



Collingwood Area School

Connecting to others, our environment, and the future
Te whanaungatanga ki te tangata, te taiao, te anamata hoki

Board Meeting Minutes

Monday 30th March commencing 3:30 PM
Collingwood Area School Boardroom

1. Members Present, Apologies and Interest Register

- a. **Members Present:** Brendan Richards (Presiding Member), Dan Jessep (Parent Rep), Carrol Roberts (Parent Rep), Briar Hayton-Seelye (Parent Rep), Kate Staniford (Principal), Miriam Curnow (Staff Rep), Tim de Jong (student rep)
- b. **In Attendance:** Mike Wilson, Diane Street, Graham Miller, John Tame
- c. **Apologies:** Sheridan Gray (Parent Rep)
- d. **Conflicts of Interest Register 2026**
Carrol Roberts noted as extra Conflict due to role on ACEC committee
- e. Agenda

2. Strategic Plan and Student Achievement

- a. English Curriculum
Great report from Mike. Focus on increasing student attitudes to reading and writing. Mike would like extra LA time for year 9 and 10 if it is available.
- b. Achievement Report 2025 for Annual Report
Taken as read
- c. Library
Fantastic report from Diane
- d. Reporting to Parents and Whānau - a guide relevant to BoTs
The assessment tool, and reporting guidelines are not complete or ready to go as yet. This is going to be a burden for teachers and for students, especially in terms of testing.
We need to resource extra time in order to complete the reporting process, this is likely to take a lot of extra time.
There are likely to be questions from parents.
Likely to go over on the relief budget in order to make this work.
- e. New Curriculum Implementation Plan
Kate outlined the challenges to this plan

3. Policy and Assurances

- a. Term 1 2026 Policy Review - Alcohol, Drugs, and Other Harmful Substances Policy, Sun Protection, Digital Technology and Online Safety, Cellphones and Other Personal Digital Devices Safety and Welfare for Students on Work Experience
This was communicated in the last newsletter and we have had some engagement.
Dan will put in a summary of community engagement in the folder prior to the next BOT meeting.
- b. Assurance that the school holds an up-to-date register of SEN
Kate assured this



4. Te Tiriti o Waitangi

- a. [Māori Student Achievement](#)
Taken as read

5. Inclusion and Wellbeing

- a. [Health Curriculum Survey](#) - upcoming legislation change
Survey to community based on the new Health curriculum, the same questions that the government are asking of teachers at the moment.
- b. [SEN/GAT Report](#)
Taken as read

6. HR

- a. Employed 3 x part-time Learning Assistants (2 fixed-term special projects and 1 permanent), a Communications Officer and a Board Secretary

7. Board Process Compliance

- a. [Finance Statements for Approval](#) "That the Board approves the draft Annual Financial Statements for the year ended 31 December 2025 as prepared by Solutions and Services and approves their submission to the auditor."
Dan Moved / Briar Seconded - Carried
- b. Strategic Plan and Annual Implementation plan have been submitted to the MoE
- c. Letter from auditor general (see Financial Folder)
- d. [Updated Governance Policies](#) (as per 2025 NZSBA) - includes schedule of delegations.
To be put forward at the next meeting. Should be reviewed every year.

8. Monitoring

- a. [Principal Report](#)
Moved accepted: Carol / Seconded Dan. Carried
- b. [Health and Safety Reporting](#) and [Emergency Management Plan 2026](#)
- c. Motions approved via email to be minuted.
 - i. Resolution to approve. 2026 Request to the BOT for funding for Bridge Valley) a "request of support to apply for funding" via Pub Charity from the Opou & Waikato teachers.
Moved Briar, Seconded Carrol. Carried
 - ii. Resolution to approve. Cleaner to take leave until the end of Term 1 due to family circumstances.
Moved Dan, Seconded Tim. Carried.
- d. [Finances](#)
Finances accepted:
Moved Dan, Seconded Brendan. Carried
 - i. Request from Kaye Stark to minute a confirmation of her as Profile Secretary for applications to Community Advice and Grants (Lotteries Commission).
Miriam Moved to confirm position. Carrol Seconded. Carried

fm





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9. Administration

- a. BOT - Honorarium - how often do you want paid?
Everyone agreed annual payment.
- b. Correspondence – inward/outward
 - i. [Letter from Opou/Waikato requesting fundraising permission](#)
Dealt with above
 - ii. [Letter regarding government curriculum change](#)
Miriam to put together a letter for Board Approval.

10. General Business

- a. Uniform update(Carrol) link to collated summary [Collated Summary](#)
Summary came in today. The committee will discuss and make a recommendation at the next BOT meeting
- b. ACEC update (Carrol)
Plans have been approved in Council, expecting to start work during school holidays. Waiting on police vetting, then a fence will be put up first.
Would like some clarity to ensure that the guidelines agreed with BOT in the initial stages are met.
- c. Medical Centre Building - speaker Mr Miller
Mr Miller spoke on the history of the Health Centre, they are looking to extend the building in order that there are two consulting rooms. A further consulting room is to built on the pathway. The committee would like to know the process with the Ministry, Iwi and the school and would like to ensure it would be possible to complete this project.
Committee would like the account number to pay the lease - Kate to do.
Kate to go to Ministry of Education re lease
- d. [Driving School Vehicles Guide](#) (following letter from community member)
Link the per KM cost to the IRD rate.
Agreed to guide based on above change.
Moved Carrol Seconded Dan Carried

11. Meeting Closure 5.14pm

12. Matters to be considered 'Public Excluded

- a. n/a

ROL



Action Items:

Brenda Roberts

4/5/2021

