



# CENTRAL SOUTHLAND COLLEGE BOARD OF TRUSTEES

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## MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ONLINE DURING COVID19 LOCKDOWN TUESDAY 28<sup>th</sup> APRIL 2020 7.00 PM

### 1. WELCOME & MEETING PROTOCOL

**1.1 Present:** Jo Macgregor (Chair), Frank van Miltenburg, Donald Kidd, Stew Bryan, Mandi Smalley (Parent Reps), Jack Ruddenklau (Student Rep), Andrea Beggs (Staff Rep) Grant Dick (Principal) Brendon Wallace (DP)

**In Attendance** Pat Dodd (Secretary); Peter Turnbull to present his Dept. Report

**1.2 Apologies** None

### 2 STRATEGIC DISCUSSION

#### General Business

2.1 Accounting/Economics Department Report – previously tabled and taken as read.  
Numbers in classes not as high as the HOD would like. Board members discussed the report and are satisfied with the students' exam results.

History/Geography Department Report – previously tabled and taken as read.

Low student numbers in both subjects – significant drop in 2020. HOD Trevor Pryde has concerns about the future of the subjects. Other schools have also seen the same trend. Suggestion that the school promote Level 2 geography to Year 11 students.

#### 2.2 Strategic Financial Planning

This was part of the Triennial review cycle and came about following a meeting with the MOE Resourcing department in 2013. At that time, they highlighted potential risks in our finances that, if the trend continued, would put our school in a difficult financial position. A detailed report was tabled in 2017. It was decided there is no longer a need to continue with this review on the cycle for the following reasons:

- We now have sound financial advice through Education Finance.
- Education Finance provide us with an accurate update on our financial position as required.
- We receive detailed monthly reports that track our progress and forecast projection.
- Finance sub-committee meets monthly to review financials, this is then reported to the board at each meeting.

*Moved that we no longer include Strategic Planning in the Triennial review cycle due to Education Finance reporting to the Financial Committee on a regular basis.*

*Moved: J Macgregor*

*Seconded M Smalley*

*CARRIED*

#### 2.3 Teacher Appraisals

New process in place as Teachers Council have notified schools that new system now in place. The appraisals are a little behind because of COVID19.

## 2.4 PB4L Update

Kelly Wilkinson and Mark Tree are co-coordinating.

- Tier 1 is set up. Video presentation previously tabled and viewed.
- Student survey on PB4L has been undertaken.
- Tier 2 is now being activated - this focused on behaviour of particular students.
- Also trying strategies to make PB4L more attractive to senior students.

## 3. MONITORING

**3.1 Action List** No Action List tabled

**3.2 Financial Report** Finance Committee report:  
Moved the Annual Financial Statements are adopted, that the Principal and Board Chair be authorised to sign them off, including any audit adjustments and subject to BOT Finance Committee approval.  
*Moved: J Macgregor F van Miltenburg CARRIED*

**3.3 Principal Report** Previously circulated and taken as read, spoken to by Grant Dick, Principal.

- Health & Safety emails sent out to school community. Need to keep up clear and regular feedback.
- Distance Learning seems to be tracking well.

**Moved that the Principal's Report be accepted and approved.**  
**Moved: G Dick Seconded: J Macgregor CARRIED**

**3.4 Staff Rep** Report tabled and taken as read.

**3.5 Student Report** Jack Ruddenklau thanked the SLT, teachers and support staff for their efforts in relation to COVID19.

**3.6 Alt Ed Report** Grant Dick advised that AJ Haare-Black is included in the College distance learning while the alternative education programme is closed down. Will return to Alt Ed. After lock down.

**3.7 Health & Safety** Grant Dick reported that school site being thoroughly cleaned and sanitised.

**3.8 Property** Property Meeting Minutes 11<sup>th</sup> March 2020 tabled and taken as read.

**3.9 Policy Reviews** Complaints Policy reviewed. No changes to be made.  
***Moved that the Complaints Policy as tabled be approved.***  
***Moved: F van Miltenburg Seconded: M Smalley CARRIED***

**3.10 Overnight Trips** None

***Moved all reports as tabled be approved and adopted.***  
***Moved: J Macgregor Seconded: G Dick CARRIED***

## 4. MEETING ADMINISTRATION

**4.1 Confirmation of Previous Minutes** Minutes of Board meeting held 11<sup>th</sup> February 2020 which were previously circulated, be signed as a true and accurate record.

**Moved that the Minutes of the Board meeting held on 11<sup>th</sup> February 2020, as previously tabled be approved.**  
***Moved: G Dick Seconded: F van Miltenburg CARRIED***

