

# Collingwood Area School Board Meeting

Monday 24th June 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 "checking in" with other BOT members.*

- 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), Melissa Dixon (deputy principal) & Kaye Stark (BOT - admin)
- 1.3 **In Attendance:** Joy Wells & Keith Langford 3.20 to 3.45pm; Diane Street from 3:30pm
- 1.4 **Apologies:** none
- 1.5 **Interest Register & Declaration of Interests:** none declared.
- 1.6 **Agenda:** JW & KL attendance to the meeting was confirmed & added to the Agenda
- 1.7 **Speaking Rights:**

The Presiding Member granted Keith Langford & Joy Well speaking rights at the June 20 2024 general BOT meeting.

## 1.8 Presentation from Keith Langford & Joy Wells:

Keith Langford and Joy Wells were welcomed to the meeting with a karakia led by whaea Ann. BR then advised they had 10 min of uninterrupted speaking time to express their views to the BOT.

Both JW & KL spoke to notes (copies in the "Correspondence" folder for this meeting) about their concerns around Joy's lack of status and opportunities to participate fully in curricular/extra curricular events at Collingwood Area school. They reiterated their overriding belief that the school and, by association, the BOT were actively not believing, nor addressing, those issues. JW also shared an insight into the huge effect her journey with leukaemia and its treatment has had on herself both physically and mentally.

BR thanked KL&JW for coming in and advised they would receive a written response within 14 days.

This section of the meeting finished with a karakia.

JW & KL left the meeting.

## Public Excluded Business – The BOT moved into committee at 3.47pm.

*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 the privacy of person/s	Section 7(2)a

**The BOT come out of committee 4.00pm**

## **2. STRATEGIC DECISIONS**

- 2.1 Senior student retention update - no discussion
- 2.2 Self & Presiding Member review - no discussion
- 2.3 Strategic Plan 2023 - 2025 - no discussion

## **3. MONITORING**

- 3.1. **Building updates** - HG & BR updated the BOT on the construction of the 2 hardcourt areas. There was general congratulations to both HG & BR for the efforts that they had put into sorting this out. They provided an update on the actual layout of the courts.  
It was agreed there was a need to ensure that the courts are up to the agreed specification before any upgrading of the actual surface was considered.  
Lines and hard surface accessways from the main Admin & Onetahua to the courts were discussed. It was generally agreed to have one 7m hard surface access midway along the Admin Block and 2 x 6m accesses from the toilet/change entrances to Onetahua.  
PT shared the results of his survey of staff re. "Wish List". 13 responders completed the survey with reasonably even numbers for many of the items on the list. The new teaching space has the most responses (10) with the covered walkway (8) and the hard court surfaces (7) the next most popular.  
The extra learning space sub committee (CR, DP, LM, Pt & BR) was asked to restart their efforts with this and will update the BOT at the next meeting.

### **3.2 Principal's Report** (see full report on drive)

- HG asked the BOT for input into the values poster for the classrooms.
- HG tendered his resignation and reflected on his tenure as Principal and with the BOT. The BOT accepted HG's resignation and thanked him for his letter. BR spoke of the difficult times they had navigated through together over the last few years.
- Shared his draft letter to the community and requested the BOT send out a reassurance letter at the same time.
- Discretionary leave application for HG to be discussed in committee at the end of the meeting.
- Shared the staffing for Terms 3&4 2024
- The BOT approved Lloyd McPherson's LWOP for Terms 3 & 4 2024 effective from 22nd July to 22nd December 2024.

***PT/BHS - carried unanimously***

- Solar Energy on next month's Agenda
- Meeting Room - to be discussed in committee at the end of the meeting.
- Draft Letterhead was presented to the BOT and agreed to proceed with.
- Executive Summary - Well Being 2021-22. HG explained where the data for the report originated. He then spoke to the results so far. The next steps are to work with SLT & our MOE Advisor to see what help we can get.

***The Principal Report for June 2024 was accepted. CR/DJ***

- 3.3 **Health & Safety** - HG noted that the school was once again a building site with some large earthmoving equipment onsite.

- 3.4 **Policies** - no discussion

### **3.6 Financial**

- 3.6.1 **Monthly Reports** - Jan - March April & May 2024 monthly reports

***BHS/PT - carried unanimously***

- 3.6.2 **2024 Budget** - After discussion on the projected deficit and what that meant going forward over the next few years the BOT approved the 2024 Budget as presented

**PT/HG - carried unanimously**

#### 4. STRATEGIC DISCUSSIONS

- 4.1 - not discussed  
4.2 - not discussed

#### 6.0 ADMINISTRATION

##### 6.1 Confirmation of previous minutes

The May meetings PEB and General Meeting minute were accepted.

**DJ/HG - 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) - It was agreed to restart the process again due to the inconsistent delivery of initial correspondence with kura whānau. It was later (during the 2nd PEB section of this meeting) decided to continue with our existing timeline and see if any nominations are received as this was only delaying a restart by 48hr.

##### 6.5 Correspondence – inward/outward. See “Correspondence” All of the Correspondence in the folder was passed.

**CR/DJ - carried unanimously**

##### 6.5.1 Jonny H & Anya Roberts request for LWOP from 14th July to 1st Aug 2025 was supported & accepted.

**CR/HG - carried unanimously**

#### 7.0 GENERAL BUSINESS

##### 7.1 Principal appointment -

HG shared a document showing a possible timeline for the appointment process in order for a job advertisement to be placed in the 12th Aug gazette.

#### 5. MATTERS TO BE CONSIDERED ‘PUBLIC EXCLUDED SECTION’

##### 5.1 Public Excluded Business – The BOT moved into committee at 5.20pm.

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<ul style="list-style-type: none"> <li>• Extraordinary Leave of staff member</li> <li>• Principal Appt process</li> <li>• Use of Office Space</li> </ul>	Protection of privacy of persons	Section 7(2)a
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The BOT come out of committee at \*\*\*\*\*

## 7.0 MEETING CLOSURE

Meeting closed at \*\*\*\*\* with a karakia led by Whaea Ann.

Signed

**Brendan Richards**

**CASBOT 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)
- **KS:** notify JH& AR of the BOT decision re 2025 LWOP ✓ 26/6
- **KS:** to put copies of all linking documents onto the drive prior to the relevant meeting.
- **BR and BOT:** complete reassurance letter to community ASAP
- **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