moved BR/PT passed unanimously

- 3.6.5 Chromebooks - not discussed
- 3.6.6 Heat pump Hall classroom (late item) - not discussed

4. STRATEGIC DISCUSSIONS

- 4.1
- 4.2

5. MATTERS TO BE CONSIDERED 'PUBLIC EXCLUDED SECTION'

- 5.1 Public Excluded Business – The BOT moved into committee at 4.55pm
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 - Student Behaviour Incident

Reason for passing this resolution in relation to each matter - Privacy

Ground(s) under section 48(1) for the passing of this resolution - Section 7

The BOT come out of committee 5.32 pm

6.0 ADMINISTRATION

- 6.1. Confirmation of previous minutes Dec 4th 2023 & Feb 12 2024
Moved CR/BH passed unanimously
- 6.2 Review action points from previous meeting
- 6.5 Correspondence – inward/outward. See sub folder
- 6.5.1 A letter was received from Keith Wells on the 11 March 2023 The BOT discussed this and it was decided that HG & BR would follow up after the meeting.
- 6.5.2 Request for Additional Support Staff funding (Mel Dixon - Senco). This was presented but no decision made. Deferred until next meeting.
- 6.5.3
- 7.0 **General Business**
- 7.1
- 8.0 **MEETING CLOSURE - 5.50pm**
- 8.1 Karakia