



Collingwood Area School

Connecting to others, our environment, and the future

Te whanaungatanga ki te tangata, te taiao, te anamata hoki

Collingwood Area School Board Meeting

Monday 21st October 2024 commencing 3:00 PM

Collingwood Area School Staffroom

Start Time: 3.00pm

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.
- 1.2 **Present:** Brendan Richards (presiding member), Dan Jessep (parent rep), Carrol Roberts (parent rep), Briar Hayton-Seelye (parent rep), Clay Payton (parent rep) Peter Taylor (teacher rep), Hugh Gully (principal) Amelia - Jade Swan (exiting Student rep), Cooper Ricketts (incoming Student rep) & Kaye Stark (BOT - admin)
- 1.3 **In Attendance:**
- 1.4 **Apologies:** Anne Harvey (MKM rep)
- 1.5 **Interest Register & Declaration of Interests:** none declared.
- 1.6 **Student Rep:** BR thanked AJS for her time and efforts on the BOT and hoped the experience would help her in her future career choices. He then welcomed CR to the position on new student rep for 2025.

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

- 3.1. **Building updates** - (as below)
- 3.2 **Principal's Report** (see HG full report on drive)

General

- There is a need for some form of visual block between the senior and Yr 7&8 class. HG had priced the set up cost of a manifestation of Te Matua at approx \$1K. The BOT agreed to proceeding with this.
- Courtyard to be completed within the month. Still need some clarity as to where all of the funding is coming from and there was concern expressed that the BOT needs to ensure Nor-west is not out of pocket. There is a meeting regarding this set for Thurs 24th Oct. PT shared that fencing around the court, as well as the previously agreed to basketball hoops, will go into the Rata Foundation application. The four square lines are to wait until after the other lines have been completed to see where they will fit in. It was agreed to paint 2 x tennis courts on court 2 and one on court 1 (closest to Admin block).
- The BOT agreed to purchase 1 more tennis from Mayfield Sports.
PT/DJ - carried unanimously
- HG met with Craig Vercoe last week. They spent time working on a compromise for the proposed ECE facility location. As he saw it the updated proposal
 - Loss of 3 car parks however he feels there is still plenty of room to develop more parking.
 - Still room on either side of the tank for the extra CAS room.
- 5YPP (10YPP) is currently being produced.



- New sandpit - There was general agreement that we need plans and a quote. Perhaps try some other builders. HG to get quotes from Toby Christen Will Curnow and John Lavers
- Roll audit has been completed with the report due within 3 weeks
- The BOT agreed to run a tender process for disposal of the container next to the Tech Block.

Curriculum

Personnel

- Science position shortlist will be undertaken at 7.30am on Monday 29th October. Appointment committee will be BR, HG MD PT & DJ.
- Primary Long Term Reliever position Fri 1am MvL CR CP HG MD.
- WSR Within School Role - HG & MD are working on it..

The Principal Report for Oct 2024 was accepted. DP/BHS

3.2.1 **Solar Energy** - not discussed

3.3 **Health & Safety** - not discussed

3.4 **Policies** - DJ updated the BOT. DJ & BR to look at options for consulting with our community on the policies in the drive as they are out of sync ones to the SchoolDocs cycle .

3.6 **Financial**

3.6.1 **Monthly Reports** - The Oct 2024 monthly reports were discussed and approved.

BR/DP - carried unanimously

3.6.2 **UnAllocated funds** - no discussion

3.6.6 **School House Rentals** - Following last month's presentation from KS and discussion the BOT agreed for KS to meet with Property Manager to look at options for correcting the rent anomalies with the school properties. There was general agreement that we wanted to keep rents as low as possible in order to attract quality staff to the area. It was requested that KS & Property Manager look at several long-term options to bring us back inline with MoE guidelines.

4. STRATEGIC DISCUSSIONS

4.1 - not discussed

4.2 - not discussed

6.0 ADMINISTRATION

6.1 **Confirmation of previous minutes**

The PEB Meeting minutes for Sept were accepted.

BHS/CR - carried unanimously

6.2 **Review action points from previous meeting** -

6.3 **Fundraising committee update**  Fund Raising Group CAS - nothing to report

6.4 **Student Rep Position** - as above.

6.5 **Correspondence** – inward/outward.

6.6 **Honoraria** - The BOT agreed that the honoraria will only be for general meetings.



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7.0 GENERAL BUSINESS

7.1 **Uniform** - CR wants to know when the contract is up for renewal - BR to let her know. There was discussion on the "credit" promised to whanau over school shirts. BR/KS to work on.

5. MATTERS TO BE CONSIDERED 'PUBLIC EXCLUDED SECTION'

5.1 Public Excluded Business – nothing to report

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

8.0 MEETING CLOSURE

Meeting closed at 4.18pm with a karakia.

Signed

Brendan Richards - 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)
- **HG:** HG to get quotes from Toby Christen, Will Curnow and John Lavers
- **BR & DJ:** To look at options for consulting with our community on the policies in the drive.
- **BR & KS:** uniform "credit"
- **KS:** activate Asset Annie subscription
- **KS:** to meet with Property Manager to look at options for correcting the rent anomalies
- **KS:** publish General Agenda for BOT mtg on Fri before the meeting.
- **KS:** meet with Karilyn re. 4 Beach Rd
- **DJ, CP & KS:** -set up Policy schedule for the rest of the year.
- **ALL BOT MEMBERS:** familiarise with contents of school house rentals sub-folder in the Oct meeting folder on drive.



- **BR:** let CR know when the uniform contract is up for renewal.
- **HG:** to talk to Craig Vercoe from the Kindergarten Assoc re ECE plans
- **CR:** to complete BOT submission for 2025 Yearbook by 25th Nov
- **KS:** to put copies of all linking documents onto the drive prior to the relevant meeting.
- **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