

Collingwood Area School Board Meeting

Monday 20th May 2024 commencing 3:00 PM
Collingwood Area School Staffroom

Start Time: 3.00pm

1. MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER

As always, the first part of the meeting was spent "catching up". BR welcomed MD to the meeting and went over the BOTs' reasoning for inviting her which included succession planning for the school and the board.

- 1.1 **Karakia** - The official part of the meeting was opened with a karakia led by whaea Anne.
- 1.2 **Present:** Brendan Richards (presiding member), Dan Jessep (parent rep), Carrol Roberts (parent rep), Briar Hayton-Seelye (parent rep), Anne Harvey (MKM rep), Peter Taylor (teacher rep), Hugh Gully (Principal) & Kaye Stark (BOT - admin)
- 1.3 **In Attendance:** Melissa Dixon (Deputy Principal)
- 1.4 **Apologies:** none
- 1.5 **Interest Register & Declaration of Interests:** none declared.
- 1.6 **Agenda:** no extra items were added to the agenda.
- 1.7 **Speaking Rights:**
The BOT granted MD speaking rights at this and future BOT meetings.

BHS/CR - carried unanimously

2. STRATEGIC DECISIONS

- 2.1 Senior student retention update - nothing to report
- 2.2 Self & Presiding Member review - nothing to report
- 2.3 Strategic Plan 2023 - 2025 (HG) - nothing to report
Annual Plan / Ero Report. HG reported that it has been shared with both staff and the BOT as a draft for almost 2 months now. He noted that Annual plans are designed to be fluid documents and could be updated at any time. Some BOT members were having difficulty accessing the relevant documents - KS to add to drive
The BOT accepted the publishing of the 2024 Annual Plan to the school website.

PT/BHS - carried unanimously

HG shared his thinking behind creating the linking document to connect our kura vision to the Strategic & the ERO Evaluation plans.

3. MONITORING

- 3.1. Building updates - included in Principal's Report
- 3.2 Principal's Report (see report on drive)

The Principal Report for May 2024 was accepted. DJ/BHS

Confirmation that 2 x courtyards and soft landscaping will be completed by MOE. HG suggested the BOT now collaborate with teachers to look at what we might achieve next with regards property now the courts are not a liability.

The BOT began a "wish list" of projects that have the most benefit to our tamariki and the future development of the kura. To date this list includes:

- Teaching space

- Hard court covering
- Playground/sandpit
- Outdoor learning space/outdoor seating
- Graveling the carpark area
- Water filter for Onetahua
- Completing the pole shed
- Te tai tapu upgrade
- Changing room upgrade - common room?
- Court hardware

The BOT still has to agree on the process for prioritising the list and how much of the kura's unallocated funds will be used. It was also agreed to revisit the original value engineering report.

3.3 **Health & Safety** - nothing to report

3.4 **Policies:**

Policy	Changes to be Made
Appointments Procedure	No change
Appointment Committee	Under "Appt committee's responsibilities may include" a separate bullet point <ul style="list-style-type: none"> • <i>Engaging an independent advisor or recruitment company.</i> Change "personnel sub committee" to "a minimum of 1 x BOT parent rep" wherever it appears in the Appointment Committee make up for the various positions.
Inclusive Education	Deferred until June meeting
EEO	No change
Employ a Reliever	<ul style="list-style-type: none"> • Please change paragraph 2 from "The Deputy Principal" to "<i>The Principal nominates who</i>" • Please change "school secretary" to "<i>school Administrator</i>" wherever it appears in policy • Please change "Novopay" to "<i>EdPay</i>"
Teacher Relief Cover	<ul style="list-style-type: none"> • Please change paragraph 2 from "The Deputy Principal" to "<i>The Principal nominates who</i>" • Please change "Novopay" to "<i>EdPay</i>" <p><i>Should we not Merge the above 2 x Policies?</i></p>
Police Vetting for Non	accepted

Connecting to Others, our Environment and the Future
Te whanaungatanga ki te tangata, te taio, te anamata hoki

Policy	Changes to be Made
Teachers	
Timetable	Please use “ <i>produce information for student subjects in term 4</i> ”

EOTC - passed with the following amendments as presented by PT/HG

EOTC Policy amendments

Effective Teaching and Learning	Replace 'liaise with local early childhood...' with 'Liaise with other providers regards venue'
EOTC Student Participation and Inclusion	Additional Supports: Add 'If it is deemed unsuitable for a student to attend an EOTC Event due to safety concerns around that student, an alternative education programme will be provided'
CAS Consent Letter	Add Parents agree "In an emergency you agree that your child will receive medical treatment including anesthetics and blood transfusions"
CAS Safety Action Plan	Update Safety Plan Doc 1. "Note location of nearest AED (or down load App AED Locations New Zealand)" 2. Add operational limits to SAP
EOTC Transport	Change "On overnight trips, a vehicle must be accessible at all times in case of emergency"
EOTC Consent	Under "Giving Consent" add that verbal consent is acceptable for day trips.
EOTC Staff Competence	HG to update this data base

BR moved the above policies were accepted with the amendments as noted - BHS/DJ

3.6 Financial

3.6.1 Jan - March & April 2024 monthly reports

PT/DP - carried unanimously

3.6.2 **Unallocated funds** - there was still confusion regarding the actual amount. This needs further investigation and expertise.

3.6.3 **2024 Budget** HG requested more time to look at it. He was very concerned at the large deficit showing in the draft.

3.6.4 BR - moved that the BOT change unbudgeted approval amount from \$500 to \$3K. It was confirmed that any unbudgeted expenditure over \$3K need BOT approval.

CR/DP - carried unanimously

4. STRATEGIC DISCUSSIONS

4.1 nothing to report

4.2 nothing to report

5. MATTERS TO BE CONSIDERED 'PUBLIC EXCLUDED SECTION'

5.1 Public Excluded Business – The BOT moved into committee at 5.04pm.

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
Complaint	Protection of privacy of natural persons	Section 7(2)a

The BOT come out of committee 5.30pm

6.0 ADMINISTRATION

6.1. Confirmation of previous minutes

The March meetings PEB and General Meeting minutes, with amendments, were accepted.

CR/AJS - carried unanimously

6.2 Review action points from previous meeting - not completed

6.3 Fundraising committee update Fund Raising Group CAS - nothing to report

6.4 Parent Rep Position - By Election (KS) - not completed

6.5 Correspondence – inward/outward. See sub folder

6.5.1 Request for Additional Support Staff funding (Mel Dixon - Senco)

Strong support for this. It was acknowledged that although the number of students in some classes has changed the needs still exist.

BHS/CR - carried unanimously

6.5.2 Letter from David Nolan. The BOT agreed that this was a management issue to be addressed in the first instance by school management and our property management company. KS to send David Nolan a letter of acknowledgment. The school will then work on a response.

End of meeting 5.32pm

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)
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- **KS:** to put copies of all linking documents onto the drive prior to the relevant meeting.
- **KS:** publish Annual Plan to website ✓ 23/5
- **PT:** request input from staff into the updated wishlist at the next staff meeting.
- **KS:** update our Expenditure Policy from "\$500" to "\$3000" ✓ 22/5
- **KS:** May Policy Reviews on SchoolDocs ✓ 22/5
- **KS:** to send David Nolan a letter of acknowledgment.
- **KS:** **begin** by-election process.
- **HG/RR:** fundraising committee update
- **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