

**MINUTES OF THE COLLINGWOOD AREA SCHOOL BOARD OF TRUSTEES MEETING
HELD MONDAY 15 FEBRUARY 2021 AT 3.30PM**

PRESENT

Hugh Gully (Principal) Vincent Andrew (Chairperson) Joyce Wyllie Brendan Richards Mieke van Lammeren (Staff Trustee) Edwina Howell-Wilson Irene Pomeroy (Board Secretary)

APOLOGIES

Renee Riley Anne Harvey

PUBLIC

Diane Street Kristal Wells

KARAKIA

Hugh Gully and Mieke van Lammeren led the Karakia. Mieke van Lammeren to have the English translation for the March meeting.

INTEREST REGISTER AND DECLARATIONS OF INTERESTS

No Conflicts of Interest Declared

NEW MEMBERS

Vincent Andrew welcomed new BOT member Edwina Howell-Wilson to the meeting and congratulated Renee Riley on being re-elected.

ELECTION OF OFFICERS

Irene Pomeroy took the Chair and called for nominations of Officers

CHAIRPERSON

Motion

Vincent Andrew as Board Chairperson for 2021 on proviso that he delegates his workload more.

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

Carried Unanimously

VICE CHAIRPERSON

Motion

Brendan Richards as Vice Chairperson for 2021.

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

Carried Unanimously

Joyce Wyllie thanked Vincent Andrew for his leadership over the last three years as Chairperson.

OPEN FORUM

Kristal Wells spoke to the Board re her letter and explained her concerns.

STRATEGIC DECISIONS

PRINCIPAL'S SCHEDULE OF DELEGATION

Motion

The Board adopt the Principal's Schedule of Delegation with the Credit Card Limit being changed to \$5,000.00.

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

Carried Unanimously

STUDENT TRUSTEE ELECTIONS

Motion

Irene Pomeroy is appointed as Returning Officer for the upcoming Student Trustee Election.

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

Carried Unanimously

DRAFT 2021 BUDGET

Motion

The Board adopt the Draft 2021 Budget.

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

Carried Unanimously
Edwina Howell-Wilson Neutral

WSP PRELIMINARY DESIGN REPORT

Motion

The Board proposed that the Preliminary Design Report is accepted as it is.

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

Carried Unanimously

- Hugh Gully to talk to Duncan (Lead Designer) re the two toilets, two doors missing and the whether size of the sliders between classes are large enough.

10 YEAR PROPERTY PLAN

Motion

The Board approve the 10 Year Property Plan.

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

Carried Unanimously

- Proposed money to use from 5 Year Property Plan
 - Upgrade Tech Block - \$450,00.00
 - Upgrade Hall - \$60,000.00
 - New Shed / Caretakers Shed - \$90,00.00.

BOARD SECRETARY

Joyce Wyllie was thanked for stepping in as Secretary during Irene Pomeroy's absence last year.

BOARD COMMUNICATIONS

- Concern was expressed that a lot of things are not happening within the Board and would like to see workloads delegated to other members.
- Board need to address what their values are and have ongoing reflection re the values.
- Mid monthly updates be emailed around Board members.
- Board need to understand, articulate their role, participate in a greater team and challenge each other.
- Hugh Gully, Mieke van Lammeren and Student Rep to give a brief Report each meeting about how

the culture of the school is.

- Board to do a spot each month in the Flyer. Edwina Howell-Wilson to introduce herself in the next Flyer.
- Board to meet at Joyce Wyllie's old house Wednesday 03 March 2021 at 3.00pm.

BOARD MEETING DATES

Board meetings are the third Monday of each month. 2021 meeting dates are:

15 March, 12 April, 17 May, 21 June, 16 August, 20 September, 18 October, 15 November and 13 December BOT end of year function.

MONITORING

PRINCIPAL'S REPORT

As printed

General

- Five staff members could not make the Professional Development held at Totaranui so Hugh Gully will follow up with them. Hugh Gully to send the follow up feedback chart to Board members.

NAG 1 Curriculum

- 2020 NCEA results were good despite COVID. Only two Year 13 students did not pass NCEA Level 3.
- Hugh Gully to bring to the March meeting the commentary for the 2020 end of year ITJ Graph Chart. The Board will also get a Progress Report mid year.
- Homework Policy to be parked until the April meeting.

NAG 2 Strategic

- Hugh Gully will populate the Draft Charter and get out to the Board as soon as possible.
- Vincent Andrew to redo the Board Workplan for 2021.
- Child Protection Policy to be presented at the March meeting.

NAG 3 Personnel

- Hugh Gully will appraise the Senior Leadership team in 2021.
- ***Motion***
Vincent Andrew to organise Gary O'Shea for the Principal's appraisal in 2021.
Moved Vincent Andrew / ***Seconded*** Joyce Wyllie ***Carried Unanimously***
- Appointments Policy to be presented at the April meeting.

NAG 4 Finance and Property

- The Board felt the best option for the Senior Common Room is to put it out the back behind the Senior part of the rebuild.

NAG 5 Health and Safety

- The Emergency Management Plan has been updated for 2021.

- The Board approved the measles vaccination being given to Year 11 – 13 students in the school if parents so choose for it to happen.

OTHER

- Shelley Wyllie (ERO) will work with the school this year – where the school is at, back story, what's on top, etc.
- Exit Interviews will be reported In Committee at the April meeting.
- Hugh Gully and Vincent Andrew to respond to letter from Year 10 parents. Vincent Andrew will write the letter and send the draft around to the Board for their comments.
- The Complaints Policy and Procedures to be put in the next two Flyers.

The Board adopts the Principal's Report.

Moved Brendan Richards / **Seconded** Vincent Andrew

Carried Unanimously

FINANCE

- **Motion**

The Board adopt November and December 2020 Statement of Financial Position (attached).

Moved Vincent Andrew / **Seconded** Joyce Wyllie

Carried Unanimously

- 2019 Net Working Capital \$353,000.00. 2020 Net Working Capital \$574,000.00.

HEALTH AND SAFETY

- The Board and School are enforcing COVID Level 2 restrictions.

HAZARDS REGISTER

No entries.

STRATEGIC DISCUSSIONS

BOARD MEETING INFORMATION

- Members to read all information before monthly meetings and any questions they may have to asked before the Monday meeting.
- 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 07 December 2020 are a true and accurate record.

Moved Hugh Gully / **Seconded** Vincent Andrew

Carried Unanimously

CORRESPONDENCE

NZSTA – Professional Development Sessions 2021

Letter Year 10 Parents / Caregivers

Kristal Wells

Motion

That the Inward Correspondence is accepted.

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

Carried Unanimously

The meeting closed at 6.44pm

Next Board Meeting – Monday 12 April 2021 at 3.30pm