

**MINUTES OF THE COLLINGWOOD AREA SCHOOL BOARD OF TRUSTEES MEETING
HELD MONDAY 25 MAY 2020 AT 3.30PM**

PRESENT

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

MANA WHENUA

Anne Harvey

PUBLIC

Diane Street

KARAKIA

Mieke van Lammeren opened the meeting with a Karakia

INTEREST REGISTER AND DECLARATIONS OF INTERESTS

No Conflicts of Interest Declared

STRATEGIC DECISIONS

KIWI WIFI

Kiwi Wifi have allocated five free connections to school as the school have allowed them to share access to our ultrafast broadband fibre cable and locate ICT equipment on school grounds.

- Principal, Executive Officer and two Senior Leadership Team members who do not have Internet access at home to have connections.
- Hugh Gully to have discretion as to which other staff member will be allocated the remaining connection. If any problems arise through this process, he will consult with the Board.
- Any Staff member who cannot receive Internet at present will have preference.

The Board approve Hugh Gully allocating the Kiwi Wifi connections to staff.

Moved Elizabeth McPherson / **Seconded** Joyce Wyllie

Carried Unanimously

MONITORING

PRINCIPAL'S REPORT

As printed

General Commentary

- Last week was unusual in settling students back into school after Covid 19 Lockdown – some historic incidents between students raised their head. All is well and back to normal now.
- Some major catch ups are needed now with NCEA students. NCEA End of Year exams have been put back ten days.
- Hugh Gully during Lockdown received weekly calls from our Senior Advisor at the Ministry of

Education checking all was okay. The Ministry also sent daily update emails.

NAG 1 Curriculum

- Hugh Gully took the Board through the Baseline Data Term One Data Charts. The plan is for the Board to receive three Reports a year with the next Report due to the Board in the middle of Term Three.
 - The Board will still receive Reports on Priority students but the format has yet to be finalised.
- No written Reports for students to be sent home this Term as due to Covid 19 staff can't really assess students as Reports were due to go home in three weeks.
- Students were informed today at Assembly of the Duke of Edinburgh Award programme. Students fourteen years and on were encouraged to sign up for it. Hugh Gully will do the final sign off.
- The Board adopt the 2019 Analysis of Variance.
Moved Vincent Andrew / **Seconded** Elizabeth McPherson ***Carried Unanimously***

NAG 2 Strategic

- Hugh Gully has set up a Folder for Board Policies. All Policies will be kept in this Folder as we move them from School Docs (it will take three years to fully transition).
- Policies will have a two page limit – longer documents eg Complaints Policy will have an Appendix.
- Performance Management Policy is ready for Board members to read so it can be signed off at the June Board meeting.

NAG 3 Personnel

- Hugh Gully to draw up a list of Appraisers for staff.
- Senior Leadership Team at their meeting tomorrow will discuss how to use our surplus 1.17 staffing.
- The Board ratify the appointment of Craig Phillips as the new Property Manager to commence employment on 29 June 2020.
Moved Brendan Richards / **Seconded** Joyce Wyllie ***Carried Unanimously***
 - Property Manager hours of employment will be 7.30am to 4.00pm.
 - Property Manager will reside at 4 Beach Road school house.
 - Property Manager will be welcomed with a Pōwhiri.

NAG 4 Finance and Property

- Joyce Wyllie and Vincent Andrew to write to Jenna Bowden (Ray White Ltd - Property Manager) acknowledging the excellent job she is doing in managing the school houses for the Board.
Moved Hugh Gully / **Seconded** Brendan Richards ***Carried Unanimously***
- The Board moved to opt back in with the Ministry of Education's Donation Scheme in 2021.
Moved Hugh Gully / **Seconded** Brendan Richards ***Carried Unanimously***
- At this stage looking at the Rebuild Plans, it will happen around the back of the school, allowing school to carry on in its present buildings which will be demolished after the Rebuild is completed.

- The Technology Block will remain and be revamped inside – Rooms 5 and 6 will go.

NAG 5 Health and Safety

- Hugh Gully filled in the Covid 19 Level 2 Worksafe Plan and sent to the Ministry. This informed the Ministry of what we did to prepare for return to school and will continue to do.
- Hugh Gully, Joyce Wyllie and Elizabeth McPherson to meet this week to look at the Safeguarding Children Policy.

NAG 5 Other

- The Principal's Conference in Melbourne has been postponed until July 2021. Hugh Gully will contact Air NZ and see if he can have his air fare credited. If Air NZ will not do this Hugh Gully to look at an alternative programme in Melbourne.

The Board adopted the Principal's Report.

Moved Brenda Richards / **Seconded** Renee Riley

Carried Unanimously

FINANCE

• **Motion**

The Board adopt the March and April 2020 Statements of Financial Position (attached).

Moved Vincent Andrew / **Seconded** Sarah Van Kleef

Carried Unanimously

- Five Year Plan money and Government extra money allocated to schools are still sitting with the Ministry. The Board need to come up with a plan or concept for spending the Government money as this has a time limit on it.
- School may be able to have control of dismantling the school after the Rebuild – would save money with the Contractors and make cash for the school in selling windows, doors, etc.
- The Board approved the signing of the 31 December 2019 Statement of Responsibility.
Moved Elizabeth McPherson / **Seconded** Brendan Richards **Carried Unanimously**
- The Board adopt the 2020 Budget.
Moved Renee Riley / **Seconded** Hugh Gully **Carried Unanimously**

HAZARDS REGISTER

One new entry – slippery decking alongside Auditorium wall.

ADMINISTRATION

MINUTES OF THE PREVIOUS MEETING

Motion

That the Minutes of the meeting held on 16 March 2020 are a true and accurate record.

Moved Mieke van Lammeren / **Seconded** Joyce Wyllie

Carried Unanimously

MATTERS ARISING FROM THE PREVIOUS MEETING

- Vincent Andrew yet to acknowledge Bill Climo's resignation.
- Brendan Richards' apology for meeting was missed being recorded.

CORRESPONDENCE

No Inward or Outward Correspondence.

KARAKIA

Anne Harvey closed the meeting with a Karakia.

The meeting closed at 5.15pm

Next Board Meeting – Monday 15 June 2020 at 3.30pm