



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 23rd September 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 led by whaea Anne.
- 1.2 **Present:** Brendan Richards (presiding member), Dan Jessep (parent rep), Carrol Roberts (parent rep), Anne Harvey (MKM rep), Clay Payton (parent rep) Peter Taylor (teacher rep), Hugh Gully (principal) & Kaye Stark (BOT - admin)
- 1.3 **In Attendance:** from 3:30 to 5:12pm Sylvie Pryier
- 1.4 **Apologies:** Briar Hayton-Seelye (parent rep)
- 1.5 **Interest Register & Declaration of Interests:** none declared.

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
- 2.4 BR updated BOT members on the recruitment process to date.

3. MONITORING

- 3.1. **Building updates** - see hard court area.
- 3.2 **Principal's Report** (see HG full report on drive)

General

- The BOT congratulated HG and staff on the recent LipSync production. A special mention was made of the amount of work Jonny H had put into creating a very successful event. They look forward to it becoming a regular feature on the school calendar.
- The BOT thanked PT on the effort he was putting in to extending the outdoor ed students and providing some amazing experiences for the our yr 9/10 students.

Curriculum

- Secondary staff have spent time confirming subject choices for 2025 with senior students and parents.
- Curriculum Update - HG updated on the changes coming in during 2025 and spoke of the amount of information coming through from MOE.
- **NetNZ**
PT updated the BOT. CAS will supply 0.2 FTTE (paid from our banking staffing). It needs to be tagged to a specific teacher who is willing to provide 0.2 FTTE (5hrs) teacher hours to NetNZ per week. This would give us access to 14 courses. There was a question on how the quality of teachers available through NZNet is checked. .
- **NMIT Trades Academy**
This will happen on Fridays and use of the school van for that day. Still need some confirmation on the costs vs income.
HG noted we get funded to pay an adult to drive and support them for the day (\$100/day)
We get generous funding from NMIT (\$8000 pp)
Ākonga enrolled @ CAS 0.8 and NMIT 0.2 so CAS would lose a very small amount of per pupil funding, \$1800 pp.



Personnel

- The BOT accepted the resignation of Sam Gaddes. BR & HG have replied to her already.
BR/DP - carried unanimously
- HG updated the BOT with details on the appointment timeline for the three vacancies (2 x Long Term reliever & Science teacher) currently advertised in the Gazette on Fri 20th September.
The Appointments Committee will be HG, MD plus one or two BOT members.
- Provisional Staffing has been received and is slightly better than anticipated.

Property

- **Pool Project**

Pumps - HG requested agreement from the BOT to replace the ageing swimming pool pumps.

The BOT agreed to fund the difference between the actual cost of the new filtration pumps for the pool and the current allocated 5YP funding. This is estimated to be \$7 to 8K.

BR/CP - carried unanimously

Painting - HG/KS presented the details of our dispute with the contractor responsible for painting the pool last year. The BOT decided to contact the contractor expressing our disappointment over their lack of commitment to fixing the paint. They agreed to investigating the chemical makeup of the “failed” paintwork.

- **Te Tai Tapu Refurbishment**

Scope of works has been completed and the tendering process is currently underway.

- **Sandpit**

After discussion the BOT agreed to get HG to ask Clay Hoskin for an actual sectionalised plan and an itemised quote. The BOT may then decide to get a second quote.

- **MOE Third Party Occupancy Agreement ECE Building**

The BOT is waiting on the approved engineer’s report for the proposed building and parking area before making a decision.

- **Hard Court Area**

The hole to the west of the proposed second court area has been temporarily filled. There was general frustration over the lack of progress with Court 2.

- **Principal’s House**

The BOT discussed options on the maintenance and upkeep of the 4 Beach Rd. KS to meet with Karilyn to look at priorities for work to be completed. BOT agreed to getting quotes on flooring and paint work.

The Principal Report for Sept 2024 was accepted. DP/CR

3.2.1 **Solar Energy** - not discussed

3.3 **Health & Safety** - as above

3.4 **Policies** - KS, CP & DJ to sort out the process from here forward.

3.6 **Financial**



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- 3.6.1 **Monthly Reports** - The July & August 2024 monthly reports were discussed and approved.
CR/PT - carried unanimously
- 3.6.2 **UnAllocated funds** - no discussion
- 3.6.3 **Asset Annie** - Following discussion, the BOT agreed to CAS subscribing to Asset Annie.
CR/DP - carried unanimously
- 3.6.4 **BOT Assurance 2023 Annual accounts** - as per BOT request. Minuted that this was completed.
- 3.6.6 **School House Rentals** - KS updated BOT on MOE requirements for school house rental rules for teachers/principals. She asked BOT members to take the time over the next month to review all of the documentation in readiness for October's meeting.
- 3.6.7 **Pool Key & Bond charges 2024/25** - The BOT agreed to the following changes to Pool Key season cost and bond amount for the 2024/25 summer season.

CR/HG - carried unanimously

3.6.8 **Budgeted Balance Sheet Board motion**

Now that the 2023 audit has been finalised Solutions & Services have provided a full budgeted statement of financial position & statement of cash flows extracted from the Board approved operating & capital budgets for use in the 2024 annual accounts. We acknowledge that these reports are prepared post 2023 audit finalisation to ensure accuracy and usefulness in the 2024 annual accounts. On this basis the Board approves the use of these documents in the 2024 annual reports.

BR/CR - carried unanimously

4. STRATEGIC DISCUSSIONS

- 4.1 - not discussed
4.2 - not discussed

6.0 ADMINISTRATION

6.1 Confirmation of previous minutes

The June & July PEB and General Meeting minutes were accepted.
The Aug PEB minutes were accepted.

DJ/PT - carried unanimously

6.2 Review action points from previous meeting - not completed

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

6.4 Student Rep Position - KS updated the BOT. Voting closes on 27th September.

6.5 Correspondence – inward/outward.

- 6.5.1 Email from Sports Coordinator requesting permission to apply to the RSC for funding assistance for the 2025 TOSI to be held in South Westland.

BR/HG - carried unanimously



6.5.2 Letter from Pete Taylor requesting permission to apply to Pub Charities for funding assistance for the Yr9 (Heaphy) & 10 (ATNP) tramping trips in term 4 2024.

BR/HG - carried unanimously

7.0 GENERAL BUSINESS

7.1 **Uniform** - CR wants to know when the contract is up for renewal - BR to let her know.

7.2 **2025 Yearbook** - CR to complete.

7.3 **Basketball/Netball hoops** - CP shared the plans and overall costing options for completing the adjustable basketball hoop. The BOT was, in general, pleased with the options. It was suggested that this was a good project to apply to the Rata Foundation for funding. PT agreed to investigate this application.

7.4 **Common room** - CR updated on options for portable dwellings. There was strong agreement that we need to future proof any such structure. The sub-committee agreed to meet in the near future.

7.5 **ECE** - The BOT agreed that we are needing to see a confirmed site map ASAP. There was concern over the possible loss of staff parking and options for locating our extra classroom/common room. HG will talk to Craig Vercoe from the Kindergarten Assoc to express our concerns.

5. MATTERS TO BE CONSIDERED 'PUBLIC EXCLUDED SECTION'

5.1 Public Excluded Business – The BOT moved into committee at 5.12pm.

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
Staffing	Protection of privacy of natural persons	Section 7(2)a

8.0 MEETING CLOSURE

Meeting closed at 5.20pm with a karakia led by Whaea Ann.

Signed

Brendan Richards - Presiding Member



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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:** Send email to Smiths expressing BOT's concern over pool paintwork
- **KS:** Contact MOE re. Paint "expert".
- **KS:** activate Asset Annie subscription
- **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

