



Collingwood Area School Board Meeting

Monday 22nd July 2024 commencing 3:30 PM

Collingwood Area School Staffroom

Start Time: 3.30pm

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), Hugh Gully (principal), Melissa Dixon (deputy principal) & Kaye Stark (BOT - admin)
- 1.3 **In Attendance:** Diane Street
- 1.4 **Apologies:** Peter Taylor (staff rep)
- 1.5 **Interest Register & Declaration of Interests:** none declared.
- 1.6 **Agenda:**

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

3.2 HG Verbal Report (notes and links on the drive)

Head Student Application process - shared the updated application form and structure for 2025 Head Students.

Civil Defence - after a meeting with CD it was confirmed that CAS would probably be used as an area to look after animals and as a Emergency Community led Centre in the first instance unless required as a CD Centre. 2 way radio training was to take place for 2 x staff members and the CD is in the process of developing a CWD Mgmt Plan.

Kura haka - seeking guidance from Ngati Rarua to produce a new kura haka that reflects our connection with Ngati Rarua and our values & vision - BOT supported this decision. AH to ask members of NR for guidance & support

Matariki - was an excellent day with tamariki enjoying it. There was feedback that whānau would've liked to be involved in this event.

ERO Documentation - very positive response form ERO.

Hard Court - 1st court is planned to be completed 2 x wks from today with lines and hardware.

BR went over the proposed variations to the sealed areas:

- widening the Admin to Court 1 pathway from 4 to 6.5m
- widening the Hall to Court 1 pathway from 4 to 6.5m
- increasing the length of Court 1 from 33 to 36m and reducing Court 2 from 36 to 34m.
- ensure the fall from both courts was in the same direction to prevent a "hump" between courts 1 & 2.



The BOT agreed in principle to the above variations.

DJ/CR - carried unanimously

Leave - HG noted the change of day for his leave to shift house - now the 5th Aug.

Study leave - Emily Johnstone has been accepted for study in 2025. As the course is only for 32 weeks EJ presented 3 options to cover the remaining 8 x teaching weeks. After discussion the BOT approved both her 32 weeks study leave and 8 x weeks leave without pay for the 2025 school year.

BHS/DP - carried unanimously

The Principal's Report for July 2024 was accepted. CR/DJ

3.2.1 **Solar Energy** - HG strongly recommended keeping this on the radar for development in the future.

3.3 **Health & Safety** - BR thought it timely for the BOT to review our H&S management. HG accepted that it was time to review and update staff on our H&S responsibilities including completing the hazard register and identifying near misses. With the incumbent H&S officer on extended leave HG noted that the brunt of this work falls on him. He will begin to address with staff at Monday briefings and SLT.

3.4 **Policies** - nothing undertaken this month.

3.6 **Financial**

3.6.1 **Monthly Reports** - June 2024 monthly reports

HG/DP - carried unanimously

3.6.2 **2023 Annual Report** - After discussion and a request for KS to update the BOT on the issues presented in the management report / remediation measures the school will undertake at the next general BOT meeting the BOT accepted the 2023 Annual Report.

DP/BHS - carried unanimously

3.6.3 **2025 Donation scheme** - the BOT agreed for CAS to remain part of the MOE Donation scheme for 2025.

CR/DJ - carried unanimously

4. STRATEGIC DISCUSSIONS

4.1 not discussed

4.2 not discussed

6.0 ADMINISTRATION

6.1 **Confirmation of previous minutes**

Confirmation of the June meetings PEB and General minutes were deferred until the Aug mtg pending some updates as requested by KS.

6.2 **Review action points from previous meeting** - not completed

5. MATTERS TO BE CONSIDERED 'PUBLIC EXCLUDED SECTION'

5.1 **Public Excluded Business** – The BOT moved into committee at 4.30pm.

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
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<ul style="list-style-type: none">• Correspondence• Principal's Appt process	Protection of privacy of persons	Section 7(2)a
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The BOT come out of committee at 5.14pm

7.0 MEETING CLOSURE

Meeting closed at 5.15pm 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:** 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

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- **AH** - to ask members of Ngati Rarua for guidance & support on completing a new school haka. ✓ 25/7
- **KS** - to update the BOT on the issues presented in the 2023 Annual management report



/ remediation measures the school will undertake.

- **HG** - to begin updating H&S procedures with staff via Monday briefings & SLT. ✓ **29/7**
- **BR & DJ** - complete additional info on the June PEB a General Minutes.