

**MINUTES OF THE COLLINGWOOD AREA SCHOOL BOARD OF TRUSTEES MEETING  
HELD MONDAY 24 FEBRUARY 2020 AT 3.30PM**

**PRESENT**

Hugh Gully (Principal) Vincent Andrew (Chairperson) Joyce Wyllie Elizabeth McPherson Brendan Richards Mieke van Lammeren (Staff Trustee) Renee Riley Irene Pomeroy (Board Secretary)

**APOLOGIES**

Sarah-Renee Van Kleef (Student Trustee)

**PUBLIC**

Diane Street Anne Harvey

**KARAKIA**

Joyce Wyllie opened the meeting with a Karakia

**INTEREST REGISTER AND DECLARATIONS OF INTERESTS**

No Conflicts of Interest Declared

**ELECTION OF OFFICERS**

Irene Pomeroy took the Chair and called for nominations of Officers

**CHAIRPERSON**

***Motion***

Vincent Andrew as Board Chairperson for 2020.

***Moved*** Joyce Wyllie / ***Seconded*** Brendan Richards

***Carried Unanimously***

**VICE CHAIRPERSON**

***Motion***

Joyce Wyllie as Vice Chairperson for 2020.

***Moved*** Elizabeth McPherson / ***Seconded*** Brendan Richards

***Carried Unanimously***

Joyce Wyllie thanked Vincent Andrew for his resilience and wisdom over the past four years as Board Chairperson.

**STRATEGIC DECISIONS**

**CHARTER AND ANNUAL PLAN**

- Hugh Gully is adding Assessment to his appraisal this year along with other ideas from the Annual Plan.
- There has not been a lot of progress with Design Technology over the last two years. Hugh Gully is confident by the end of the year we can use the word 'embed' with Design Technology. Two trainings have been held by Core Education.

- Year 11 – 13 students are meeting each term with their Dean to set targets and goals for their learning.
- The school will be signing up for ALIM this year – the middle school will be the focus.
- Eric Lander has been timetabled in the New Entrant and Year 2 classes this term teaching waiata and telling stories. Eric will work through all classes during the year.
- **Motion**  
The Board approve the 2018 – 2020 Charter and Annual Plan.  
**Moved** Joyce Wyllie / **Seconded** Vincent Andrew **Carried Unanimously**

## **PRINCIPAL'S APPRAISAL 2020**

- Gary O'Shea (Appraiser) will be at school tomorrow to meet with Hugh Gully and Vincent Andrew to setup Hugh's appraisal for 2020. They will be formulating Goals and drawing up a Plan.

## **EOTC PROCEDURES**

- Hugh Gully downloaded the EOTC Procedures from the Ministry website and personalised them to Collingwood Area School. Teachers are using them now.
- It is the Board's responsibility to have the right procedures in place and Hugh Gully to manage them.
- **Motion**  
The Board approve the new EOTC Procedures and will review them every three years.  
**Moved** Joyce Wyllie / **Seconded** **Carried Unanimously**

## **CHILD PROTECTION POLICY**

- Policy is still very much in Draft form and needs simplifying.
- All staff need to know what to do if they suspect child abuse, neglect, etc.
- Hugh Gully, Vincent Andrew, Joyce Wyllie and Elizabeth McPherson will meet and go through the Policy making any changes needed for the March meeting.
- BOT members welcome to write any comments on the Google Docs version.

## **MONITORING**

### **PRINCIPAL'S REPORT**

As printed

### **NAG 1 Curriculum**

- Assessment is linked to the Charter. The Senior Leadership Team will be discussing it at their meeting tomorrow.
- TOSI Tournament team was announced today.
- An invitation was extended to the BOT to drop into Assemblies on Monday mornings.
- Whole school Athletics are being trialled this year.
- Hugh Gully needs to be informed midway through the year of which students are at risk of not passing NCEA so they can receive help and support.
- Year 11 – 13 internal exam results were very poor last year.

- Question was asked if Year 10 students at the end of each school year have workshops on how to study and prepare for exams in Year 11 – 13.

### ***NAG 2 Strategic***

- Joyce Wyllie expressed interest in being part of the Kahui Ako Ki Mohua Stewardship group.
- Vincent Andrew and Joyce Wyllie are meeting with Graeme Sims (NZSTA) to plan BOT Training sessions in the Bay.

### ***NAG 3 Personnel***

- The generic Draft Principal's Job Description may change tomorrow after Hugh Gully's meeting with his Appraiser. Hugh Gully added the Annual Plan Goals into the Job Description.
- Teacher Job Description is ready to be finalised. Hugh Gully added the Annual Plan Goals into the Job Description.

### ***NAG 4 Finance and Property***

#### ***Motion***

The BOT adopts the 2020 Draft Budget.

***Moved*** Vincent Andrew / ***Seconded*** Brendan Richards

***Carried Unanimously***

- School is trialling the MOE Donation Scheme this year.
- Hugh Gully is keeping a separate spreadsheet on the spending of the MOE Donation Scheme.
- Junior classrooms have consumables only budget and then Department budgets for subject areas.
- The Design Team for the Rebuild will be at school next week. A Landscaper will also be in attendance.

### ***NAG 5 Health and Safety***

- Richmond Glass replaced windows throughout the school with safety glass over the summer holidays.
- Vincent Andrew informed the Board that there is a Defibrillator attached to the outside of the St John's building for public use.

### ***OTHER***

- Hugh Gully approved the Netball A Team holding a fundraiser (Hypnotist) in the Collingwood Hall and alcohol being available for sale.

The Board adopts the Principal's Report.

***Moved*** Brendan Richards / ***Seconded*** Joyce Wyllie

***Carried Unanimously***

### **FINANCE**

#### ***Motion***

The Board adopt the January 2020 Statement of Financial Position (attached).

***Moved*** Vincent Andrew / ***Seconded*** Elizabeth McPherson

***Carried Unanimously***

## PROPERTY

- Board of Trustees School Houses Account still owes the school \$49,171.42 borrowed last year to bring the houses and flats up to code.
- Jenna Bowden will do a plan later in the year as new legal requirements (eg extractor fans in kitchen and bathroom) are coming into force in 2021 which will need to be carried out to bring houses and flats up to code again.

## STRATEGIC DISCUSSIONS

### *Tech Versus Paper*

- Members having trouble accessing Board documents on Google Docs to contact Hugh Gully or Irene Pomeroy.
- Reminder that if a shared document won't open check to see if you need to request permission from the owner for access.

## ADMINISTRATION

### MINUTES OF THE PREVIOUS MEETING

#### *Motion*

That the Minutes of the meeting held on 25 November 2019 are a true and accurate record.

**Moved** Vincent Andrew / **Seconded** Joyce Wyllie

**Carried Unanimously**

### CORRESPONDENCE

As printed

#### *Motion*

That the Inward and Outward Correspondence is accepted.

**Moved** Mieke van Lammeren / **Seconded** Hugh Gully

**Carried Unanimously**

- **Motion**

Vincent Andrew to contact Jenna Bowden (Ray White Ltd) asking her to give the tenant in 33 Washington notice as the house is required for a teacher.

**Moved** Hugh Gully / **Seconded** Vincent Andrew

**Carried Unanimously**

## KARAKIA

Anne Harvey closed the meeting with a Karakia.

The meeting closed at 6.00pm

**Next Board Meeting – Monday 16 March 2020 at 3.30pm**